



April 27, 2022

Via Online Public File

Elizabeth Goldin
Assistant Chief, Investigations & Hearings Division
Enforcement Bureau
Federal Communications Commission
45 L Street NE
Washington, DC 20554

Re: WBQB-FM, Fredericksburg, VA (Facility ID 41812)

Response to March 21, 2022 EEO Audit Letter

Womble Bond Dickinson (US) LLP

2001 K Street, NW
Suite 400 South
Washington, DC 20006

t: 202.467.6900
f: 202.467.6910

Stephen Sharbaugh
Associate
Direct Dial: 202-857-4483
Direct Fax:
E-mail: Stephen.Sharbaugh@wbd-us.com

Dear Ms. Goldin,

Enclosed please find the letter response of Centennial Licensing II, LLC, Licensee of FM station WBQB-FM, to the Public Notice of March 21, 2022 identifying the employment unit of radio station WBQB-FM as being randomly selected for audit of its EEO Program.

Please direct any questions regarding the letter response to my attention.

Best regards,

Womble Bond Dickinson (US) LLP

A handwritten signature in black ink, appearing to read "Stephen Sharbaugh".

Stephen Sharbaugh
Associate

WBQB (FM), Fredericksburg, VA (Facility ID No. 41812)
WFVA (AM), Fredericksburg, VA (Facility ID No. 41813)
Response to March 21, 2022 EEO Audit Letter

On behalf of Centennial Licensing II, LLC¹ (“Centennial”), licensee of FM station WBQB, we hereby respond to the Federal Communications Commission’s (“FCC” or “Commission”) March 21, 2022 Public Notice and letter (together “letter”) identifying radio station WBQB as being randomly selected for audit of its EEO Program.

Radio station WBQB, FCC Facility ID No. 41812, Fredericksburg, Virginia is one of two stations in Centennial’s employment unit (“EU”). The other station in Centennial’s EU is WFVA, Facility ID No. 41813, Fredericksburg, VA. Centennial’s EU currently employs five or more full-time employees.

Each request for information is addressed in the order as set out in the Commission’s letter:

Paragraph 2(b)(i): Copies of the two most recent EEO public file reports are attached. Please see Attachment 1 for the 2019-2020 report and Attachment 2 for the 2020-2021 report.

Paragraph 2(b)(ii): WBQB maintains a website, which can be found at <https://www.b1015.com/>. WBQB’s most recent EEO local public file report can be found at <https://dehayf5mhw1h7.cloudfront.net/wp-content/uploads/sites/192/2019/05/22151135/Fredericksburg-2020-2021-EEO-Public-File-Report.pdf>.

WFVA maintains a website, which can be found at <https://www.newstalk1230.net/>. WFVA’s most recent EEO local public file report can be found at <https://dehayf5mhw1h7.cloudfront.net/wp-content/uploads/sites/192/2019/05/22151135/Fredericksburg-2020-2021-EEO-Public-File-Report.pdf>.

Paragraph 2(b)(iii), (iv): There were no full time positions filled in the 2019-2020 or 2020-2021 periods, as reflected in the charts in Attachments 1 and 2.

Paragraph 2(b)(v): Centennial’s EU has 12 full-time employees and operates in the Fredericksburg, Virginia market, which serves population of over 250,000. Accordingly, Centennial is required to perform four points of initiative activities within a two-year period, per the Commission’s rules.² Centennial’s initiatives for the two periods in question are detailed in Attachment 1 and 2. The documentation to support such initiatives is provided in Appendix A.

Paragraph 2(b)(vi): Centennial’s EU has had no complaints alleging unlawful discrimination on the basis of race, color, religion, national origin or sex during its current license term.

¹ Much of the attached documentation refers to Centennial Broadcasting II, LLC. For clarification purposes, Centennial Broadcasting II, LLC owns the licensee, Centennial Licensing II, LLC.

² 47 CFR § 73.2080(c)(2).

Paragraph 2(b)(vii): During the current license term, Centennial's EU has split its EEO responsibilities between its Business Manager and its Operations Manager. The Business Manager is responsible for administration of our EU's EEO program. Specifically, the Business Manager is responsible for most job postings, maintains posting contact lists, EEO files, current employee files and administers payroll. The Operations Manager oversees how employees and job applicants are informed about EEO policies and our program. This includes: a statement of our EEO policy on the face of our Employment Application; a formal posting in the lobby of each station to notify all employees and potential applicants of Centennial's EEO Policy; a denotation that Centennial is an Equal Opportunity Employer on all internal job postings for full time positions; and inclusion of the Centennial's EEO policy in its employee handbook, which is provided to each employee at the time of their employment and is attached under Appendix A.

