**MINUTES**

Redwood Community Radio Board of Directors

August 9, 2022, 3:00 pm

Zoom on-line meeting

1. **Call to order, establishment of a quorum & selection of facilitator**

Opening comments from the Vice President; meeting ground rules.

Noticing the presence of a quorum, the meeting called to order at 3:06 pm.

1. **Roll call**

BOARD-APPOINTED MEMBERS: Kim Phelps, Vice President Nadine Chapdelaine

MEMBER REPS: Holly Kreb, Stephanie Thomas

PROGRAMMER REPS: Lisa “Luv” Deny

STATION MANAGER: Allison Kolb

ABSENT: President Chanin

1. **Approval of May, June, July Minutes**

Chapdelaine moved to approve the May, June and July minutes.

Kreb seconded and the vote was unanimous (5-0)

1. **Approval of agenda**

Chapdelaine moved to approve the agenda with the addition of D; New Security System under New Business.

Phelps seconded and the vote was unanimous (5-0)

1. **Open time**

There were no guests or requests for open time.

1. **Consent calendar**

There were no items for the consent calendar.

1. **Management report**

 Kolb reported that Lisa Music’s (Interim Administrative Assistant) contract has been extended for the last time. The contract will conclude at the end of August. She is working on Wednesdays and has been an incredible asset to the station.

 Dorothee Shaefer has been learning the job as membership coordinator. She has lots of new and innovative ideas with regards to our membership.

 Staff are working on the station’s emergency response protocols.

A campaign is being launched to get everyone (staff and programmers)

prepared for this.

 Tabling at summer events is happening and more to come.

 Building and facilities; Phase 2 will be the repair of the front wall from the manager’s office to the edge of the news office.

 Our contractor estimates the cost of labor will be $10,000. RCR has already purchased the windows and will receive an estimate from the contractor for materials.

Chapdelaine asked about the timing and Kolb said she was available soon. She said she would poll the board if the proposal comes in.

Deny said that Tanya Horlick had offered to do a donated materials outreach. Deny said this may take more time to source donations.

 Staff is taking the CPB’s Harassment and Bias Training.

 The AFR is completed.

 Roll on the Mattole was not a big fundraiser but was great outreach.

 The Flea Market proposal has been put on hold for now; no coordinator.

 Deny asked Kolb if staff in studio work days had been posted at the station or online. Kolb will have it up soon

**VIII.** **Finance Committee report**

There was no person to give a verbal report: see written reports.

 There was discussion about what the Rescue Act funds could be used for. Kolb will check whether building repairs are covered under it. It is the allocation of funds that are important for keeping track.

 **IX. Old business**

 **A.** Appoint RCR Board Officers

 Chapdelaine moved to become Secretary and for Phelps to take her place as Vice President. Kreb seconded the motion and the vote was unanimous (5-0).

**B.** Line of Credit Policy – See Board packet

Chapdelaine moved to approve the Line of Credit policy.

Phelps seconded and the vote was unanimous (5-0). This is the first vote on this.

 **C.** Budget Adjustment for CPA Funds

The finance committee requested a budget revision that would allocate $1000 per year for CPA consultation if needed. Deny motioned to approve the revision. Phelps seconded the motion and the vote was unanimous (5-0).

 **D.** Appoint Grievance Panelist

 Simone Whipple has agreed to be on the RCR Grievance Panel.

 Phelps said she would be great as she is an even-keeled person as well as being easy to work with and well-seasoned as a community member. Phelps moved to appoint Simone Whipple to the panel. Kreb seconded the motion and the vote was unanimous (5-0).

1. **New business**
2. Juneteenth Staff Holiday

Kolb proposed that we add Juneteenth as a paid staff holiday.

She said celebrating this holiday is in alignment with our mission at RCR. The staff receive 8 paid days off now. The ninth holiday would add $900 to our current payroll. Deny motioned to approve Juneteenth as a paid staff holiday. Phelps seconded and the vote was unanimous (5-0).

1. Fundraising and Visioning Board Retreat

Since Chanin was not present to schedule this retreat, Chapdelaine moved to table this item. Deny seconded and the vote was unanimous (5-0).

**C.** New Check Signers

 Kolb requested that we remove Shira Brown from the list of check signers. Chanin and Simon Frech will remain on the list.

Chapdelaine moved to make Phelps the new signer and to have Shira Brown removed from the list since she is no longer on the Board of Directors.. Deny seconded and the vote was unanimous (5-0).

 **D.** New Security System

This new addition to the agenda was not discussed and will be on the September Board meeting Proposed Agenda.

**XI. Committee reports**

1. Programmer representatives
2. Member representatives

The new membership coordinator is printing the membership drive letter this week and will need help folding and stuffing letters.

Phelps offered to work on this before or after her show at the station. Kolb said she could make a short video of the process so

volunteers could take them home and do it. Deny also offered to help and mentioned that she liked the new coordinator as did Phelps.

1. Community Advisory Board (CAB) – Siena Klein

Chapdelaine mentioned a note in the report that requested the All Sides Now PSRC details for submission be aired twice a day.

Deny mentioned that the Spiritual Perspective show on Sunday

is a good place to rotate in more Christian programs.

Kolb said the listener comments get forwarded to the PSRC.

She also reported that the membership letter would include “10 ways to get involved with KMUD” and there is a listener survey

That includes an on air promo. Deny commented that the wording

in the survey was creative.

 **D.** Correspondence Secretary – Deny

 **E.** Development – Deny

Deny reported that the committee would be open to doing the Flea Market if it is not conflicting with existing events, follows current covid protocols and has the right coordinator. The Days Between numbers are not available yet. Eureka Friday Nights will feature the Garberville Town Band and Kolb is planning to do a merchandise and information table.

Bridgefest is August 20th and Chapdelaine will table at this event.

Additional Youth in Radio hosts are needed and Kolb will post this on the programmers list serve. The committee decided to postpone all indoor events due to Covid concerns.

 **F.** Membership Drive – Chanin

 **G.** Audit – Sarah Scudder

 **H.** Policy –

 **I.** Mediation – Phelps

There have been no mediation requests.

 **J.** Building and Grounds – Phelps

Phelps noticed the gardens were getting dry and then were watered. There is a lot of fruit on the ground and to be picked.

Kolb said she would let the programmers know it was available.

**K.** Election Committee

Thomas will schedule the next meeting of the election committee.

1. **Committee meeting schedule**

All meetings take place on-line until further notice. Those interested in attending one should first check to make certain that no changes have been made in this schedule. Zoom meeting IDs, pass codes, phone numbers and links for the Board meeting can be found on the agenda that is distributed one week before the meeting. For access to other meetings, please contact the committee chair.

Board of Directors 2nd Tuesday, 3:00 pm

Membership Drive 3rd Tuesday, 4:00 pm

Development 3rd Wednesday, 11:30 pm

Policy 4th Wednesday, 11:00 am

Executive 4th Wednesday, 12:00 pm

Audit 4th Tuesday, 4:00 pm

Finance 4th Tuesday, 11:00 am

Board Talk Show 10/12

1. **Closed session – Personnel**

Allison requested a closed session.

1. **Adjournment**

The meeting was adjourned at 4:56 pm