

CPB Compliance Document/Northern Community Radio Updated 10/31/17

Meetings:

Northern Community Radio, Inc. holds licenses for public radio station 91.7 KAXE in Grand Rapids Minnesota, and 90.5 KBXE in Bagley Minnesota. Northern Community Radio complies with Section 396 (k) (4) of the Communications Act by providing notice to the public before holding public meetings of the Board of Directors, Board committees, meetings of the members, and the Community Advisory Board. Notice of these public meetings is posted on the website of KAXE/KBXE (www.kaxe.org) not less than one week in advance of all meetings.

In addition, all such meetings, including the availability of online information and that meetings are open to the public, are announced on the air a minimum of 1 time per day (and normally 3 times per day) for one week prior to the meetings. This exceeds the CPB requirement that this information is conveyed on 3 consecutive days quarterly. In addition, meeting notice is specifically sent to individuals who have requested individual notice.

Subject to reasonable limitations (such as size of available meeting space), all members of the public are permitted to attend any of the meetings above without condition such as registration or providing any personal information.

All or portions of any board or committee meeting may be "closed" to the public in the event matters relating to individual employees, proprietary information, litigation or other matters which are confidential upon advice of counsel or financial information obtained on a confidential basis, or other matters deemed by the board to be inappropriate for public disclosure. If a meeting is closed, an explanation is included in the CPB folder in the organization's public file within 10 days. There were no closed meetings in 2017.

To provide opportunity for public involvement, an audio report of every Board of Directors meeting is broadcast twice during morning drive time within one week after a meeting and again before the next scheduled meeting.

Financial:

Northern Community Radio includes the following in the CPB folder of its public file where they can be viewed by members of the public:

- Annual Financial Report (AFR)
- IRS 990
- Annual Audit

These forms are also available online at *KAXE dot org*. Hard copies of these documents may be requested by emailing "comments at kaxe dot org." Copying expense of \$.50/page will apply.

Community Advisory Board:

1. Northern Community Radio holds at least one Community Advisory Board each year for KAXE and another one for KBXE, at different locations in the listening area.
2. Community Advisory Board membership and minutes of the meeting are kept in the CPB folder in the public file.

3. The Community Advisory Board has a distinct membership from the organization's governing Board of Directors.
4. A majority of the Board of Directors will be present at each CAB meeting, to receive input.
5. Members of the CAB represent a diverse cross-section of the community under each station's signal.

Minutes of the meeting indicate that the CAB is performing its primary functions under the CPB rule:

1. Establish and follow its own schedule and agenda, within the scope of the community advisory board's statutory or delegated authority;
2. Review the programming goals established by station;
3. Review the community service provided by the stations;
4. Review the impact on the community of the significant policy decisions rendered by the station; and
5. Advise the governing board of the station whether the programming and other significant policies of the station are meeting the specialized educational and cultural needs of the communities served by the station. The advisory board may make recommendations to the governing board to meet those specialized needs.

EEO:

The FCC EEO Public File Report complies with the FCC's EEO rule and is posted on the website, with a copy placed in the Public Inspection File of the station. It is the policy of Northern Community Radio to comply with all FCC and CPB EEO requirements.

Northern Community Radio's Employment Statistical Report to the CPB is available to the public at the organization's offices, as part of its public file, at 260 NE 2nd St, Grand Rapids MN 55744.

Donor Lists, Data Security and Political Activities

1. Northern Community Radio will comply with all current laws and regulations of the Internal Revenue Service, and with all other applicable Federal law or regulations governing political activity and lobbying
2. Northern Community Radio will not sell, rent, lease, loan, trade, give, donate, transfer or exchange its membership or donor names with any outside organization for any purpose
3. Northern Community Radio maintains active control of its contributor and donor lists, and takes all appropriate measures to ensure against unauthorized use of such lists. The bylaws of the organization do not allow any use of its membership and contributor/donor lists by any outside parties
4. The organization periodically reminds contributors/members/donors that its lists are never used outside of the organization
5. Northern Community Radio uses outside vendors for its online financial transactions and does not keep donor financial data onsite