Paragraph 2(b)(viii): With respect to analyzing our EEO program, a printed copy of our EEO policy as posted on our websites is attached, as well as a notice placed in our common areas and where applicants deliver resumes and pick up applications. Our EEO policy has also been announced on-air as demonstrated by the logs found under Item No. 6 in Appendix A. The EEO script for such on-air announcement can be found under Item No. 5 in Appendix A.

In addition, the EU continually reviews the effectiveness of its EEO recruitment program by:

- 1) Compiling a significant and up-to-date outreach contact list, adding new contacts who request to be included in our outreach efforts; adding potential new contacts and resources we discover through our own efforts and keeping current all existing contact information. We periodically evaluate the effectiveness of our outreach contacts. Based on leads generated for new employment opportunities, we will add new outreach organizations and institutions from our area or neighboring states. We keep contacts until they prove unproductive to keep our outreach contact list as expansive and inclusive as possible, but remove organizations that cease operations, cease job related activities, or request to be removed from our outreach contact list.
- 2) While we have not had vacancies within the past two one-year EEO reporting periods, it is Centennial's practice to conduct a thorough review of its outreach plan to ensure vacancies are made known and available to as many potential job seekers as possible at each new vacancy and hiring opportunity. We monitor responses from our outreach contact list and media to determine if we are receiving an effective response. If the response is not effective, we alter the plan to increase its effectiveness and continue doing so in an effort to produce an adequate pool of candidates until the vacancy has been filled. After the position has been filled we analyze the original plan and any of its iterations to determine if any deficiencies in our EEO recruitment efforts were uncovered. If so, we note those deficiencies and develop a plan to correct them for the next active hiring opportunity.
- 3) Unit Managers meet two times per year to review and discuss recruiting ideas and methods, including EEO recruitment.

Paragraph 2(b)(ix): All of our hiring and personnel decisions, including compensation and promotion are made on the basis of experience, skill level, and performance. At hiring, compensation is offered by our CEO and CFO at a competitive rate for the market. Current pay information in the form of pay stubs are provided each pay period to both the CEO and CFO. Changes in compensation are awarded solely on employee talent and contribution to the overall

growth of the company, and are not provided automatically in the form of anniversary or cost of living raises. Employee benefits are the same for each full-time employee at renewal. Promotions for existing employees, both full-time and part-time, are considered before outside recruiting begins. If a vacancy occurs, existing employees temporarily assume those job duties while the process of determining whether the vacancy will permanently be filled is undertaken. (This is necessary because of small staff size, and the duties may be assigned permanently to one or more existing employees). We do not have any union agreements.

Paragraph 2(b)(ix): Not applicable. Centennial is not a religious broadcaster and none of its full-time employees are subject to a religious qualification.

Please let us know if any further information is required to fully respond to the Commission's inquiry.

Name of Respondent:
Centennial Licensing II, LLC

Signed by:



Kristie Kestner
Business Manager
540-373-7721 EXT 213
kristie@wbqb.com

Attachment 1

2019-2020 EEO Public File Report

EEO PUBLIC FILE REPORT

This report covers full-time vacancy recruitment data for the period:
May 22, 2019 to May 21, 2020

Employer: Centennial Broadcasting II, LLC

Licensee: Centennial Licensing II, LLC

Stations: WBQB-FM, Fredericksburg, VA
WFVA-AM, Fredericksburg, VA

WBQB-FM • WFVA-AM
EEO PUBLIC FILE REPORT
May 22, 2019 through May 21, 2020

This EEO Public File Report is filed in the public inspection file of Station(s)
 WBQB • WFVA PURSUANT TO Section 73,208(c)(6) of the Federal Communications (FCC) rules.

