

## **Minutes of the KPFK Local Station Board Meeting of June 15, 2011**

The regular monthly meeting of the KPFK Local Station Board was held on Wednesday, June 15, 2011 at 7:04 PM at 3916 Sepulveda Blvd., Culver City, CA 90230, the Chair (Dutch Merrick) being in the chair and the Secretary (John P. Garry III) being present. No minutes were approved. Lawrence Reyes was seated as a member of the board following the May 7, 2011 resignation of Ian Johnston.

**Twenty-one members were present**, constituting a quorum: Ken Aaron, Chuck Anderson, Rodrigo Argueta (arrived 7:18), Fred Blair (arrived 7:07), Lydia Brazon, Omar Burdet, Aryana Gladney, Leonard Isenberg, Kim Kaufman, Fred Klunder (arrived late), Jim Lafferty, Ali Lexa (arrived 7:17), Brenda Medina, Dutch Merrick, Margie Murray, Michael Novick, Summer Reese, Lawrence Reyes, Martina Steiner (arrived 8:00), John Wenger, Lamont Yeakey (arrived 8:00).

**Three members were excused:** John Cromshow, Sequoia Olivia Mercier, John Parker.

**Also present:** Bernard Duncan (KPFK General Manager), Arlene Engelhardt (Pacifica Executive Director), Terry Goodman (Audio Recordist).

**Authority and Notice:** This meeting was authorized by the LSB by a motion approved at its meeting of February 9, 2011. A general notice was posted on KPFK.org and other websites beginning on June 8, 2011. Specific notice was posted on June 13, 2011 (see Appendix A).

**Audio Recording:** The audio of the meeting is available for a limited time at the following site:

<http://www.radio4all.net/index.php/program/52581>

Older meeting recordings will be uploaded to radio4all for permanent storage and public access as time permits.

[Audio Part 1]

**CALL TO ORDER / ROLL CALL (7:04)**

The meeting was **called to order** by the Chair at 7:04 PM.

**PROCEDURES FOR DISRUPTIVE BEHAVIOR (7:10)**

The Chair read from "Proposed Public Decorum Policy" (see Appendix C) and asked for general consent.

**EXCUSED ABSENCES (7:10)**

The excused absences requests of John Cromshow, Sequoia Olivia Mercier, and John Parker were

accepted without objection.

**Point of order** from Wenger: Perhaps both versions of the Agenda can be printed out and compared. Aaron objected. The Chair explained the changes he made to the Agenda.

#### ANNOUNCEMENTS (7:19)

No announcements were made. The Chair directed the Secretary to put Reyes on the LSB email list.

#### AGENDA APPROVAL (7:19)

The Chair's Proposed Agenda was approved as amended (see Appendix B).

#### MINUTES APPROVAL (7:20)

There were three objections to the minutes of April 6, 2011.

**Point of order** from Reyes: A request to the Chair to ask the Spanish language programmers who just arrived if they required language translation. The Chair asked the audience and translation was requested. A member of the audience was assigned to translate for the duration of the meeting.

Following a comment by Argueta, the Chair directed the Governance Committee to address Spanish language translation for LSB meetings. The Chair of the Governance Committee requested an email to the same effect be sent to him.

Reese **moved** to refer the minutes back to the Secretary to include additional information. Motion **passed** by a hand vote: Yes—11, No—4, Abs—1.

#### EXECUTIVE DIRECTOR REPORT (7:33)

Engelhardt made brief comments.

#### GM INTRODUCTION-BERNARD DUNCAN (7:37)

Duncan made brief comments.

#### PUBLIC COMMENT I (7:40)

Public comment was heard for eight minutes.

#### NOTES FROM THE CHAIR (7:49)

The Chair gave a semi-annual oral report on the status and progress of the Board.

## PNB DIRECTOR REPORTS (7:55)

Aaron, Argueta, and Brazon gave oral reports.

