

Redwood Community Radio

Minutes

July 11, 2023, 3:00 p.m.

Redwood Community Radio Board of Directors

Zoom On-Line Meeting

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

Opening comments from the President; meeting ground rules.

Recognizing the presence of a quorum, Chapdelaine called the meeting to order at 3:04 p.m.

II. Roll Call

Roll call was called by Chapdelaine.

BOARD-APPOINTED MEMBERS: President Nadine Chapdelaine,
Treasurer Flurina Niggli, Secretary Tonya Farmer

MEMBER REPS: Chestine Anderson, Stephanie Thomas, George
WinterSun

PROGRAMMER REPS: Vice-President Lisa "Luv" Deny, Javier Rodriguez

STATION MANAGER: Station Manager Allison Kolb

GUESTS: Marcy Stein, Jama Chaplin

ABSENT: Javier Rodriguez

III. Approval of May Minutes

Chapdelaine moved to table approval of the June Minutes and Niggli seconded. Chapdelaine, Deny, Anderson, Thomas, Niggli, and WinterSun voted unanimously (6-0) to table approval of the June Minutes. Farmer did not vote due to technical difficulties.

IV. Approval of Agenda

Chapdelaine moved to approve the July Agenda. Anderson seconded. The vote in favor was unanimous (6-0) to approve the July Agenda. Farmer did not vote due to technical difficulties.

V. Open Time

Chapdelaine asked if anyone would like open time. Marcy Stein and Jama Chaplin requested open time. Chapdelaine announced the beginning of Open Time.

Marcy Stein pointed out the importance of the minutes, which are public legal documents subject to the preview of the Corporation for Public Broadcasting. The auditor often reviews the minutes. She encouraged all Board Members to pay attention and give information freely to help the Secretary.

Jama Chaplin mentioned how important the budget decision was for the Board's meeting. The Finance Committee was concerned about the income items. There is debate about whether income items should represent the best estimate or a goal estimate. She warned that the Board to consider this issue when making the budget decision.

VI. Consent Calendar

There were no items under the Consent Calendar.

VII. Management Reports

Allison Kolb – Station Manager

Simon Frech and Lisa Music worked extra hours to cover Allison Kolb during leave. Staff worked hard and put on great events. KMUD got into the Iced Coffee Booth at Northern Nights. Upcoming events include the Roll on the Mattole and a yard event along with the Fall Membership Drive, like last year.

Simon French did the quarterly issues and reports. Tanya Horlick did a report as well. Sarah Starck completed the Accounting and Finance Report AFR. KMUD will continue to work on the new Programmer's Newsletter as well as the new Programmer's Agreement for the new few weeks. Allison Kolb will continue to ask staff to submit management reports.

VIII. Finance Committee Report

Niggli stated a budget review would occur in the present Board Meeting. The three big grants were not granted.

She proposed to put the meeting time on the blog. CPB requires posting the meeting schedules ahead of time. The Secretary sends out the schedules. The staff posts the information to the website.

IX. Old Business

A. Mural

KMUD Board agreed that Ryan Reykdal should go back to the drawing board. The KMUD Board wants to first review the revised design. The Board wants to see the sketch of the art beforehand. The KMUD Board discussed whether door repair, prior to the mural art occurring, should be turned over to the Building and Grounds Committee.

Chapdelaine moved to table the discussion of mural art until the next meeting. Anderson seconded. The vote was unanimous (7-0) to table the mural art until the next meeting.

B. Business License

Chapdelaine moved to approve getting a Business License and Farmer seconded. The vote in favor was unanimous (7-0) to get a Business License.

C. Volunteer Agreement Policy, Second Reading – Attachment I

Chapdelaine moved to remove the Volunteer Agreement from the Policy Manual and put it into the Board Binder and Thomas seconded. The vote in favor was unanimous (7-0) to remove the Volunteer Agreement from the Policy Manual and put it into the Board Binder.

D. Programmer's Agreement Policy, Second Reading – Attachment II

Chapdelaine moved to remove the Programmer's Agreement from the Policy Manual and put it into the Board Binder and Anderson seconded. The vote in favor was unanimous (7-0) to remove the Programmer's Agreement from the Policy Manual and put it into the Board Binder.

X. New Business

A. Sound Board

There was a discussion regarding what was included in the quote. Simon Frech told Chapdelaine the quote included all the parts. Margie Plant is currently working on another grant for the sound board. WinterSun stated there was an itemized list and he sent what the \$24K quote included. Niggli pointed out that training was an additional cost for consideration. Allison Kolb will share the grant proposals to give more clarity about the proposed costs. Chapdelaine agreed with her to share the grant proposals. Centralized training was suggested by a staff member and relayed to the KMUD Board by Chapdelaine. The minimum amount to get the sound board and get it up and running will be around \$30K. Chapdelaine recommended a possible new sound board campaign blitz.

B. Budget Review

Niggli moved to approve the revised Budget with changes. Thomas seconded. The vote in favor was unanimous (7-0) to approve the revised Budget with changes.

C. Appointment of Parliamentarian

Chapdelaine moved to approve Farmer as Parliamentarian. Thomas seconded. The vote in favor was unanimous (7-0) to appoint Farmer as Parliamentarian.

XI. Committee Reports

A. Programmer Representatives

Deny thinks August is a good time to have the Programmer's meeting. Deny proposed a hybrid meeting.

B. Member Representatives

There was nothing to report.