I. VACANCY LIST

JOB TITLE	DATE FILLED	RECRUITMENT SOURCES USED TO FILL VACANCY	RS REFERRING HIREE

EEO Contact Information for Employment units: WBQB & WFVA

Centennial Broadcasting II, LLC	
Corporate Address 6201 TownCenter Drive, Suite 210 Clemmons, NC 27012 Contact: Steve Watts 336.766.2828	WBQB WFVA 1914 Mimosa Street Fredericksburg VA 22405 Contact: Kristie Kestner 540.373.7721 General Manager: Mark Bass

FULL TIME VACANCY EEO INFORMATION
FORM BP-05
May 22, 2019 through May 21, 2020

II. Master Recruitment Source List Used to Fill the Vacancy

RS Number	RS Information	Did the Source request notification? (yes/No)	No of interviewees Referred by RS over 12 month period
1	<p>Hampton University 2 Frissell Street Hampton, VA 23668 757 727 5331 Phone 757-727-5969 Fax <u>Hampton-csm.symplicity.com</u></p>	Yes	
2	<p>Norfolk State University 700 Park Avenue Norfolk VA 23504 Benjamin Ellis 757 823 8462 Phone 757 823 2075 Fax <u>bfellis@nsu.edu</u></p>	No	
3	<p>Virginia State University Petersburg VA Darrell Griffin 804 524 5000 Phone 804 524 5212 Fax <u>vsu-csm.symplicity.com</u></p>	No	
4	<p>James Madison University MSC2106 Harrisonburg VA 22807 540 568 6228 Phone 540 568 7133 Fax <u>App.joinhandshake.com</u></p>	Yes	
5	<p>Howard University 525 Bryant Street NW Washington DC 20059 Joan Brown 202 806 7513 Phone 202 462 4267 fax <u>Howard-csm.symplicity.com</u></p>	Yes	
6	<p>Virginia Employment Commission 3501 Lafayette Blvd Fredericksburg VA 22408 Carlton Crump 540 898 3800 Phone <u>ccrump@vec.state</u> or <u>Fredericksburg@vec.stte.va.us</u></p>	Yes	

7	<p>Virginia Association of Broadcasters (VAB) 630 Country Green Lane Charlottesville VA 22902 804 977 3716 Phone <u>www.vabonline.com</u></p>	No	
8	<p>Columbia School of Broadcasting 3947 University Drive 2nd Floor Fairfax VA 22030 Bill Butler 703 591 6000 phone 703 591 6147 fax <u>djtrain@columbiaschoolbroadcast.com</u></p>	No	
9	<p>Mary Washington College & James Monroe 1301 College Avenue Fredericksburg VA 22401 <u>www.handshake.com</u></p>	Yes	
10	<p>Germanna Community College 10000 Germanna Point Dr Fredericksburg VA 22408 Marie Hawley 540 710 2025 Phone <u>mhawley@germanna.edu</u></p>	No	
11	<p>All Access Music Group 28955 Pacific Coast Hwy Malibu CA 90265 Joel Denver 310 457 6616 Phone <u>www.allaccess.com</u></p>	No	
12	<p>Radio-Online.com <u>www.Radio-online.com</u></p>	No	
13	<p>WBQB/WFVA Web Posting 1914 Mimosas Street Fredericksburg VA 22401 Kristie Kestner 540-373-7721 Phone <u>www.wbqb.com</u> <u>www.newstalk1230.net</u></p>	Yes	
14	<p>Internal Posting/Employee Bulletin Boards Centennial Broadcasting, Winchester, VA <u>jstifler@winc.fm</u> 540 -667-2224</p>	Yes	
15	<p>WBQB/WFVA Internal Postings 1914 Mimosas Street Fredericksburg VA 22405 <u>Kristie@wbqb.com</u></p>	Yes	

16	Trinity University 125 Michigan Avenue NE Washington, D.C. 20017 202-884-9000 <u>trinitydc-csm.symplicity.com</u>	Yes	
17	Employee Referrals	Yes	
18	Radio Ads: Kristie Kestner <u>wendy@wbqb.com</u> 1914 Mimosa Street Fredericksburg, VA 22405 540 373-7721	No	
19	VARTV.com Robert Corbin <u>editor@vartv.com</u>	No	
20	DCRTV.com Dave Hughes <u>dcrtv@hotmail.com</u>	No	
21	Freelance Star Fredericksburg, VA 22401-3887 540-374-5000	No	
22	Indeed.com	No	

WBQB-FM•WFVA-AM

EEO Public File Report

Summary Description of Supplemental Outreach Initiatives For the period Beginning 5/22/19 ending 5/21/20

TYPE OF RECRUITMENT INITIATIVE	BRIEF DESCRIPTION OF ACTIVITY
Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.	May 2019-January 2020 Jay Rogers worked to cross-train Tish Petersen in the Traffic Department so that she can cover in Traffic Manager or if the position comes open. *September 2019-current Kristie Kestner is cross-training Tish Petersen on the Business Manager duties so she can cover in the Business Manager's absence.
Participation in at least four job fairs by station personnel who have substantial responsibility in the making of hiring decisions.	*On September 6, 2019 Chuck Archer attended a job fair at the University of Mary Washington *On October 10, 2019 Mark Bass & Chuck Archer attended a job fair & mock interviews at the Fredericksburg Expo Center.

