



Board of Directors Minutes
Tuesday November 19, 2019

Board of Directors Meeting
Location: Petaluma Community Center
320 N. McDowell Blvd.
Petaluma, CA 94954

BOARD OF DIRECTORS

Cindy Thomas – Chair
Domenica Giovannini — Vice Chair
Judy Kirschner – Secretary
Randy Stewart - Treasurer
Ronda Black
Tim Williamsen – City of Petaluma Designate
Vacant - Petaluma School District designate

1. ROLL CALL – 6:05 P.M

Present: Thomas, Giovannini, Stewart, Williamsen
Absent: Kirschner, Black

2. PUBLIC COMMENT

Rob Tomaszewski: Rob has issues with the process for updating the producer/programmer handbook, he feels that his edits have not been properly inserted as requested by him. He feels the thought that his edits would make the handbook too long are unfounded. He's researched other PEG stations and some are up to 58 pages so the ED should not be concerned about the extra content he wants added.

3. BOARD OF DIRECTORS COMMENTS & ANNOUNCEMENT-

None.

4. AGENDA APPROVAL – Thomas requests removal of item 11A. M – Stewart; S – Williamsen; A - All

5. APPROVAL OF 10/15/19 MINUTES: M – Williamsen; S – Stewart; A - All

6. TREASURER'S REPORT- Bills have been paid, nothing remarkable. 2nd quarter PEG fees have arrived and have been deposited. P&L statement has been delayed due to bank closures during the fires.

7. EXECUTIVE DIRECTOR'S REPORT:

Attached.

8. CONSENT CALENDAR- None

9. REPORTS OF COMMITTEES

- Executive Committee (Thomas, Kirschner, Giovannini) Minutes posted.
- Finance Committee (Giovannini) - No meeting
- Nominating Committee (Alpert, Lopez) - No meeting
- Policies & Procedures (Williamsen, Thomas, Giovannini) - No meeting
- Outreach Committee (Thomas, Kirschner) - No meeting
- a) Underwriting Committee No meeting

10. OLD BUSINESS - None

11. NEW BUSINESS

- A) Discussion and Possible Action on Board appointment (Thomas)
Tabled for 12/17 meeting.
- B) Discussion and Possible Action to Approve and Agenda for 12/15 Board Retreat (Thomas) -
Agenda will include review/update of Goals & Objectives; review/set membership and production rates for 2020.
- C) Discussin and Possible Action to Develop Emergency Operation Plans (Giovannini)
Discussion on how to keep station equipment working during future power outages. This is tabled for the 3/17/20 meeting where the ED will have a presentation for the board.
- D) Discussion and Possible Action to Develop Systems Operation Manuals (Exec Committee)
The ED reports that this is a work in progress, she is working with staff to complete it. This is tabled for the 12/17/19 meeting where the ED will have a presentation for the board.
- E) Discussion and Possible Action to Update and Finalize all job descriptions (Exec Committee)
All agree there are too many versions and there needs to be final versions for all staff positions which will be located in the Systems Operation Manuals. This is tabled for the 1/21/20 meeting where the ED will have a presentation for the board.

12. ADJOURN TO CLOSED SESSION

- A. No closed session.

13. REPORT OUT OF CLOSED SESSION:

None.

ADJOURN: 7:40pm

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Interim Executive Director Report ~ November 19, 2019

1. Power Outages:

Certain City Hall outlets apparently not on backup power system.

2. EOC project:
PCA looking into putting a tower on the Keller St. Garage or Moose Lodge. Line of Site test for Moose Lodge bldg. week of Nov 18. Possible microwave antennae.

Jeff/Rob still determining what type of generator is legal IE propane/gas, etc., we need. Steven Hancock is a freelance EOC pro who was a programmer at PCA. Jeff and Rob are working on setting a meeting with him to discuss.

3. Petty Cash: \$28 & change missing from petty cash box since at least April 8 (per date of my email to Don mentioning this)--NM Would like to set cash box to flush.

4. Handbook: I completed the handbooks for board review Oct 30th and would like to move forward on finalizing the project and make the new handbooks available to members and producers.

Questions: Are all members required to volunteer 2 hrs / week or only radio producers? Seems fair that all members are *or at least* all producers/programmers would be asked to volunteer.

Certain sections which were not in the final board approved programmer handbook have been asked to be re-added. This will only increase the doc length by a page or so.

Per Rob. The entire section "KPCA General Operation" from the 8/30/2019 handbook should be retained. It is mostly all new and important info, very little of which is in the other document. IE: Volunteering. Community Bulletin Board, Holidays, Playlist Logging/Spinitron, (DMCA) Digital Millennium Copyright Act.

5. Grants:

Festival of Trees grant completed

Bill Graham Foundation Jewish Community Grant completed

California Documentary Projects Grants completed.