



## KMUD BOARD OF DIRECTORS

### **MINUTES** **August 20, 2024**

A regular meeting of the KMUD Board of Directors was held via zoom. After a quorum was established, the meeting was called to order at 3:00 p.m. by Chestine Anderson, President.

#### **A. ROLL CALL**

##### **BOARD PRESENT**

Chestine Anderson George WinterSun, Flurina Niggli, Matt Knight, Stephanie Thomas, Javier Rodriguez, Michelle Vassel (joined at 3:15 pm). Lelehnia Dubois (joined at 4.44 pm)

BOARD MEMBERS ABSENT: none

STAFF PRESENT: Sarah Starck Interim Station Manager. Lauren Schmitt

GUESTS: Jama Chaplin (parliamentarian), and Lisa Luv Deny.

#### **B. BOARD BUSINESS:**

1. Motion to approve the July 17, 2024 minutes with corrections submitted by Jama and Sarah by WinterSun, seconded by Anderson. 6 yes Niggli, Knight, Thomas, Rodriguez, WinterSun, Vassel. 0 no, and 0 Abstain. Motion passed.
2. Motion to approve the agenda with the addition of Scheduling a Board and Staff Retreat, by Michelle Vassel, Seconded Flurina Niggli. 6 yes Niggli, Knight, Thomas, Rodriguez, WinterSun, Vassel. 0 no, and 0 Abstain. Motion passed.

#### **C. OPEN TIME**

Lauren Schmitt gave the board information about the grant project that offers to archive News and Public Affairs programs for the Library of Congress (on the board's agenda today).

#### **D. CONSENT AGENDA ITEMS**

Motion to approve consent calendar was motioned by Chestine Anderson and seconded by Flurina Niggli, to approve Ellie Huber as community member of the Hiring committee and accept the resignation of Marcia Mendels. 6 yes Niggli, Knight, Thomas, Rodriguez, WinterSun Vassel. 0 no, and 0 Abstain. Motion passed.

#### **E. UNFINISHED BUSINESS**

1. Motion to adopt Financial Emergencies Policy 4.9 (second reading, Attachment 1 below) by Michelle Vassel, Seconded by Chestine Anderson. 6 yes Niggli, Knight, Thomas, Rodriguez, WinterSun Vassel. 0 no, and 0 Abstain. Motion passed.



2. Motion to accept and adopt the land acknowledgement (Attachment 2 below) by Chestine Anderson and Seconded by Michelle Vassel 6 yes Niggli, Knight, Thomas, Rodriguez, WinterSun Vassel. 0 no, and 0 Abstain. Motion passed.
3. Motion to remove fund-raising stipend policy 4.12.3 (second reading, Attachment 3 below) by Chestine Anderson, seconded by Michelle Vassel 6 yes Niggli, Knight, Thomas, Rodriguez, WinterSun Vassel. 0 no, and 0 Abstain. Motion passed.
4. Motion to place the records retention policy in the accounting manual (second reading, Attachment 4 below) by Flurina Niggli and seconded by Chestine Anderson, 6 yes Niggli, Knight, Thomas, Rodriguez, WinterSun, Vassel. 0 no, and 0 Abstain. Motion passed.
5. Motion to adopt changes to the hiring policy revisions (second reading, Attachment 5 below) by Chestine Anderson and seconded by Michelle Vassel, 6 yes Niggli, Knight, Thomas, Rodriguez, WinterSun, Vassel, Anderson, 0 no and 0 Abstain. Motion passed.

**F. NEW BUSINESS**

1. Approvement of the engagement of the auditor was tabled to a future meeting
2. The board scheduled a Major Donor meeting
3. The board discussed digitizing RCR's analog newscasts and other historic analog materials through a grant funded program; the item will be sent to Poll vote.
4. The Board considered possible dates for a board and staff retreat. Sarah suggested any Friday in October. With the board's approval, Sarah will send an email to board and staff to choose a date. She hopes to discuss strategies for 2025, and talk about what's been working and not working, and just connect as humans.

**G. REPORTS**

The board received a management report from the Interim Station Manager Sarah Starck and from the Finance Committee Chair Flurina Niggli.

The board received a report from Programmer Representatives, Correspondence Secretary, Development Committee, Membership Drive committee, Buildings and Grounds, and Hiring Committee.

**H. CLOSED SESSION**

1. No reportable action

**I. ADJOURNMENT**

There being no further business, the meeting was adjourned by President Chestine Anderson at 5:19 p.m.

Respectfully Submitted by:



Michelle Vassel  
Secretary

#### **Attachment 1:**

**This revision is recommended by the Finance Committee:**

#### **4.9. FINANCIAL EMERGENCIES**

*06/16/98, 09/08/15, 03/10/16; 12/09/20; 07/12/22; 09/13/22*

Regarding emergency fund sources:

1. A Board resolution could, at any time whether an emergency exists or not, authorize the Financial Station Manager (or in their absence, the Station Manager, or next in line an Executive Committee member, ~~in the absence of a Station Manager~~) to seek to set up and maintain a \$30,000 line of credit with a local financial institution, including possibly Vocality Community Credit Union.
2. The ~~Board Finance Committee~~ shall recruit private sources of loans within the community. The Financial Station Manager and Treasurer will maintain this list in a confidential manner.
3. RCR disallows paid staff or Board members (or their family members or significant others) to lend money to RCR.

To request that a specific amount of money be borrowed to deal with a financial emergency, the Financial Station Manager shall contact the Executive Committee to facilitate a board decision to authorize a specific amount of borrowing. The proposal to borrow will include a plan for how the funds will be repaid (for example, budget adjustments and/or additional fundraising plans).

#### **Attachment 2**

**Redwood Community Radio Inc. acknowledges that our transmitter sites are located on the unceded territory of the Sinkyone, Wailaki, Wiyot, Whilkut, and Cahto peoples. We also recognize the rich cultural heritage of all indigenous peoples throughout the KMUD community. We honor ancestors, past, present, and emerging, and acknowledge the ongoing cultural, spiritual, and physical connection these tribes have to this region.**

#### **Attachment 3**

The Finance Committee recommends the deletion of this policy:

##### **4.11.3 Fundraising Stipends**

Those who do fundraisers, other than the on-air fundraiser, may receive a \$50.00 stipend and 10 per cent of the net profit.

#### **Attachment 4**



All financial activities shall comply with the procedures outlined in the Accounting Manual, which includes the Records Retention Policy. The Records Retention Policy details the duration and method of retaining all organizational records to ensure regulatory compliance and organizational accountability.

## **Attachment 5**

### **5.4.4 Hiring**

01/08/94, 03/10/16, 09/09/19

The station shall advertise all paid staff openings, full- or part-time, as far and wide as the RCR broadcast area. This stricture does not apply when a promotion is made to fill a vacant position.

The Station Manager is responsible for all hires. (See Section 2.4.10, "Hiring Committee for Station Manager.")

~~Job applications shall be kept on file for one year in case of immediate job openings. If a~~  
position is vacated within initial 90 days of employment, the previous pool of applicants will be  
reassessed before an additional open hire is launched.