[Audio Part 2]

Reese gave an oral report. Questions and comments from the board followed. Following a comment from Lafferty, the Chair committed to address the issue of time for board questions to the PNB Directors to be included on the Agenda. Reese committed to have PNB Agendas forwarded to the LSB.

## PUBLIC COMMENT II (8:14)

Public comment was heard for ten minutes.

## STATUS REPORT AND IMPLEMENTATION OF RECENTLY PASSED MOTIONS (8:24)

Novick supervised this report.

Written reports from management: The Chair committed to informing management to send written reports to the entire board.

Brazon recommended that there be an action item list on the Agenda every month. The Chair committed to follow up on this.

Budget resolutions: Novick reported that neither had he received the requested documents nor had the requested actions occurred.

**Point of information** from Wenger: Should we ask to get the names of the people acting on these action items? Responding to a request from the Chair, the General Manager committed to follow up on that issue.

Town Hall Task Force: Kaufman, Aaron, Murray, Burdet, Anderson, Novick, Reyes, Gladney, Reese volunteered for the Task Force.

On-air announcements/invitations for the Task Force: Novick reported that these had not been made.

On-air recruitment of listeners for LSB committees: Novick reported that this had not been done satisfactorily.

On-air announcements of LSB meetings: Novick reported inadequate on-air announcements. The Chair reported that announcements have been done and are in rotation.

The Chair directed the Secretary to report on the membership of the PNB Committee of Inclusion.

#### PROGRAM OVERSIGHT COMMITTEE REPORT (8:41)

Novick (PrOC Chair) gave an oral report.

**Motions** passed unanimously by PrOC members at meeting of February 23, 2011

1. The KPFK Programming Oversight Committee recommends that the LSB expect and require from management that all programming changes be based on a clearly stated set of procedures and criteria, which include but are not limited to, programmers' rights, responsibilities, evaluation, and development, and that they be done in a respectful, collaborative, and equitable manner as per Pacifica Bylaws.

Furthermore, the PrOC recommends that the LSB urge the iPD to restore the one hour time slot of Some of Us Are Brave and Freedom Now in a timely fashion.

Aaron moved to amend: "include but not limited to." Amendment **included** without objection. Motion **passed** by a hand vote: Yes—15, No--0, Abs—0.

The following motions from the PrOC were read into the record but not voted on:

2. As per Article 11.0 of the National Programming Policy "Programming Calendar and Days-in-History" (see below) the KPFK Programming Oversight Committee recommends that the LSB urge the Programming Department to develop an annual programming calendar.

Further, consistent with this policy and in response to the upcoming centennial anniversary of the Triangle Shirt Waist Fire, we urge KPFK to formally endorse the related LaborFest Events and schedule Friday, March 25 as a special day of programming commemorating the Fire.

3. As a motion was passed by the KPFK Unpaid Staff Union to present a workshop for all staff, paid and unpaid, on FCC rules and guidelines, and this workshop is currently in the planning stages, the PrOC passes a resolution urging the Local Station Board to support this important endeavor in all and any ways possible.

4. The PrOC proposes that the LSB request the calendaring of regular programming time for "dialogue with the listeners" to be hosted alternately by the GM, the PD, the LSB, and the CAB, occurring weekly so that each body is heard on-air on a monthly basis. These programs are to alternate among various days of the week and time periods of the day over the course of the month and the year; in addition once per month alternately one of these programs is to be conducted in Spanish during the Spanish Language programming bloc.

The Chair asked if there was objection to motions 2, 3, and 4 and Aaron objected to motions 2, 3 and 4. No further action or vote was taken on these motions.

[Audio Part 3]

## FINANCE COMMITTEE REPORT (9:00)

Kaufman (Finance Committee Chair) gave an oral report, with additional reporting by Reese. Comments and questions from the board followed.

**Motion** from the Finance Committee:

“Policy for Cash-Collection and/or Merchandise-Sales at All Public Events Put On by KPFK and/or the LSB

Public events should have a designated chairperson to interface with staff, management, volunteers and LSB.

