**Minutes**

Redwood Community Radio Board of Directors

June 18, 2025 5:30 p.m. by Zoom

**I. Call to order, and establish a quorum.**

With quorum achieved, interim President Charley Custer called the meeting to order at 5:33 pm.

**II. Roll Call**

BOARD-APPOINTED MEMBERS: Matt Knight, Lelehnia DuBois, Interim Secretary Jama Chaplin

MEMBER REPS: Interim Vice President George WinterSun, Correspondence Secretary Stephanie Thomas, Elise Sauer

PROGRAMMER REPS: Interim President Charley Custer, Interim Treasurer Andy Caffrey

GUESTS: none.

**III. Approval of minutes** of May 20, 2025: Thomas moved to approve the minutes as submitted. Custer seconded. Chaplin suggested that Simon Frech's Open Time, which had been emailed to the Board on May 20 but not read into the record, be added to the minutes with an explanatory note. Custer suggested instead that it be read at today's meeting. Custer, Knight, DuBois, WinterSun, Thomas, Sauer and Caffrey were in favor. Chaplin abstained.

**IV. Approval of Agenda:** Thomas moved to approve as submitted. Knight seconded. Unanimous.

**V**. **Open Time**

Simon Frech: Stephanie Thomas read the Open Time statement that Simon Frech had emailed to the board on May 20, in which he objected to the section of the Proposed Personnel Policies revision that removes the Board's ability to overturn the termination of an employee by management.

**VI.** **Consent Calendar:** Chaplin moved to approve. Custer seconded. Unanimous.

 A. Appoint officers as follows: President: Charley Custer, VP: George WinterSun, Treasurer: Andy Caffrey, Secretary: Jama Chaplin

 B. Appoint the following committee chairs: Development: George WinterSun, Policy: Jama Chaplin, Mediation: Lelehnia DuBois, Membership Drive: Matt Knight, Building and Grounds: Elise Sauer

 C. Appoint Stephanie Thomas as Correspondence Secretary

 D. Appoint Jama Chaplin as Parliamentarian

 E. Appoint George WinterSun as Board Packet Volunteer

 F. Appoint Lelehnia DuBois to share meeting dates on KMUD listserve

 G. Confirm the new Board Meeting Date as 3rd Wednesday, 5:30 pm.

 H. Approve for the second time revisions to Policy 6.11, Fair Access to the Airwaves and Restrictions (Attachment 1)

**VII. Management Reports** - see written reports in board packet

Chaplin asked Starck who would be doing cash handling at Summer Arts (coffee booth coordinator Kate Carlson, with cash pickups by Starck) and at Pride (Starck is organizing people). Another news department employee has been hired.

**VIII.** **Finance Committee Report**

 Starck said that her Financial Manager report covered the issues that she thinks should be covered in the Committee report, but she would welcome questions. Chaplin moved to approve the Financial Statements submitted by the Financial Manager. WinterSun seconded. Unanimous.

**IX. Old Business**

**A. Grant access to two board members for CFCU, CCCU accounts.** Starck said that it will be rare that a board member is needed to sign. Custer moved and Thomas seconded that President Charley Custer and Treasurer Andy Caffrey be granted access to the accounts at Community First Credit Union and Coast Central Credit Union, and that former Treasurer Flurina Niggli and former President Chestine Anderson be removed from those accounts. Unanimous. Starck said that everyone will need to go in to these Credit Unions and sign a form.

**X.** **New Business**

A. **Approve SoHum Pride event proposal:** Thomas moved, and Caffrey seconded, to approve the event. Chaplin asked what the plan was for cash handling. Starck said that she is organizing people for that. Approved unanimously.

 B. **Close Vocality/CFCU credit card account, and move the $2000 to checking:** Custer moved, and WinterSun seconded, to close the Community First Credit Union credit card account, and move the $2000 to checking. Unanimous.

C. **Schedule financial tutorial for Board with Financial Manager:** this will be done by email; might happen in August.

D. **Proposed Personnel Policy revisions: schedule study session with Financial Manager.** This will be scheduled by email.

E. **Proposed revisions to Capitalization Policy (see Attachment 2):** Custer moved to approve. Thomas seconded. Unanimous. This was the first approval.

F. **Committee appointments:** No chairpeople had submitted a committee list for board consideration, so this will happen next month.

