

Summertime... and the livin' is busy

Hope everyone has a relaxing and rejuvenating summer! Congratulations and best of luck to all of the graduating seniors! We hope to see you on a CBI conference panel in your professional role soon.

PRODUCTION AWARDS CALL

The 2005 awards call-for-entries is now available on the CBI web site!!! It's time to submit entries for the National Student Production Awards! Entries into the awards contest are due no later than Friday, May 20, 2005. There is NO entry fee for member stations to enter the competition. For more information, visit the CBI Website: (<http://www.collegebroadcasters.org/awards.shtml>)!

FALL CONVENTION

The largest student media convention in the nation will hit the Hyatt Regency in New Orleans October 27-30, 2005! With close to 100 sessions and events for radio, TV and Internet stations, there is no comparison, it just can't happen in one day! The attendance in Nashville was amazing at 2,698, with 377 schools from 48 states, Washington DC and a couple of Canadian provinces. There were more than 40 vendors and 498 sessions. But let's not stop there! Start thinking about attending this fall and what you would like to see offered! Suggestions for sessions for the Fall 2005 convention are now being accepted via email (vc@collegebroadcasters.org). And volunteers to help with the 2005 Fall conference are always welcome! Contact Ron Bland, CBI Vice Chairman.

CBI BOARD NOMINATIONS

CBI is looking for a few good men and women to fill positions on the CBI Board of Directors! We are particularly interested in finding nominees for the Student Director position, and having qualified men and women for the Faculty/Staff Director positions. Please consider nominating yourself or a colleague.

Nominations for the following three seats on the Collegiate Broadcasters, Inc. Board of Directors are open now through Friday, September 16, 2005. The people elected to these positions will take office on December 1, 2005.

- Two (2) Faculty / Staff seats (two-year term)
- One (1) Student seat (one-year term)

Continued on next page

CBI Board of Directors:

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chair@collegebroadcasters.org

Vice Chair
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Questions? Comments? Please contact CBI. Phone: 1 (877) ASK-CBI1 (1-877-275-2241) (713) 348-2935
Web: <http://www.collegebroadcasters.org>

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

CBI elections

Continued from page one

The two Faculty/Staff Directors whose terms are expiring November 30, 2005 are CBI Chair Will Robedee (KTRU, Rice University), and CBI Development Chair, Candace Walton (KSDB, Kansas State), Lex Davies (Promotion Director, KSBR, Saddleback College) is the current Student Director.

- CBI Vice Chair Ron Bland and Secretary-Treasurer Randy Yoder continue serving terms that expire November 30, 2006.

Qualifications required of Candidates:

- Directors must be duly appointed proxies of a Station Member.
- A maximum of one (1) Director may be proxied from any one (1) Station Member.
- An individual serving as a Student Director must maintain full-time undergraduate or graduate student status at the member institution for the duration of his or her term of office.
- A Faculty/Staff Director shall include any individual holding a faculty, administrative or supervisory position with a Station Member.

Nomination Guidelines

- Nominations should specify which position is being sought (Student Director or Faculty/Staff Director).
- Candidates should submit a statement to the CBI Elections Commissioner, not to exceed 250 words, explaining his/her qualifications, goals for the organization, or other supporting material. Candidate statements will be distributed with the ballots.
- CBI Bylaws can be reviewed at <http://www.collegebroadcasters.org/bylaws.shtml>.
- Further questions can be directed to the Elections Commissioner at newtong@ohio.edu or 740-597-1882.

Timetable for Elections

- September 16, 2005 – nominations must be postmarked by this date to be eligible
- September 29, 2005 - ballots will be mailed to all member stations
- October 16, 2005 – ballots must be postmarked by this date in order to be counted in the election
- October 27–30, 2005 – results will be announced at the annual meeting of the CBI at the College Media Conference in New Orleans.