The Development Director or, if absent, the Business Manager, shall be responsible for the control and reporting of all inventory, costs, and cash at all public events.

The Finance Committee, along with the interim Development Director, shall develop and implement an inventory control system for events, including merchandise, tickets and opening cash and including cash reconciliation sheets.

Members of the Finance Committee shall be authorized to participate in the handling of merchandise and cash at events.

Three people should sign off on all cash receipts and be present at all times with cash collections and reconciliation.

Drink tickets shall be inventoried and accounted for as cash.

Have a lock box for cash.

A protocol shall be developed for how to handle cash after an event.

All events shall have a full post-event financial report prepared by management and submitted electronically to the LSB Finance Committee within 30-60 days of the event, detailing all itemized expenses, gross proceeds and net profits. All expenses must be documented with receipts, included gifted items.

From Finance Committee June 6, 2011”

Aaron requested to see the KPFK budget from the NFC. Responding to a question from the Chair, Engelhardt stated that the only limitation on distributing the station budget would be if staff names

and salaries were included. Barring that, there is no limitation on distribution to the LSB and the public.

Kaufman reported that the budget had already been sent to the LSB and does not have any names or salaries.

Lafferty **moved to table** the motion. The Finance Committee Policy for Cash-Collection and/or Merchandise-Sales was **tabled** by a hand vote: Yes—10, No—8, Abs—2.

Kaufman committed to forward the proposed Cash Policy to management for input and invite management to the next Finance Committee meeting.

“Pacifica Foundation—KPFK Detailed Trial Balance for 2011” (see Appendix D) was distributed to the board and discussed. Responding to a question from Lafferty, Kaufman reported that there were no unaccounted for expenditures in the document.

#### OUTREACH COMMITTEE REPORT (9:38)

Medina (Outreach Committee Chair) gave an oral report, followed by questions from the board.

Anderson **moved** for the LSB to approve, and direct management to sponsor and announce, the KPFK Outreach Committee /ACLU Orange County Picnic. Motion **passed** by a hand vote: Yes—14, No—1, Abs--2.

Medina **moved** for the LSB to approve the Outreach Committee Monthly Movie Night. Motion **passed** by a hand vote: Yes—17, No—0, Abs--0.

Without objection, the board moved to hear public comment for 15 minutes.

#### PUBLIC COMMENT III--IV (9:57)

Public comment was heard for 18 minutes.

[Audio Part 4]

Public comment continued. Reese **moved** to extend 7.5 minutes to fulfill the required 30 minutes of public comment and allow members of the public who have not yet spoken to speak. Motion **passed** by a hand vote: Yes—14, No—0, Abs—1.

After time expired, the board **moved**, without objection, to allow one additional public comment.

Aaron **moved** to adjourn. The meeting **adjourned** without objection at 10:16 PM.

Respectfully submitted by John P. Garry III, KPFK LSB Secretary  
(these minutes were approved on July 20, 2011)

#### Appendix A—Public Notices

Emailed by Terry Goodman on Wed, June 8, 2011 6:24:55 PM

The KPFK Local Station Board will meet on Wednesday, June 15, 2011  
beginning at 7:00 pm at a location to be determined and announced.

Refs:

<http://www.kpfk.org/lsbpbmenu/93-calenderandnotices/4904-local-station-board-6152011-700-pm.html>

[http://www.kpfk.org/eventcal.html?task=view\\_detail&agid=2019&year=2011&month=06&day=15](http://www.kpfk.org/eventcal.html?task=view_detail&agid=2019&year=2011&month=06&day=15)

Emailed by Terry Goodman on Monday, June 13, 2011 4:37:29 PM

The KPFK Local Station Board will meet on Wednesday, June 15, 2011  
from 7:00 pm to 10:00 pm at 3916 Sepulveda Blvd., Culver City, CA  
90230.

