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2024 CPB Compliance Checklist Document

Northern Community Radio, Inc

Station(s):	KAXE(FM), Grand Rapids, MN KBXE(FM), Bagley, MN
Reporting Period:	November 01, 2023 – November 01, 2024

Meetings:

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 meetings are listed at kaxe.org at least one week prior to the meeting
- All meetings are announced 3 times per day, 7 days prior to the meeting between 6am and 11pm. These are documented on the station logs.
- 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 and is listed on kaxe.org.
- 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.org*. Hard copies of these documents may be requested by emailing "comments@kaxe.org." Copying expense of $.50/page will apply.

Community Advisory Board:

- Northern Community Radio holds at least one Community Advisory Board each year for KAXE/KBXE at different locations in the listening area.
- Community Advisory Board membership and minutes of the meeting are kept in the CPB folder in the public file.
- The Community Advisory Board has a distinct membership from the organization's governing Board of Directors.
- A CAB facilitator will be present at each CAB meeting, to receive input.
- 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:

- Establish and follow its own schedule and agenda, within the scope of the community advisory board's statutory or delegated authority;
- Review the programming goals established by station;
- Review the community service provided by the stations;
- Review the impact on the community of the significant policy decisions rendered by the station; and
- 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:

- 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
- 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
- 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

- The organization periodically reminds contributors/members/donors that its lists are never used outside of the organization
- Northern Community Radio uses outside vendors for its online financial transactions and does not keep donor financial data onsite

Harassment and Bias Prevention Training:

- All station employees (full-time and part-time who are paid a salary or hourly wage), officers and interns completed EVERFI training in 2024.

CSG Training:

- The CEO/General Manager completed How to Complete Harassment and Bias Prevention Training Webinar on January 17, 2024.
- The Director of Business Services completed NFFS Training on January 30th, 2024.