

MEETINGS

Open Meetings

In order to comply with open meeting requirements of The Communications Act of 1934, WGTE Public Media provides the following information:

- All meetings of the Board of Trustees and any committee of its governing body are open to the public.
- All meetings of WGTE Public Media's Community of Advisors are open to the public.
- All persons are allowed to attend any open meeting of the board, committee or community of advisors without requiring, as a condition of attendance, that the person register or provide such person's name or any other information, except as would be reasonably required to maintain a safe meeting environment.
- If a meeting is closed pursuant to the exceptions recognized by the law, WGTE Public Media will make available to the public, within a reasonable period of time after the closed meeting, a written statement containing an explanation of the reason(s) for closing the meeting.

WGTE Public Media may conduct meetings of the governing body, its committees or advisory groups that are not open to the public as long as they deal with matters considered to be exceptions to the open meeting requirement.

For more information regarding WGTE Public Media's Board of Trustees, please refer to the following URL: http://www.wgte.org/wgte/about_wgte/index.asp?page_id=173.

Reasonable Notice:

WGTE Public Media will give reasonable notice to the public of the fact, time and place of an open meeting at least one week (7 days) in advance of the scheduled date of an open meeting. Information regarding the meeting will be posted on WGTE Public Media's website with information of date, time and place, or information on where an individual can call to find the date, time and place of the meeting.

Closed Meetings

If a session is closed to the public it will be distributed in the same manner as the notice of the open meeting. This notice will be placed on our website within a reasonable time following the closed session. The notice will also be made available at the station for any individual calling the station or physically coming in to the station. An example of such notice is shown below:

"WGTE Public Media held its regularly scheduled Board of Trustees meeting at ____ pm on (month, day, year) at 1270 South Detroit Ave., Toledo, OH. This meeting went into closed session to discuss confidential personnel matters."

Certification of WGTE Public Media's continued compliance with the open meetings requirement is completed each year as part of the Certification of Eligibility included in the Stations Grant Management System (ISIS).

OPEN FINANCIAL RECORDS

In order to comply with open financial records requirements of The Communications Act of 1934, WGTE Public Media provides the following reports made available for public inspection:

- AFR (Annual Financial Report) filed with the CPB (Corporation for Public Broadcasting)
- Audited statements or other financial statements filed with CPB, including reports from CPB required audits conducted by independent certified public accountants, according to CPB adopted audit standards and any financial statements which CPB may permit to be submitted in lieu of such audit reports under certain circumstances
- Other information regarding fiancés submitted to CPB related to any funding agreement with CPB that requires a financial report

Public Files:

Public files are located in the main administrative area of the station, in a file cabinet accessible for any person coming into the station requesting to view our files. Included in these files is the current annual audit, the current Station Activity Benchmarking Survey (SABS), the current EEO report along with other reports required by the FCC (Federal Communications Commission).

Public asking to view public files would be escorted to a place to view the file. Arrangements for photocopying the financial records can be made at cost.

Certification of WGTE Public Media's continued compliance with the open financial records requirement is completed every year as part of the Certification of Eligibility included in the Stations Grant Management System (ISIS).

EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS

In order to comply with the equal opportunity requirement of The Communications Act, WGTE Public Media provides the following:

WGTE Public Media maintains compliance with equal employment opportunity through many established procedures controlled within the Human Resources department. Steps taken to fill vacancies within the organization are as follows:

- A file is created for the open position by the Director of Human Resources. It contains the job posting, places position is advertised and all other information in regards to tracking the position.
- The position is posted on-line through the WGTE Public Media website. Postings include various area organizations, local newspapers, and other broadcasting publications that are

specific to the position being advertised and those that have requested notifications of job opportunities.

- Applications and resumes are collected by the Director of Human Resources.
- An in-depth review is completed selecting candidates that have the qualifications and expertise for the posted position by a search committee.
- The search committee comprised of the Director of Human Resources and supervisor of the open position is convened to review a manageable number of applicants.
- The top candidates are contacted for a personal interview.

Certification of WGTE Public Media's continued compliance with the Equal Employment Opportunity Requirement is completed each year as part of the Certification of Eligibility included in ISIS.

DONOR LIST AND POLITICAL ACTIVITIES REQUIREMENTS

In order to comply with the equal opportunity requirement of The Communications Act, WGTE Public Media provides the following:

- It is WGTE Public Media's policy not to sell or trade member information, including e-mail addresses. WGTE Public Media will use the e-mail address to inform members of upcoming WGTE Public Media events and other information related to WGTE Public Media.
- WGTE Public Media maintains active control of their contributor and donor lists, and takes all appropriate measures to ensure against unauthorized use of such lists.
- Certification of WGTE Public Media's continued compliance with donor list and political activities requirements is completed each year a part of the Certification of Eligibility included in the Stations Grant Management System (ISIS).