Refs:

<http://www.kpfk.org/lsbpbmenu/93-calenderandnotices/4904-local-station-board-6152011-700-pm.html>

[http://www.kpfk.org/eventcal.html?task=view\\_detail&agid=2019&year=2011&month=06&day=15](http://www.kpfk.org/eventcal.html?task=view_detail&agid=2019&year=2011&month=06&day=15)

#### Appendix B—Agenda

Chairs amended proposed Agenda for KPFK LSB Meeting June 15, 2011  
Meeting location: 3916 Sepulveda Blvd., Culver City, CA 90230 Time: 7PM-10PM

Call to Order, Roll Call

Procedures for disruptive behavior and unanimous agreement

Excused Absences,

Announcements,

Agenda Approval,

Minutes Approval

(20 min)

GM Introduction-Bernard Duncan

(5 min)

Public Comment I

(7.5 min)

Notes from the Chair-Semi-annual report on LSB progress	(5 min)
PNB Director Reports: Aaron, Argueta, Brazon, Reese	(12 min)
Public Comment II	(7.5 min)
Status Report and Implementation of recently passed motions: Written reports from management; Budget resolutions; Town Hall Task Force; On-air recruitment of listener-sponsor members for LSB committees; On-air announcements of LSB meetings.	(15 min)
PrOC Report	(15 min)
Finance Committee Report including discussion of budget from National Finance Committee.	(25 min)
Outreach Committee Report	(10 min)
Personnel Committee Report	(10 min)
Governance Committee Report – three motions.	(15 min)
Public Comment III	(7.5 min)
Management Report including Q&A on written reports.	(15 min)
Old Business	(10 min)
New Business	(10 min)
Public Comment IV	(7.5 min)
	total 180 min

Appendix C—Proposed Public Decorum Policy

Appendix D— Pacifica Foundation—KPFK Detailed Trial Balance for 2011 (LSB expenses)



Proposed Public Decorum Policy:

In an effort to maintain functioning of our Board and committees and to better enable participation by members of our listening audience in station governance, we should announce at the beginning of each gathering, the following process:

Listeners will be encouraged to participate verbally during the "Public comment" portions of each Board or Committee meeting.

If the listener feels that they are aware of a key piece of information that requires immediate action by the Board or committee, they will be able to quietly write the remark on a slip of paper and hand it to any single Member of that Body without disturbing the general meeting. The Board or Committee Member then has their normal opportunity to join the Chairperson's comment cue during the meeting to be heard on the matter.

If a member of the Public interrupts or creates a disturbance during a Board or Committee meeting the following responses will be made:

1st occurrence= a verbal warning from the Chair of the meeting to the interrupter.

2<sup>nd</sup> occurrence= The interrupter will not be allowed to speak to the Board during the public comment portion for the duration of the meeting. With a non-debatable vote of concurrence by the board.

3<sup>rd</sup> occurrence= The interrupter will not be allowed to speak to the Board during the public comment portion for the duration of the meeting and the entire next meeting. With a non-debatable vote of concurrence by the board.

4<sup>th</sup> occurrence= The interrupter will be asked to leave the meeting and will be barred from the next Board or Committee meeting. With a non-debatable vote of concurrence by the board. (An ad hoc) "sergeant of arms" – a member of the board or someone else maybe appointed by the chair to assist in implantation of this eventuality

All board member commit to assist in avoiding the above steps by approaching members of the public that they know to request their cooperation.

Continued disruption can result in revocation of membership in KPFK.

In order to ensure polite, harmonious functioning of the KPFK Local Station Board:

Members of the Local Station Board are elected to be representatives of the broad listener community and also as representatives of the Station itself and are therefore are to be held to a high personal standard.

LSB Members are to engage in dialog respectfully in each and every one of their official capacities. Whether at the station itself or in a Committee or Board meeting, LSB Members will be expected to refrain from degrading or demeaning treatment of other Members, station Staff, Management or Listeners.

Personal attacks, be they verbal or physical, will not be treated very seriously. LSB Members will adhere to at least the minimum standards we set for the Public audience. Further, if a Member of this Board is deemed to have behaved in an offensive, cruel or disrespectful manner, as determined by the Members present at the next Board meeting, they will be held accountable during an Executive Session of that same meeting.

