

Redwood Community Radio

Minutes

June 13, 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 3:06 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: Administrative Assistant Lisa Music

GUESTS: Emma Nation-Myers, Jama Chaplin

ABSENT: Treasurer Flurina Niggli, Stephanie Thomas

III. Approval of May Minutes

Chapdelaine and Deny submitted revisions to the minutes and those were made prior to Board approval. Deny moved to approve the May minutes with corrections and Anderson seconded. Chapdelaine, Deny, Anderson, Farmer, WinterSun, and Rodriguez voted unanimously (6-0) to approve the May Minutes.

IV. Approval of Agenda

Approval of 990 was added to the agenda. Chapdelaine moved to approve the agenda. Farmer seconded. The vote in favor was unanimous (6-0) to approve the June Agenda.

V. Open Time

Chapdelaine asked if anyone would like open time. Emma Nation-Myers and Jama Chaplin requested open time. Chapdelaine announced the beginning of Open Time.

Emma Nation-Myers looked at the Development Policy that specifically says the manager is a member and that it extends to voting. She also pointed out that a petition can be presented to the KMUD Board to recall a Board member. She thinks a campaign should occur to fill empty director seats. Emma Nation-Myers also requested removal of a quote from the August 2021 KMUD Board minutes.

Jama Chapin stated she emailed the Grant Subcommittee report to the KMUD Board prior to the meeting.

VI. Consent Calendar

There were no items under the Consent Calendar.

VII. Management Reports

Dorothee Schaefer – Membership Coordinator

Dorothee Schaefer thanked the KMUD Board for help during the Block Party. Sarah Starck will be the cash handler at the Pride Event. Dorothee Schaefer volunteered time and organized a GoFundMe for the Reflections Project. She is currently working with Allison Kolb to create a Square account to receive digital payments at events.

Jordan Jumpshot and Lisa Music are willing to help with coffee prep for Summer Arts. The trade with the Mateel Community Center set up by Patricia Tinker is worth \$750 in underwriting. Membership payments have slowed to around 4 per week. More efficient ways are needed to contact volunteers. T-shirts and hoodies are currently overstocked. Interns are helping with the social media outreach.

The National Federation for Community Broadcasters virtual conference will be live streaming in the library. Concern was expressed regarding Simon Frech's retirement and KMUD's ability to hire someone with his expertise at hourly rate offered.

Tanya Horlick – Public Affairs

The Grant Subcommittee, with Tanya Horlick as the assigned staff point person, is pursuing grant opportunities with PG&E, Coast Central Credit Union, and the Kelly Foundation. The Podcasting Subcommittee, now led by Tanya Horlick, met several times this quarter and agreed to select Podbean as the platform. After approval, KMUD will be poised to launch its first Podcast. Tanya Horlick recently met with the Community Foundation of Mendocino County to thank them for the grant.

Patricia Tinkler – Underwriting and Traffic Coordinator

There are signed contracts with Northern Nights, Strawberry Music Festival, the Arcata Bay Oyster Festival, Hog Farm Hideaway, and Summer Arts. Contracts are also signed with the Arcata Playhouse, Humboldt Experience Farmstay, Oxalis, Starck Management Consulting, Harmony Organics, Lost Paradise Organics, and North Coast Growers Assoc. Dazey's renewed a smaller, six-month package, and the Department of Health and Human Services awarded another campaign, the Woman's, Infants, and Children campaign. Patricia Tinkler will reply to businesses that responded to her emails. The volunteer, Lynn Harrington, will assist.

Jeff DeMark, former Underwriting Coordinator of KHSU, offered to reach out to several businesses KMUD identified as potential institutional underwriters. This quarter marks the final quarter to carry underwriters' exceedingly past due accounts. Only one contacted underwriter paid on their balance. KMUD may lose as many as five underwriters next month.

Dennis Maher – Music Director

The program funding for the library intern expired. A couple of new youth programmers will be coming onboard. Dennis Maher, Simon Frech, and Virgil Scigla are discussing automation software to reduce workload and programming inaccuracies. Jeanie York had to back out of the Pride Event due to an injury.