STAY IN TOUCH

Check the CBI Web site this summer (<http://www.collegebroadcasters.org>) for breaking news topics including the National Student Production Awards, any new FCC actions on indecency, and other matters of importance to CBI members.

(NOT SO) LONG-TERM PLANNING

Many of us are caught up in the day-to-day, that we forget to think ahead. This can be a big mistake for stations.

- For the unlicensed stations that want to become licensed, this could mean watching and actually encouraging developments that could aid them. For instance, there has been action recently concerning low-powered TV (LPTV and class stations) that will have an impact on their future. Did you make your voice heard or ask CBI to be involved? The same is true for LPFM. There movements afoot that will either allow many more LPFM stations or let the status quo remain. What have you done to make a better future for your station?
- If you are an FCC licensed station, have you kept abreast of the changes in technology and the regulations? Did you file comments in the localism proceeding? CBI did, but you could have as well! (If you are unfamiliar with this proceeding, please visit our home page at <http://www.collegebroadcasters.org>).
- Did you file comments in the "Program Retention" proceeding which would potentially require you to archive all of your programming for up to 90 days? CBI did, but you could have as well. (Information about this proceeding is also on our website.)
- You should also keep new technology on your front burner. What about IBOC (aka HD Radio). What has your station done to prepare for HD radio? Is podcasting in your future? IT IS NOT TOO EARLY to start planning for IBOC! While we don't know the future behavior of consumers, we already know what other stations are doing and they are getting ready for digital radio. If your station has not made, the conversion or started to set aside funds for a future conversion, you need to consider doing that now!

If some of the above is greek to you, don't fret! CBI is conversant in this form of the language and will translate it for you! The easiest way to help your station is to join the CBI e-mail list or visit the fall convention. You can also call 1-877-ASK-CBI!

SUMMER WORK

Before you leave for the summer, be 100 percent sure that you have done EVERYTHING needed to avoid a surprise in the fall!

- Many stations will be required to air pre- and post-filing announcements in connection with license renewal (See Page 7). If the station is off the air during the period the pre- and post-filing renewal announcements are to be made, Section 73.3580 requires that these announcements be placed in the newspaper at the times they would have aired.
 - o Now that renewal applications are filed electronically, someone has to assume responsibility for timely submitting of the application if your station license is to be renewed over the summer break.

- o This responsibility should include making sure the pre- and post-filing announcements are aired as required and putting a statement to that effect in your public file!
- o These requirements affect stations in TX, AZ, ID, NM, NV, UT, WY, CA, AK, HI, OR and WA.
- EEO and Ownership reports may also be required. See the CBI website for details.
- File your Issues/Programs lists (see details below).
- One last important item for the list for FCC-licensed stations! Make sure you are on the air at least 12 hours per day to avoid a time share application.
 - o Over the last few months, over 20 stations have had applications filed against them for time sharing. Don't let this happen to your station!
- Not FCC licensed? What should you do to prepare for the summer months?
 - o Plan on putting something, anything on your station during the summer months. Even if it is only a tone or a test pattern (for TV), it will show that there is some entity using that space. There are horror stories about stations being displaced because someone thought that the channel or frequency was not being used, since there was nothing on it.
- Make sure that only the essential computers are left on.
 - o Before leaving, you might want to check to see what would happen if there is a temporary power outage.
 - o Will the computer reboot and start performing its duties, or does it need manual intervention?
 - o One of the most common problems with older computers is that their internal fans will die causing problems with the CPU and power supply. This might be a good time to change fans and/or check to see if the fans are working properly.

Don't give your licensee or the FCC any reason to put your license in jeopardy! Check everything TWICE before you leave for the summer. We've already seen station licenses put in jeopardy due to oversights!!! Don't let your station be added to the list!

If you have additional tips, please send them to us, so we can post them on the e-mail list and put them in future editions of the newsletter.