Attachment 2

2020-2021 EEO Public File Report

EEO PUBLIC FILE REPORT

This report covers full-time vacancy recruitment data for the period:
May 22, 2020 to May 21, 2021

Employer: Centennial Broadcasting II, LLC

Licensee: Centennial Licensing II, LLC

Stations: WBQB-FM, Fredericksburg, VA
WFVA-AM, Fredericksburg, VA

WBQB-FM • WFVA-AM
EEO PUBLIC FILE REPORT
May 22, 2020 through May 21, 2021

This EEO Public File Report is filed in the public inspection file of Stations(s)
 WBQB • WFVA PURSUANT TO Section 73,208(c)(6) of the Federal Communications (FCC) rules.

I. VACANCY LIST

JOB TITLE	DATE FILLED	RECRUITMENT SOURCES USED TO FILL VACANCY	RS REFERRING HIREE
No Positions Filled During Period			

EEO Contact Information for Employment units: WBQB & WFVA

Centennial Broadcasting II, LLC	
Corporate Address 6201 TownCenter Drive, Suite 210 Clemmons, NC 27012 Contact: Steve Watts 336.766.2828	WBQB WFVA 1914 Mimosa Street Fredericksburg VA 22405 Contact: Kristie Kestner 540.373.7721 General Manager: Mark Bass

WBQB-FM • WFVA-AM
 FULL TIME VACANCY EEO INFORMATION
 FORM BP-05
 May 22, 2020 through May 21, 2021

II. Master Recruitment Source List Used to Fill the Vacancy

RS Number	RS Information	Did the Source request notification? (yes/No)	No of interviewees Referred by RS over 12 month period
1	Hampton University 2 Frissell Street Hampton, VA 23668 757 727 5331 Phone 757-727-5969 Fax <u>Hampton-csm.symplicity.com</u>	Yes	
2	Norfolk State University 700 Park Avenue Norfolk VA 23504 Benjamin Ellis 757 823 8462 Phone 757 823 2075 Fax <u>bfellis@nsu.edu</u>	No	
3	Virginia State University Petersburg VA Darrell Griffin 804 524 5000 Phone 804 524 5212 Fax <u>vsu-csm.symplicity.com</u>	No	
4	James Madison University MSC2106 Harrisonburg VA 22807 540 568 6228 Phone 540 568 7133 Fax <u>App.joinhandshake.com</u>	Yes	
5	Howard University 525 Bryant Street NW Washington DC 20059 Joan Brown 202 806 7513 Phone 202 462 4267 fax <u>Howard-csm.symplicity.com</u>	Yes	
6	Virginia Employment Commission 3501 Lafayette Blvd Fredericksburg VA 22408 Carlton Crump 540 898 3800 Phone <u>ccrump@vec.state</u> or <u>Fredericksburg@vec.stte.va.us</u>	Yes	

7	<p>Virginia Association of Broadcasters (VAB) 630 Country Green Lane Charlottesville VA 22902 804 977 3716 Phone www.vabonline.com</p>	No	
8	<p>Columbia School of Broadcasting 3947 University Drive 2nd Floor Fairfax VA 22030 Bill Butler 703 591 6000 phone 703 591 6147 fax djtrain@columbiaschoolbroadcast.com</p>	No	
9	<p>Mary Washington College & James Monroe 1301 College Avenue Fredericksburg VA 22401 www.handshake.com</p>	Yes	
10	<p>Germanna Community College 10000 Germanna Point Dr Fredericksburg VA 22408 Marle Hawley 540 710 2025 Phone mhawley@germanna.edu</p>	No	
11	<p>All Access Music Group 28955 Pacific Coast Hwy Malibu CA 90265 Joel Denver 310 457 6616 Phone www.allaccess.com</p>	No	
12	<p>Radio-Online.com www.Radio-online.com</p>	No	
13	<p>WBQB/WFVA Web Posting 1914 Mimosa Street Fredericksburg VA 22401 Kristie Kestner 540-373-7721 Phone www.wbqb.com www.newstalk1230.net</p>	Yes	
14	<p>Internal Posting/Employee Bulletin Boards Centennial Broadcasting, Winchester, VA jstifler@winc.fm 540 -667-2224</p>	Yes	
15	<p>WBQB/WFVA Internal Postings 1914 Mimosa Street Fredericksburg VA 22405 Kristie@wbqb.com</p>	Yes	