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System: 6/15/2011 12:02:54 PM  
 User Date: 6/15/2011

PACIFICA FOUNDATION-KPFK  
 DETAILED TRIAL BALANCE FOR 2011  
 General Ledger

Page: 1  
 User ID: anthony

Ranges: From: To:  
 Date: 10/1/2010 6/30/2011  
 Account: 500-6591-01 500-6591-01

Sorted By: Location Subtotal By: Period  
 Include: Posting

^ Inactive Account

Account	Beginning Balance	Description	Reference	Description
Trx Date	Jrnl No.	Source Doc	Audit Code	
			Debit	Credit
			Net Change	Ending Balance
500-6591-01				Local Board Expenses - Administration
			\$0.00	
10/18/2010	34,948	GJ	GLTRX00015400	\$105.00 Amortize - Workment
10/19/2010	34,953	PMTRX	GLTRX00015405	\$100.00 12893 - Doug Barnett
2 Entries	Period 1 Subtotals:		\$205.00	\$0.00 \$205.00 \$205.00
11/11/2010	35,158	PMTRX	GLTRX00015542	\$100.00 12967 - Doug Barnett
11/11/2010	35,169	PMVVR	GLTRX00015553	\$100.00 Void Open Trx Echo Park United Me
2 Entries	Period 2 Subtotals:		\$100.00	\$100.00 \$0.00 \$205.00
12/2/2010	35,339	PMTRX	GLTRX00015671	\$100.00 13038 - Doug Barnett
12/3/2010	35,354	PMTRX	GLTRX00015687	\$150.00 13050 - The Workmen's Circl
12/23/2010	35,507	PMTRX	GLTRX00015820	\$150.00 13117 Summer Reese
3 Entries	Period 3 Subtotals:		\$400.00	\$0.00 \$400.00 \$605.00
1/7/2011	35,721	PMTRX	GLTRX00015947	\$305.00 13204 - Los Angeles City Co
1/12/2011	35,760	GJ	GLTRX00015973	\$214.00 Deposit
1/27/2011	35,840	PMVVR	GLTRX00016045	\$100.00 Void Open Trx Doug Barnett
1/28/2011	35,850	PMTRX	GLTRX00016055	\$218.40 13270 - 47038 Pacifica Radio Arch
4 Entries	Period 4 Subtotals:		\$523.40	\$314.00 \$209.40 \$814.40
2/11/2011	35,973	GJ	GLTRX00016152	\$100.00 Deposit
2/22/2011	36,041	PMTRX	GLTRX00016195	\$120.00 13360 - Spear Management Co
2/28/2011	36,108	GJ	GLTRX00016248	\$100.00 Accrue - Dutch Merric
2/28/2011	36,109	GJ	GLTRX00016249	\$140.44 Reclass - Office Depo
2/28/2011	36,110	GJ	GLTRX00016249	\$280.00 Reclass - Sunrise Ki
5 Entries	Period 5 Subtotals:		\$640.44	\$100.00 \$540.44 \$1,354.84
3/22/2011	36,250	PMTRX	GLTRX00016391	\$127.40 13446 Summer Reese
3/31/2011	36,336	GJ	GLTRX00016465	\$280.00 Reclass LSB Expenses
2 Entries	Period 6 Subtotals:		\$127.40	\$280.00 (\$152.60) \$1,202.24
4/11/2011	36,439	PMTRX	GLTRX00016535	\$143.00 13540 Summer Reese
4/29/2011	36,662	GJ	GLTRX00016742	\$120.00 Accrue - LSB
2 Entries	Period 7 Subtotals:		\$263.00	\$0.00 \$263.00 \$1,465.24
	Totals:		\$2,259.24	\$794.00 \$1,465.24 \$1,465.24
Grand Totals:		\$0.00	\$2,259.24	\$794.00 \$1,465.24 \$1,465.24

Total Accounts: 1