STATION PRE-PLANNING IDEAS FOR FALL

- o Plan on arriving a little early for the fall so that you can take stock of problems that have developed over the summer and address them!
- o Have staff come back early and set up a table during orientation move-in day. You get to all the new students first to recruit them to work at your station and, as a listener, they will also be aware of the new station in their newly adopted home. (They will put your radio station on their tuner pre-set or TV station among those programmed on the remote).
- o Choose your recruitment meeting day, time and location now and get all flyers & posters printed up. Now they're ready to be put up around campus first thing, first day in the fall.
- o Arrange to allow station personnel to go to the first residence hall meetings in the fall and brief new students on the benefits of working at your station.

- o Get a list of fall classes in majors that have ties with media (communication, theatre, political science, business, sports management, etc.) and schedule veteran station members to appear and talk at first class meetings about how to join your station.
- o Find out about Orientation events (they're already scheduled) and get your station involved somehow to again spread the word about joining.
- o Contact your label reps and find out if they are planning a summer sampler. If so, ask for enough to cover ALL of your incoming Freshman. Get stickers made that show the station calls, website, etc... and sticker ALL the CDs and have them on hand during Freshman orientation - give them out at EVERY event you can. Capturing Freshman is FAR more valuable than capturing Seniors.

CBI IS GROWING FAST

Joining CBI makes sense for your station! Check out the benefits online at (<http://www.collegebroadcasters.org/membership.shtml>). An application form is available for download at <http://www.collegebroadcasters.org/ap.pdf>.

If you're already a CBI member, please keep your membership current. Why not renew today? Download the form at <http://www.collegebroadcasters.org/ap.pdf> to reregister.

ISSUES? WE'VE GOT ISSUES!

QUARTERLY REPORT REMINDER: FCC-licensed stations must file an "Issues/programs list" for the April to June and July to September 2005 calendar quarters on July 10, 2005 and September 10, 2005 respectively. This list must be placed in the station's Public Inspection File. See 73.3527 of the rules, or [contact CBI via e-mail](#) or phone 877-ASK-CBI1 (713-348-2935) for more information.

CBI LISTS and YOU!

If you will be around most of the summer, you probably should do nothing to your subscriptions. If you will be away from e-mail for a fair amount of time, however, you may want to set yourself up for the digest version of the e-mail list. This option puts all of the e-mails sent to the list into a single e-mail. Instructions for this option are contained at the bottom of every e-mail sent to the CBI list.

If you are graduating (congrats!), don't simply sign off the list. Pass on the valuable source of information to your successors! Encourage them to sign up today.

If you are not currently on our e-mail list, please feel free to sign-up for the lists at no charge to you or your station! Simply go to <http://www.collegebroadcasters.org/list.shtml> and follow the instructions.

It's time to renew

Now would be a great time to become a member or renew your membership with CBI.

Membership entitles you to many member benefits, including discounted registration at the Fall and Spring conventions, free entries in the awards program (a \$25 per entry discount), discounts with many vendors, national representation, and many more!

Just visit the CBI Web site (<http://www.collegebroadcasters.org>). If all the information on the site isn't enough incentive to join, click the membership link for more!



COLLEGIATE BROADCASTERS, INC.

Membership Form

TYPE OF MEMBERSHIP

- New Station Membership \$ 80 a year
- Business/Associate Membership \$120 a year
- Renewal \$ 80 a year
- Call CBI for Corporate Sponsorship Opportunities

STATION MEMBERSHIP (One per station) DATE ____/____/____

Station _____ School affiliation _____
 Address _____ Adviser/Staff Contact _____
 City/State _____ Primary Contact (if not Adviser) ▼
 Zip Code/ Postal Code _____
 Station Phone _____ Primary Contact Phone _____
 Fax _____ Station website _____
 Station E-Mail _____ Primary Contact E-Mail _____

TYPE OF STATION

Check all that apply to your ONE station

- Radio: AM FM LPFM CCAM CAFM Part 15AM Web Other _____
 Frequency _____ Power Output/Class _____ Primary Format _____
 TV: FCC Licensed LPTV/A On Campus Cable Community Access Cable Channel # _____