Dennis Maher will run the sound at the Pride Event and set up the broadcast equipment at the Summer Arts Festival.

Lauren Schmitt – News Director

KMUD Newsroom is actively engaged in preparation for the fire season. KMUD is collaborating with federal, state, and local agencies. With the donation from the Mendocino Sheriff's Office, KMUD fortified its mobile emergency communications systems. In order to cover crucial news stories, sometimes coverage must take place by staff without pay. Lauren Schmitt requested additional hours for her and Lisa Music to ensure continued fulfillment of their duties.

Lauren Schmitt urged the KMUD Board to ensure the recruitment and proper training of a capable individual to replace Simon Frech. Although financial constraints are a reality, it is imperative to find a competent individual to maintain KMUD's broadcasting capabilities or risk compromising the effectiveness of other staff positions.

Sarah Starck – Financial Consultant

There was nothing to report.

Simon Frech – Technical Director

There was nothing to report.

Chapdelaine thanked the KMUD Staff. Lisa Music said she would pass the message to Dorothee Schaefer without whom, in Lisa Music's view, nothing would get done. Dorothee Schaefer accepts everything that lands on her desk with grace and efficiency. Chapdelaine asked Lisa Music to tell all the staff thank you. KMUD is running like clockwork. Since Allison Kolb is on leave, it's required that all of us communicate well together. It's a very good team.

VIII. Finance Committee Report

Chapdelaine pointed out the Treasurer was not here to present the Finance Committee report. She also stated that the KMUD Board received the

budget-to-actuals and the Compliance Calendar from Sarah Starck. When the Station Manager returns in July, there will be a budget review. Niggli told Chapdelaine the Finance Committee met before Niggli's trip to Europe and did a preliminary budget review and it will take a bigger look at the budget in July. Chapdelaine recommended that KMUD Board members read the reports.

IX. Old Business

A. Mural

Chapdelaine stated the artwork on the container was impressive and appropriate. The issue for old business is the artwork for wooden doors on the KMUD storage shed, a tree designed as a wooden puzzle. The KMUD Board agreed that Ryan Reykdal should go back to the drawing board. The KMUD Board wants to first review the revised design.

B. Business License

Regarding the Humboldt County Business License, there is no reason not to get a business license because it does not affect taxes and KMUD is supposed to have a business license for the resale of materials. The cost for the business license is \$388.00 with a very nominal annual renewal. Discussion revolved around whether to have the Finance Committee pursue a business license or wait for Allison Kolb to do it when she gets returns. The Finance Committee recommends getting the business license.

Anderson wanted to see more research on what advantages it provides, because KMUD is running in the red. She suggested the \$400 be spent on something else, especially since the News Department requested additional hours. Farmer volunteered to conduct additional research, including information regarding a seller's permit.

C. Approval of Mediation Committee Members

Official members are Margaret Lewis, Doug Fir, Javier Rodriguez, Christine Doyka, Sienna Klein and Mark Marchese. Chapdelaine moved to

approve the Mediation Committee members and WinterSun seconded. The vote in favor was unanimous (6-0) to approve the Mediation Committee members.

D. Approval of 990

The Finance Committee reviews documents, and the Board approves the documents. Chapdelaine moved to approve the 990 filing and Farmer seconded. The vote in favor was unanimous (6-0) to approve the 990 filing, which has already been filed.

X. New Business

A. Volunteer Agreement Policy – Attachment I

Once a volunteer signs the Volunteer Agreement, KMUD needs to retain the signed copy. Chapdelaine reasoned the Volunteer's Agreement should be removed from the Policy Manual because if someone arrives at event to volunteer, the volunteer can read the Volunteer Agreement and sign it. Volunteers can do their shift and know what's expected of them, including their behavior and communication. The next time a volunteer comes to an event to volunteer, KMUD can look up the signed agreement in the volunteer folder.

Chapdelaine moved to move the Volunteer Agreement out of the Policy Manual and to the KMUD Board Binder. Anderson seconded. The vote in favor was (4-1) to remove the Volunteer Agreement from the Policy Manual to the KMUD Board Binder. Deny voted against removal. Rodriguez abstained.