 G. **Schedule Board training with Byrd Lochtie:**  Randolph reported that Lochtie had offered up five possible weekend days for a training from 9:45 - 3, with lunch provided by RCR. Custer moved to schedule the training for Saturday July 12, hopefully at the Healy Senior Center. Chaplin seconded. Sauer asked whether there would be a Zoom option, and Randolph said no, it is an in-person training. All were in favor except Thomas, abstaining.

**XI. Committee and Other Reports**

1. Programmer Representatives
2. Member Representatives
3. Community Advisory Board (CAB) – Siena Klein
4. Correspondence Secretary - Thomas reported that she has sent five emails since last month's report.
5. Development – WinterSun
6. Membership Drive – Knight said that Starck had reported that the recent drive brought in over $6,000, and Randolph reported another $3,000 came in after the drive. The Committee will be brainstorming about solutions.
7. Policy – Chaplin. See written report.
8. Mediation – DuBois will propose a list of committee members.
9. Building and Grounds – Sauer will address the overgrown area behind the station. She will get a volunteer list from staff.

**XII. Proposed Meeting Schedule was adopted:**

All meetings take place online unless otherwise stated. New board chairs may be changing meeting dates. Those interested in attending one should first check with the office to ensure that no changes have been made to this schedule, and obtain meeting links and/or locations.

Board of Directors 3rd Wednesday, 5:30 pm

Membership Drive 4th Tuesday, 4:00 pm: June 24 (Matt Knight)

Development 4th Thursday, 4:00 pm: June 26 (George WinterSun)

Policy Exception to 1st Monday: June 30, 11:00 a.m

Executive Exception to 1st Monday: June 30, 12:00 p.m.

Finance 1st Tuesday, 3:00 p.m. July 1

 CAB Quarterly, at station and virtual (Siena Klein):

 Aug. 14, 5 pm.

**XIII. Closed session – personnel.** No reportable actions.

**XIV. Adjourn:** President Custer adjourned the open session of the meeting at 6:32 pm.

Minutes were approved by the Board on July 16, 2025, and submitted by

Jama Chaplin, Board Secretary.

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**Note about attachments:** Proposed additions are underlined; proposed deletions are marked with strikethrough.

**Attachment 1**

**Policy 6.11 - FAIR ACCESS TO THE AIRWAVES AND RESTRICTIONS**

03/03/15, 03/18/25

Programmers can say (in decent language) what they think with some exceptions. These exceptions include initiating talk about RCR issues without first informing RCR Management, and personal messages. Paid staff members and board directors, when on-air or otherwise representing KMUD, are considered as “the voice of KMUD”, so they will refrain from endorsing political candidates or ballot measures.

Everyone hosting a show or otherwise representing KMUD on-air ~~They~~ not only needs to carefully choose their words, but must also be knowledgeable about relevant Federal Communications Commission, Corporation for Public Broadcasting and RCR policies and procedures.

Talk show hosts must give other sides a fair shake. This means that talk shows (other than regularly scheduled news programs) are encouraged to include and expose all sides of an issue. At least 25 per cent (ideally 50 per cent) of the time of each call-in talk show will be open to callers. (The Program Director may make exceptions to this, for example when a host needs to pre-record a show or produce a show with an alternate format.) Hosts of call-in shows shall make a statement early in the show that everyone is welcome to call in. Hosts must allow all callers to express themselves on the show, especially those with opposing views. However, talk show hosts may at the start broadcast a message describing another format, such as, “This show will take comments and questions, but will answer once the caller is off-air.” Opposing views are not required to receive equal airtime, only a reasonable amount of time.

Engineers will disconnect callers who use “the seven dirty words” (i.e., piss, shit, fuck, cunt, tits, cocksucker, motherfucker) or express obscene or indecent imagery, and then briefly explain to listeners what happened. Engineers generally need to refrain from adding their own content to the show and should generally remain neutral. However, a host may invite the engineer to contribute their thoughts, with clear parameters. Engineers should never deliver the last words of a show’s content. They should also not be expressing their views on-air while callers are on hold.

**Attachment 2**

**4.6 CAPITALIZATION POLICY**

*05/11/20*

*Revisions recommended by Finance Committee and Policy Committee:*

The threshold for capitalization of assets is $8,000. Anything over that amount is to be capitalized. Anything less shall be expensed in the year it was purchased. This policy takes effect as of January 1, 2019.

The Board will approve all major projects in advance, including but not limited to, asset improvements, equipment purchases, and other capital projects. This includes expenditures that may aggregate over the capitalization threshold.