All Stations

Operating Schedule Year Round Academic Year Only
 How many hours a day? _____ Does the station use automation? _____
 Network Affiliations (i.e. NPR, ABC, etc.) _____
 Annual Operating Budget? _____ Do you have Satellite Receive capability? _____
 If yes, which satellite/format (i.e. PRSS, SEDAT, Video Subcarrier, C, Ku) _____

Professional/Business Membership

Name _____ Company Name _____
 Address _____ Phone _____
 _____ Fax _____
 E-Mail _____ Website _____

PAYMENT INFORMATION (make check payable to Collegiate Broadcasters, Inc. Federal ID #: 52-2362083)

- Enclosed is a check for
- Enclosed is a Purchase Order with instructions

Please submit completed form, along with payment or purchase order to:

CBI
 UPS – Hershey Square Center
 1152 Mae Street
 Hummelstown, PA 17036
 877-ASK-CBI1

In order for us to credit your payment properly, you must include a copy of this form with payment.

Date Received: ____/____/____ For CBI Internal Use Only Forwarded: ____/____/____
 Comments: _____

RADIO LICENSE RENEWAL REMINDERS!

- *FCC licensed stations in Texas*
 - A. June 16, 2005 = Post filing on-air announcements must air through this date.
- *FCC licensed stations in AZ, ID, NM, NV, UT, WY:*
 - A. April 1, 2005 = Required Pre-Filing on-air announcement start date
 - B. June 2, 2005 = Application is due at the FCC. Note: electronic filing is required.
 - C. Aug. 16, 2005 = Post filing on-air announcements must air through this date.
- *FCC licensed stations in CA:*
 - A. June 1, 2005 = Required Pre-Filing on-air announcement start date
 - B. Aug 1, 2005 = Application is due at the FCC. Note: electronic filing is required.
 - C. Oct 16, 2005 = Post filing on-air announcements must air through this date.
- *FCC licensed stations in AK, HI, OR and WA:*
 - A. Aug 1, 2005 = Required Pre-Filing on-air announcement start date
 - B. Oct 1, 2005 = Application is due at the FCC. Note: electronic filing is required.
 - C. Dec 16, 2005 = Post filing on-air announcements must air through this date.
- *FCC licensed stations in CT, ME, MA, HN, RI, VT:*
 - A. Oct. 1, 2005 = Required Pre-Filing on-air announcement start date
 - B. Dec. 1, 2005 = Application is due at the FCC. Note: electronic filing is required.
 - C. Feb. 16, 2006 = Post filing on-air announcements must air through this date.
- *FCC licensed stations in NJ, NY:*
 - A. Dec. 1, 2005 = Required Pre-Filing on-air announcement start date
 - B. Feb. 2, 2006 = Application is due at the FCC. Note: electronic filing is required.
 - C. April 16, 2006 = Post filing on-air announcements must air through this date.
- *FCC licensed stations in DE, PA:*
 - A. Feb. 1, 2006 = Required Pre-Filing on-air announcement start date
 - B. April 1, 2006 = Application is due at the FCC. Note: electronic filing is required.
 - C. June 16, 2006 = Post filing on-air announcements must air through this date.

Details may be found on the CBI license renewal page. Contact CBI via e-mail or phone at (877) ASK-CBI1, (713) 348-2935 or Chair@collegebroadcasters.org. Other details... Stations that recently filed for renewal should make sure your new license is properly posted (or retained in a folder at the posting location) when received. Until the new license is received, make sure the FCC's acknowledgment that your renewal application has been accepted for filing (Form 101-A) is retained with your old license.

Questions? We're here to help

If you have questions or need assistance with your license renewal, contact CBI. We're here to help! You should also check the CBI Web site for more license renewal information (www.collegebroadcasters.org/renewal.shtml).