B. Programmer's Agreement Policy – Attachment II

Anderson moved to move the Programmer's Agreement out of the Policy Manual into the KMUD Board Binder. Deny seconded. The vote in favor was (5-0) to remove the Programmer's Agreement from the Policy Manual. Rodriguez abstained.

C. Summer Arts Fair

Deny started a KMUD Board Poll to approve budget for the Summer Arts Fair. The KMUD Board voted to approve the budget.

XI. Committee Reports

A. Programmer Representatives

The Programmer Representatives will be looking at prospective dates for the Programmer Representatives meeting.

B. Member Representatives

There was nothing to report.

C. Community Advisory

The CAB will have a hybrid meeting, in person, on Thursday June 15th at 5:00 p.m. in the front yard and also available online via Zoom.

D. Correspondence Secretary – Anderson

Anderson answered a few emails. Anderson is leaving and will return on June 29. Deny will sub for Anderson in her absence.

E. Development Committee – Deny

The Block Party earned around \$10K and was a successful event. Deny thanked everyone for their help. Dorothee Schaefer's Membership Coordinator Report did not include Deny on the Podcast Committee, even though she is a member. Deny attended the meeting but did not recall a vote on the podcast platform but she is glad a platform provider was selected. Jama Chapin also made clear the PG&E grant is still an open grant and not yet submitted.

The Pride Event looks good and should be a big fundraiser. The KMUD coffee booth fundraiser for Northern Nights was approved with a budget of around \$3,500. If Lisa Music helps, it is important to find out whether she will be a volunteer or a paid staff member. Deny would like to know before the event, which is in two weeks. Deny would like to know if it's going into the budget. Regarding the KPHT Fat Fry in the Park Fundraiser, no one has jumped in yet. Currently, there is uncertainty about the Techno Yard Party and the Hip-Hop Yard Party. Nothing is set for either of those events.

Merchandise Table Fundraisers have been floated. Dorothee Schaefer stated some of those ideas were now in the hands of the Development Committee and she was not certain if KMUD would move forward. The Development was not facilitating the tabling fundraisers.

Deny replied to an e-mail and stated the Development Committee would like a simple email saying the Membership Drive Committee is considering a fundraiser. Even though a fundraiser of a merchandise table is likely under \$1,500, the Development Committee wants to know about it. Deny viewed one proposal and said it looked good.

F. Membership Drive Committee – WinterSun

The Membership Drive Committee decided on September 13, 2023 as a start date, which is a 10-day period with a possible extension of two weeks. The Membership Drive Committee is working on the Silent Letter Drive to precede it.

G. Policy Committee – Chapdelaine

The Policy Committee discussed the items the Board voted on at the June 13th Board Meeting.

H. Mediation Committee – Rodriguez

Rodriguez needs a KMUD e-mail from Simon to activate the Mediation Committee e-mail, otherwise communications are sent to his personal email. The Mediation Committee recently had an in-person meeting. WinterSun and Nona Ikeda attended as guests. The Mediation Committee reviewed the Policy Manual and mediation steps. The Mediation Committee is interested in making itself known to the community and hosting possible events and training. Humboldt Mediation Services is not currently conducting training. People must go to the website and add their name to a waiting list. Training is once a year, or something like that, but Rodriguez will find out additional information regarding training.

I. Building and Ground Committee- Rodriguez

Chapdelaine noticed on the KMUD Newsletter someone is donating time to help repair the building. Rodriguez pointed out there is a lot of stuff going on in Building and Grounds. Mike Baker works every Wednesday from 10:00 a.m. to 1:00 p.m. He's working on projects with outside quotes ranging from \$17,000 to \$20,000. An agreement was made for a completion time frame. It included repair of the water damage outside of Allison Kolb's office. As of June 12, the water damage was repaired. Coleman Pulsifer, Mike Baker, Jordan Jumpshot, Kevin Fleming, and Rodriguez are all interested in helping with repairs, painting, and window installation.

