



Quiz Answers!

Compliance Quiz Communications Act & General Provisions June 2018

Please answer the following questions and indicate where specified the section in the Compliance booklet, checklist or card that contains the answer.

1. We post our most recent audited financial statements on our website and make our annual financial report (AFR) available to anyone who requests it. Is this practice consistent with the Communications Act and the Corporation for Public Broadcasting's (CPB) requirements?
 yes no

No, both documents must be posted on your website (Booklet: Section III (E)).

2. Are we required to use four accounts to track our community service grant (CSG) funds pursuant to the discrete accounting requirements in the General Provisions? yes no

It depends! Radio stations are required to use four accounts because they have restricted and unrestricted revenues and expenses. Television stations must have two accounts.

3. Which of the meetings below require us to provide 7 days' advance notice? Select all that apply.
 - a. All board meetings, whether open or closed;
 - b. All open board meetings;
 - c. All community advisory board (CAB) meetings;
 - d. All board committee meetings;
 - e. All open board committee meetings.

Advance notice must be provided for all open meetings: board, board committee and CAB¹ (Booklet: Section I (B)).

¹ We presume that all CAB meetings are open.

4. CPB's Office of the Inspector General (OIG) audited two stations' compliance with the Communications Act in 2018. One station received a "clean audit," but the finding in the second audit involved which requirement?
- a. Documenting the reasons for closing board committee meetings;
 - b. Giving seven days' advance notice of open board committee meetings; or
 - c. Making a hard copy of its CPB Statistical Report available at its central office.

5. When our board committee holds open meetings at our office, we require all attendees to register and show a valid driver's license. Is this practice permissible under the Communications Act and CPB's requirements? yes no

It depends! If these steps are required to maintain a safe environment, CPB will not consider the request a violation of the Act (Booklet, Section I (D)).

6. Our CAB shares its meeting minutes with our station's governing body and the CAB chair meets annually with the governing body. The minutes and the CAB chair include a statement indicating whether the CAB believes that the station's programming and other significant policies are meeting the specialized educational and cultural needs of the communities served by the station. Is this sufficient to meet the requirements in the Communications Act? yes no

It depends! If the CAB has no recommendations for the governing body regarding how it might meet the specialized educational and cultural needs of the communities the station serves, the station would be compliant with the Act (Booklet, Section IV (E) (4)).

7. We explain to our donors that we may disclose their names, addresses, phone numbers and emails to "Non-affiliated Third Parties" in our monthly member mailings, monthly program schedules and in our privacy statement which is posted on our website. Is this sufficient to comply with the requirements in the Communications Act? yes no

It depends! If that statement also advises donors that they have the right not to have that information disclosed and explains how they exercise that non-disclosure option, the station would be compliant with the Act (Booklet, Section VI (C)).

8. If a quorum is present, will our board committee meeting be considered a "meeting" under the Communications Act? yes no

No, because the board members must also engage in deliberations that determine or result in the joint conduct or disposition of business relating to public broadcasting (Booklet, Section I (C)).

9. Does the Communications Act require that we maintain complete, accurate and secure records of our use of membership/donor lists for fundraising and implement safeguards to maintain control of those lists to avoid their unauthorized use by an employee or third party? ___ yes X no

No, the Act recommends but does not require that you implement such controls (Booklet, Section VI (D)).

10. When must our station's annual harassment prevention training be completed to ensure that our CSG for fiscal year 2019 is not delayed? October 1, 2018

11. Please circle which of the following are common findings in CPB's OIG's audit reports?

- a. X Providing seven days' advance notice of open committee meetings;
- b. X Making a hard copy of the station's CPB Statistical Report available at the station's central office; or
- c. X Documenting the reasons for closing an open board meeting within ten days of that meeting; or
- d. X Providing seven days' advance notice of open board meetings.

12. The Communications Act specifies the reasons a station may close its board or board committee meetings. How many are there? 5

Booklet, Section II (B)

13. We post the reasons for closing our board of director's audit and finance committee meetings on our website within two weeks of that meeting. Is this practice consistent with the Communications Act and CPB's requirements? ___ yes X no

No, the reasons must be posted within 10 days of the meeting (Booklet, Section II (C)).

14. We list the names of our CAB members on our website but not their contact information. Is this consistent with the requirements in the General Provisions? X yes ___ no

Checklist #8

15. We post our Diversity Statement on our station website and make our Local Content and Service Report available to the public upon request. Is this consistent with the requirements in the General Provisions? X yes ___ no.

Yes, stations have the option of making these documents available using either method (Checklist #11 and #12).

16. We identify the names and titles of our station's senior/executive staff but not their contact information. Is this consistent with the requirements in the General Provisions? ___ yes X no

No, stations must also include their contact information (Checklist #6).

17. Is our CAB required to meet at least quarterly? ___ yes X no

No, neither the Act nor CPB require a minimum number of meetings. However, stations are required to use a good faith effort to ensure that the CAB meets at regular intervals (Booklet, Section IV (D)).

18. We post our CPB Employment Statistical Report on our website. Is this sufficient to meet the requirements in the Communications Act? ___ yes X no

No, the Act requires that you make a copy available at your central office and each location with 6 or more employees² (Booklet, Section V (C)).

19. Are we required to give seven days' advance notice of our open board committee meeting?
X yes ___ no

Booklet, Section I (C)

20. We list the names of our governing body members on our website but not their contact information. Is this consistent with the requirements in the General Provisions? X yes ___ no

Checklist, #7

21. Our station is owned by a university licensee, and its board of regents meets quarterly. We give advance meeting notice of those meetings only when issues concerning our station are on the meeting agenda or discussed at the meeting. Does this comply with the requirements in the General Provisions? X yes ___ no

Although not explicitly stated in the General Provisions, you must provide advance meeting notice when issues concerning the station are on the university's agenda or discussed at the meeting.

² CPB considers this to mean full-time employees.