

## Keep your papers in order

A non-commercial terrestrial radio station's public file should include 11 items.

1. Authorization - Your license to broadcast granted by the FCC.
2. Applications - Any applications you submitted to the FCC. This should be all the paperwork from your most recent license renewal and any additional applications you may have filed.
3. Contour Maps - Maps of the area served by your broadcast signal.
4. Ownership reports - The most recent FCC 323-E form indicating the station ownership (probably your school's Board of Trustees or similar governing board).
5. Political file - A record of air time requests made by political candidates.
6. EEO Report - FCC 396, the Broadcast Equal Employment Opportunity Program Report. Stations that employ fewer than five full-time employees are not required to file this report.
7. FCC Investigation - Material relating to any complaint about the station filed with the FCC.
8. Local Public Notice Announcements - Certification the station ran announcements indicating the license was up for renewal and asking for public comment.
9. The Public and Broadcasting - A procedural manual from the FCC. Download it from [http://www.fcc.gov/fcc-bin/audio/public\\_and\\_broadcasting.pdf](http://www.fcc.gov/fcc-bin/audio/public_and_broadcasting.pdf).
10. Quarterly Issues and Programs List - A list of the most significant public issues facing your community and responsive programming aired each quarter.
11. Donor lists - A list of donors supporting specific programs. These lists shall be retained for two years from the date of the broadcast of the specific program supported. If your station does not accept donations, place a letter in the public file to that effect.



## CBI seeks nominations for director positions

College Broadcasters, Inc. (CBI) is now accepting nominations for two Faculty/Staff Director positions (President and Treasurer) each with a 3-year term beginning December 1, 2010 as well as one Student Director position with a 1-year term also beginning on December 1, 2010.

To be considered, nominations must be received by Chris Thuringer ([chris2@uky.edu](mailto:chris2@uky.edu)), Election Commissioner, by May 31 (self-nominations are accepted). The election of new Board positions will be held this fall and the results will be announced

at the CBI annual conference in Louisville, KY in October. For more information related to the qualifications and duties please visit [www.askcbi.org](http://www.askcbi.org).

Please direct all nominations and correspondence to:

Chris Thuringer  
CBI Election Commissioner  
University of Kentucky  
203 Student Center  
Lexington, KY 40506-0030  
[chris2@uky.edu](mailto:chris2@uky.edu)  
859-257-6598

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## CBI Board of Directors:

President & Awards Coordinator

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Vice President

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Treasurer

**Dave Black**

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**Vacant**

Contact CBI Chair  
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## Advisory Board

Executive Director

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**Dave Black**

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Elections Commissioner

**Chris Thuringer**

University of Kentucky  
chris2@uky.edu

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Questions? Comments? Please contact CBI.

Phone: 1-877-ASK-CBI1  
Web: <http://www.askcbi.org>

College Broadcasters, Inc.  
UPS - Hershey Square Center  
1152 Mae Street  
Hummelstown, PA 17036

# Webcasting rates 2011-2015

Webcasting issues can be confusing. With different audio/radio stations paying different rates (commercial, “pureplay”, NPR and college/school stations), you will likely read and hear about many different fee structures and recordkeeping/reporting requirements. CBI sets the facts straight with respect to stations at schools and colleges that are not NPR/CPB qualified on our webcasting pages. Despite conflicting information you may find elsewhere, CBI’s information is based on fact with links to the pertinent law. CBI is active in every step on behalf of members of the association.

For those wanting to know about the current situation, we summarize below.

### *Fees for 2006-2010*

CBI and others appealed the amount of the minimum fee of \$500 for this period. MOST stations eligible to CBI members must pay the minimum fee and no more. Our appeal of the minimum fee was remanded back to the Copyright Royalty Board in order for it to adjust, if necessary the amount of the minimum fee. CBI has reached a compromise with SoundExchange concerning the minimum fee for 2009 and 2010 which allows stations to pay the minimum fee and opt-in to special reporting terms for that period. After CBI reached this agreement, it withdrew from the remand proceeding. There is only one entity left participating in that proceeding and the hearing on that case is expected to take place on May 18, 2010. CBI does not anticipate that the minimum fee will change.

### *Fees for 2011-2015*

Fees for 2011-2015 are the subject of a legal proceeding that is now in progress. Most CBI eligible stations may elect to participate in a settlement CBI reached with SoundExchange under the Webcaster Settlement Act of 2009. CBI is a participant in that proceeding and has asked the Copyright Royalty Judges to adopt the terms and rates of that settlement in the legal proceeding. A hearing on settlements is scheduled for May 5.

### *Recordkeeping/Reports of Use*

CBI and others filed comments concerning recordkeeping issues last year. CBI has been active on behalf of its members and eligible for years with numerous legal filings. Information about recordkeeping proceedings is available on our recordkeeping/reports of use page and in the guide. In short, the current status is that stations must submit reports of use or pay a waiver fee. The level of reporting differs with the various options. Under the CBI settlement, stations have the option of paying the waiver fee, or submitting limited information. Under the regulations, broadcast stations must report some data. Webcasting only stations must report more data if they exceed a prescribed audience size.

### *Appeal of Recordkeeping/Reports of Use Rules*

CBI has appealed the regulations implemented by the Copyright Royalty Judges, with another party joining the CBI appeal. This matter is currently before the courts, but could become a non-issue for stations that opt-in to the

CBI settlement provisions for 2009-2010 and if the Copyright Royalty Judges adopt the settlement before them as proposed by CBI and SoundExchange.