Rodriguez met with Mike Baker to discuss Allison Kolb's request to repaint the building. Rodriguez asked Patricia Tinkler to suggest an underwriter for a possible donation of materials and she suggested Pierson Building Center. Morgan Randall, the General Manager, donated \$250 in paint and a primer and will provide additional paint at a discount. Kevin Fleming and Larry Lashley are going to help install windows. Mike Baker has already started. It was Mike Baker's suggestion that Rodriguez ask Allison Kolb to pick colors for the studio. Chapdelaine suggested staying with the same color because it is more cost effective. Rodriguez echoed Simon Frech's claim that power and energy are being wasted in Studio C because of lack of insulation.

Coleman Pulsifer is in the back of the studio burning and questioned what to do with blackberries. There was a discussion as to whether to cut them back or remove them completely. Chapdelaine suggested something go in place of the blackberries, perhaps flowers or daylilies. Chapdelaine pointed out there's lots of beautiful flowers that will take over an area where blackberries once were.

Jama Chapin pointed out to the KMUD Board and Rodriguez to take note of a few things in the Grant subcommittee report about the building. KMUD has money earmarked for building costs. KMUD should be prioritizing the studio technical upgrade, especially since three grants got turned down, rather than the building.

Regarding technical upgrades, Rodriguez stated there's a lot of complaints about not being able to hear callers and callers not hearing the show hosts. He asked Simon Frech about it, and he hopes that takes priority with regard to technical upgrade because it's becoming more of a problem.

Deny agreed that it's been really going downhill, so much so that it is almost impossible to do a regular show. Rodriguez stated that Simon Frech informed Rodriguez that he wanted to get started but he needs time and space in Studio C without people coming in and out of the studio.

Chapdelaine stated that the KMUD Board has authority to delineate funds. The KMUD Board needs to get a quote on the soundboard. If it is really serious, and because KMUD has been waiting for grants, maybe the KMUD Board needs to pull from savings or set aside funds. KMUD doesn't need to do the full remodel, but it needs to at least get the new soundboard in Studio C. Because we are a radio station the soundboard is the primary modus operandi. We must have it to provide good airtime. If the current soundboard is reducing that, or one or two of those phones, then that must be top priority.

Deny pointed out that when the KMUD Board is allocating money, it needs to be very clear about what that money is going towards. Deny heard that Simon Frech wants to get Studio A in tip-top shape before he addresses Studio C. His reasoning is that in case Studio C has big blown-out problems when he's working on it, everybody can file in studio A. Deny thinks we need to have this discussion next month and the KMUD Board needs clarity on this.

Chapdelaine agreed that the original plan was to get studio A repaired, so that we are actually working live in Studio A. Chapdelaine will have a conversation with Simon Frech then report. The KMUD Board needs a solid proposal from him for our next meeting, at which point our Station Manager will be back from leave.

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 July 11, 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

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.

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:

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 news room.
- ☐ 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.