C. Community Advisory Board

Jama Chaplin discussed All Sides Now and its time slot and how it is rarely heard in the morning. Policy requires it to be aired in the mornings.

D. Correspondence Secretary – Anderson

Deny responded once during Anderson's absence.

E. Development Committee – Deny

Deny motioned to approve the Northern Nights coffee booth fundraiser budget and Chapdelaine seconded the motion. The KMUD Board poll was unanimous (6-0) to approve the Northern Nights coffee booth fundraiser budget.

The Event Coordinator's Guidelines are currently being revised. The event coordinator is responsible for securing sponsors. Sponsors fall under Event Coordinator's Guidelines. The Programmer's Agreement is being worked on by the Programmer's Team. The Podcast Subcommittee update will occur at the PSRC meeting when Tanya Horlick returns.

The Grant Subcommittee has four members, and each is working on different grants. Deny expressed favor of having one person be the representative of the Grant Subcommittee. The resolution is that each person may contact the KMUD Board directly for input.

F. Membership Drive Committee – WinterSun

WinterSun stated the Membership Drive Committee was working on printing the Silent Letter Drive letter. It will be finalized in the third week of July and mailed in the fourth week of July.

G. Policy Committee – Chapdelaine

Chapdelaine pointed out that the two current policy changes were worked on. Bylaw changes were sent by email when Niggli came on as Treasurer. All policy changes and bylaws are included in the minutes and available to the public.

H. Mediation Committee – Rodriguez

There was nothing to report.

I. Building and Ground Committee – Rodriguez

There was nothing to report.

XII. 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 to this schedule. Zoom meeting IDs, pass codes, phone numbers and links for the KMUD Board meeting can be found on the email that is distributed before the meeting and on the KMUD website. For access to other meetings, please contact the committee chair. The next meeting will be on August 8, 2023.

Board of Directors	Second Tuesday, 3:00 p.m.
Membership Drive	Fourth Tuesday, 4:00 p.m.
Development	Third Wednesday, 3:00 p.m.
Policy	Fourth Wednesday, 11:00 a.m.
Executive	Fourth Wednesday, 12:00 p.m.
Finance	Third Tuesday, 3:00 p.m.
CAB	Quarterly, 5:00 p.m.
Board Talk Show	August 9 th , 7:00 p.m.

XIII. Closed Session – Personnel

The KMUD Board requested a closed session.

XIV. Adjournment Meeting

Adjourned at 6:31 p.m.

Attachment I

5.1.2 Volunteer Agreement

10/24/06

Thank you for volunteering at KMUD!

KMUD depends on volunteer energy. To offer the community great programming, access to the airwaves, and a diversity of voices, we need to pay the bills and keep our facilities maintained. From answering phones during the fund drives to tidying up the kitchen and staffing benefit events, volunteer energy is the glue that holds it all together. In this way, each volunteer, whether they are a programmer, is a citizen of the KMUD community. These are some elements of that citizenship.

- I agree to obtain permission from the Station Manager or Board of Directors before acting as a spokesperson or agent for KMUD and before using KMUD's name in association with any public event or activity.
- I agree not to be impaired by alcohol or controlled substances while performing volunteer activities for KMUD.
- If I so choose, I may exchange six hours of volunteer work (pre-approved by the Station Manager) for a one-year membership in KMUD.
- If I perform six hours of approved volunteer work within a six-month period, I will be eligible to vote for and run for the positions of programmer/volunteer representatives on the Mediation Committee and the Management Evaluation Committee. I will also have access to the problem-solving procedure, if needed.

Volunteer

Date Signed

____ **Thank you for your time and energy!**

Attachment II

6.1 Programmers Agreement

10/23/06; 2/28/12; 2/14/17; 8/8/17; 4/8/19; 10/14/20

By signing this, I acknowledge that I have read and agree to be bound by all the information contained in the Operator's Handbook and other documents given to me at training, which include relevant rules and regulations of the Federal Communications Commission (FCC), as well as relevant policy and procedures of Redwood Community Radio (RCR). I also realize that the full Policy Manual of RCR hangs on the bulletin Board at the station for my reference. These rules, regulations, policies, and procedures include the following:

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1. I understand that RCR runs substantially on volunteer energy. I agree to volunteer at least 10 hours annually in addition to my show.
2. It is my responsibility to coordinate my own volunteer hours. I will keep track of my hours and submit in writing or by email the number of hours volunteered and the specifics to the Program Director(s).

Below, please check off all areas that you are interested in.

- ☐ I will engineer.
- ☐ I will serve on the Development Committee, the Membership Drive Committee, or other committees (such as Website, Emergency Preparedness, Volunteer or other).
- ☐ I will help with membership drives by answering phones, bringing food, producing, organizing, coordinating. If you have a specific preference for spring or fall, please indicate: _____.
- ☐ I will volunteer at events, doing such tasks as coordination, sponsorship solicitation, food/bar, set up/clean up, general. If you have a specific preference, please indicate: _____.
- ☐ I will help with tabling, either coordination or tabling. If you have a specific preference, please indicate: _____.
- ☐ I will volunteer in the library.
- ☐ I will volunteer in the newsroom.
- ☐ I will help with yard work. Please list specific skills: _____.
- ☐ I will help with building maintenance projects. Please list specific skills: _____.
- ☐ I will perform office work, including filing, phone answering, etc.
- ☐ I will help with mass mailings by stuffing envelopes.
- ☐ Other. Please explain: _____.

Exceptions will be discussed, pending circumstances.