It is our hope that the CBI settlement will become law. This will allow stations to just pay and report (if necessary) under the terms of the CBI settlement and not need to follow procedures to opt-in to the settlement. The reporting requirements under the settlement are far easier for stations to comply with than anything else offered anywhere. These issues could be resolved in May, but the Copyright Royalty Judges are not required to settle these issues until November or December. Even at that point, the outcome could be appealed.

Still confused? Don’t be. Call or email us with questions!

*This document is provided for general information purposes only and is not meant to substitute for legal advice. Please visit the webcasting section of [www.askcbi.org](http://www.askcbi.org) for more information.*

CBI memberships run from September to August of each academic year. A membership form is available online at [www.askcbi.org](http://www.askcbi.org). Stations can also visit the CBI Web site to renew their membership by credit card. Look for renewal reminders during the summer.

## CALL FOR PRESENTATION PROPOSALS, OCTOBER 27-31, LOUISVILLE, KENTUCKY

You've spent years honing your skills as a media professional, professor and/or college media advisor. Now, share your experience and knowledge by submitting a presentation proposal for College Broadcasters, Inc's Fall 2010 National Student Media Convention. Students are often innovative and provide keen insights into problems facing student media. If you have a student that offers these qualities, they are encouraged to submit session proposals as well.

Conference registration and accommodation information is available at [www.askcbi.org](http://www.askcbi.org).

The National Student Media Convention is a cooperative event between College Media Advisors, the Associated Collegiate Press and College Broadcasters, Inc. The purpose of the National Student Media Convention is to provide quality education, advice, ideas and networking opportunities for college media advisors and their students. In bringing students advisers from many media together, we help to develop the skills needed to succeed at the college media level and professionally. Our multiple track format offers a variety of educational sessions, interactive forums, and exhibitors.

The tracks are designed to transcend all media sectors, focus on current and emerging issues, best practices, and challenges facing student media and student media advisors. Here are the tracks:

- Engineering
- Promotions
- Production
- Recruitment
- Music
- FCC/Legal Issues
- Unlicensed Operations
- Radio Music
- Royalties
- Traffic
- Remotes
- Careers
- Legal Issues
- Automation
- Convergence
- Sports
- Roundtables
- Sales/Underwriting
- Management
- News/Journalism

CBI invites session proposals from media professionals, educators, advisors and their students. Presentations are intended for all levels of experience - from brand new college students to veteran media advisors.

General Submission Guidelines Proposals. Deadline is May 4, 2010.

- Proposals should be practical, educational, and/or informational.
- Proposals may include original research related to track areas listed above, innovative techniques, etc.
- Proposals may be single presenter or a panel of presenters. CBI gives priority to panels that have at least two presenters.
- Proposals must include a completed proposal submission form which can be found at [www.askcbi.org](http://www.askcbi.org).

## CALL FOR STUDENT PRODUCTION ENTRIES

National Student Media Production Contest entries are to be original work by students (totally student-produced) for a campus media outlet or college credit course. All entries must be submitted via [www.askcbi.org](http://www.askcbi.org) by 11:59 p.m. on Friday, May 14, 2010. Entry is FREE for CBI member stations. Entry fee for non-members is \$50.00 per entry per category, with payment to be processed online at the time of submission. Rules and Categories are available online at [http://www.askcbi.org/?page\\_id=1165](http://www.askcbi.org/?page_id=1165)

Finalists are announced in August. Winners are announced at the National Student Media Convention in Louisville, Kentucky in October 2010.

## ABOUT COLLEGE BROADCASTERS, INC.

College Broadcasters Inc. represents students involved in radio, television, webcasting and other related media ventures; ensures a commitment to education and the student pursuit of excellence through active involvement in electronic media; promotes cooperative efforts between the association and other national, regional, and state media organizations; facilitates the discussion of issues related to student-operated electronic media; and other community oriented programs.

Questions or comments can be sent to Will Robedee, CBI's Executive Director: [willr@rice.edu](mailto:willr@rice.edu) or call him at 713-348-2935.

Image created by <http://www.wordle.net>



The schools listed above represent finalists from the 2009 CBI National Student Production Awards. To get your school on the list for 2010, submit your entries via [www.askcbi.org](http://www.askcbi.org) by 11:59 p.m. on **Friday, May 14, 2010**.

Entries are to be original work by students for a campus media outlet or college credit course.

Entry is FREE for CBI member stations. Entry fee for non-members is \$50.00 per entry per category, with payment to be processed online at the time of submission.

**TELEVISION CATEGORIES**

- Best Comedy
- Best Station Promo
- Best Public Service Announcement
- Best Newscast
- Best News Reporting
- Best Special Broadcast
- Best Technical Production
- Best Sportscast
- Best Live Sports Production
- Best Documentary/Public Affairs
- Best General Entertainment Program

**RADIO CATEGORIES**

- Best DJ
- Best Station Promo
- Best Public Service Announcement
- Best Newscast
- Best News Reporting
- Best Feature Show or Broadcast
- Best Documentary
- Best Technical Production
- Best Sports Reporting
- Best Sports Play-By-Play
- Best Regularly Scheduled Entertainment Program
- Best Station Promotion

**COMBINED CATEGORY**

- Best Student Media Web Site

The contest is open to all campus radio stations over-the-air, Internet and cable/closed circuit), television facilities and other student media outlets. All entries must be from between June 1, 2009, and May 14, 2010. Entries are limited to two per category per station. For the complete list of official rules, visit [www.askcbi.org](http://www.askcbi.org).



**College Broadcasters, Inc.**  
**UPS - Hershey Square Center**  
**1152 Mae Street**  
**Hummelstown, PA 17036**

electronic  
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