1. I understand that I am responsible for the quarterly submission of accurate playlists.
2. I understand that my status as a programmer and my association with KMUD is subject to periodic review by the Program Selection and Review Council and can be terminated by the Public Affairs or Music Programming Director and/or Station Manager at any time with sufficient reason. My show may or may not be scheduled for continued broadcast beyond this agreement. Any such terminations can be appealed using the Problem-Solving Procedure (Policy 5.1.7).
3. I understand and agree that my show may be pre-empted by the Public Affairs or Music Programming Director, News Director, or Coordinator of the on-air fundraiser in order to broadcast special programming. I understand that I may be required to engineer the broadcast studio during my usual time slot. As always, obtaining a qualified substitute is acceptable.
4. I will not endorse or recommend while on-air any person, product, event, or commercial establishment, or any other entity, in exchange for my own personal gain, which can include (but is not limited to) receiving money, tickets, guest-list spots, merchandise, etc. (“payola”). All tickets given away on-air must be processed in advance by office staff. I will not endorse or recommend my own band, business, employer, etc. (“plugola”), unless done with candor, i.e., I will announce to listeners that I am in the band or am the producer of the event.
5. Any call-in announcements must have verification from the News Department, or I must make a disclaimer that the announcement has not been confirmed.
6. The following activities are prohibited on KMUD property, and may result in immediate suspension:
 - A. Knowingly or willfully airing material of any nature, which could be considered obscene by FCC guidelines, at any time of the day or night. While not encouraged, material considered indecent by FCC and KMUD guidelines is allowed between 11 pm and 5 am only. (See list of terms posted in studios A and C.)
 - B. Being impaired due to use of alcohol or any controlled substance while on-air.
 - C. Theft of station property or resources (including, but not limited to, recordings of any kind) or “borrowing” of any property or resources without specific prior approval by the Station Manager or the Public Affairs or Music Programming Director. (Such activity could result in criminal prosecution.)
 - D. Failing to appear for my show without prior approval by the Public Affairs or Music Programming Director (who must approve substitutes), except in unavoidable emergencies. I will communicate with them about any absences.
 - E. On-air comments of a malicious or defamatory nature about any person, which could potentially subject KMUD to legal liability, or compromise KMUD’s integrity. Any on-air discussion of matters concerning disputes or disagreement within the station must have the prior approval of the Station Manager.

- F. I understand that as a programmer for a 501[c][3] organization, I cannot, while on-air, endorse (or encourage people to vote for or against) a political candidate or initiative. If I myself file for election to public office, I must refrain from programming until I am no longer a candidate.
7. All food and drink is to be kept away from KMUD broadcast, production, and office equipment. I agree that I will be personally and financially responsible for any damage to such equipment resulting from the negligent spilling of food or drink, or any other negligent damage caused by me or by anyone present in the KMUD facility with my permission, or someone on the premises through my negligence. (It is KMUD policy that the front door is to be kept always locked so that no unauthorized persons enter and do damage for which I may be responsible.)
 8. I agree to attend at least one programmers' meeting per year. I understand that if I miss a meeting, I am responsible for finding out what happened at the meeting. Meeting notes will be posted on the internet and on the bulletin board near the Policy Manual.
 9. I understand that no unauthorized guests are allowed on the station's premises after normal office hours (9 am to 4 pm, Monday through Thursday). Furthermore, I have the responsibility to ask such persons to leave. Staff, programmers, and volunteers conducting station business who are authorized by staff or, ultimately, the Station Manager may do so after hours. Those persons may invite guests, who must always remain under their supervision.
 10. All communications with the public on behalf of KMUD will be carried out in a courteous manner. As a KMUD programmer, I understand that I may not represent myself as a spokesperson or representative of the station, except with the prior authorization of the Station Manager.
 11. I agree to not upload my recorded shows that contain any copyrighted content to the internet, including platforms such as Facebook, Spotify or personal blog pages. RCR pays royalties on content aired on RCR's airwaves and on RCR's webpage and archive. RCR does not pay performance royalties when the content is on any other site.
 12. RCR studios and equipment cannot be used to produce syndicated programming that financially benefits the individual programmer or program.
 13. Redwood Community radio acknowledges that volunteers have the right to private lives and independent modes of expression outside the RCR organization. As a representative of RCR, the role and responsibility of programmers regarding social media must be clearly defined and followed. Your words and actions reflect on you and RCR. We ask that you be thoughtful with the content you publish. Participation in social media is at an individual's discretion. Please keep in mind the following policies:
 - A. RCR encourages you to promote RCR programs, news, events, and other activities on your social media sites.
 - B. If posting any personal opinions related to RCR, clearly state that you are a programmer, volunteer, or staff member, and make certain to state that the views expressed are purely your own and not necessarily those of RCR.

- C. Do not register any social media usernames, Face Book pages, or other social media sites/services using “KMUD” or “Redwood Community Radio” without prior approval by the Station Manager.
- D. Any conduct which is impermissible under the law if expressed in any other forum is impermissible if expressed through a blog, Web site or social networking on or through Web sites or services such as Twitter, Face Book, or similar sites/services. For example, posted material that is discriminatory, obscene, defamatory, libelous, or threatening is forbidden.