16	Trinity University 125 Michigan Avenue NE Washington, D.C. 20017 202-884-9000 <u>trinitydc-csm.symplicity.com</u>	Yes	
17	Employee Referrals	Yes	
18	Radio Ads: Kristie Kestner <u>wendy@wbqb.com</u> 1914 Mimosa Street Fredericksburg, VA 22405 540 373-7721	No	
19	VARTV.com Robert Corbin <u>editor@vartv.com</u>	No	
20	DCRTV.com Dave Hughes <u>dcrtv@hotmail.com</u>	No	
21	Freelance Star Fredericksburg, VA 22401-3887 540-374-5000	No	
22	Indeed.com	No	

WBQB-FM•WFVA-AM

EEO Public File Report

Summary Description of Supplemental Outreach Initiatives
For the period Beginning May 22, 2019 ending May 21, 2021

TYPE OF RECRUITMENT INITIATIVE	BRIEF DESCRIPTION OF ACTIVITY
Establishment of a mentoring program to enable station personnel to improve their skills to qualify for higher positions.	January 2020-present: Business Manager, Kristie Kestner, has established a formal mentoring program to train our Receptionist, Tisha Petersen in all material aspects of the business office function to improve her skills qualifying her for higher positions within the station or radio industry in general. Under the mentoring program Tisha has been trained in the following areas; commercial logs to include scheduling and processing copy, accounts payable and accounts receivable processing, Company policy guidelines, monthly billing procedures, EEO policies and procedures and payroll processing.
Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.	May 2019-January 2020 Jay Rogers worked to cross-train Tish Petersen in the Traffic Department so that she can cover in Traffic Manager or if the position comes open.
Provision of training to management level personnel as to methods of ensuring Equal Employment Opportunity as preventing discrimination	*July 8, 2020 Mark Bass, Kristie Kestner, Chuck Archer, Amanda Smith, and Debbie Patten completed ADP Webinar on Social Justice
Participation in at least four job fairs by station personnel who have substantial responsibility in the making of hiring decisions.	*On September 6, 2019 Chuck Archer attended a job fair at the University of Mary Washington *On October 10, 2019 Mark Bass & Chuck Archer attended a job fair & mock interviews at the Fredericksburg Expo Center. *On May 4, 2021 Chuck Archer attended a virtual job fair hosted by the VA Employment Commission for the Fredericksburg, VA and surrounding areas. * On May 7, 2021 Mark Bass attended a virtual job fair for the entire DC Metro region.

Appendix A

Documentation of Outreach and
Recruitment Initiatives for 2019 - 2021

**Item No. 1 – Professional Development Training Program
for station employees/ Application for Employment/Internal
Policy/Employee Handbook**

No formal documentation for the mentorship of Tisha Petersen, but here is an outline for her training:

January to March 2020: Kristie Kestner, Business Manager, worked directly with Tisha Petersen to work commercial logs in the most efficient way to maximize revenue for the company. Tisha was also trained how to process copy and scripts for commercials airing on our FM & AM stations. During this time period Kristie worked with Tisha approximately 30 to 40 hours.

March to May 2020: Kristie trained Tisha on business office related duties such as processing check and credit card payments to apply credit to client accounts and reconcile Accounts Receivable which is a high level business office function. Kristie also worked with Tisha regarding company procedures on processing Accounts Payable in order to complete any and all necessary paperwork to send to corporate office for AP payment. Tisha also received a brief overview in assisting our corporate office with payroll processing and EEO policies and procedures. During this time period Kristie worked with Tisha approximately 30 hours on these cross training procedures.

From May 2020 until Tisha leaves in early May 2022 for full time employment elsewhere, Kristie continues to work with Tisha to enhance Tisha's knowledge, skills, and abilities in the functions of the business office.

Attachment A
CENTENNIAL BROADCASTING

AN EQUAL EMPLOYMENT EMPLOYER

DATE _____

APPLICATION FOR EMPLOYMENT

TO APPLICANT: We appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications. It is Centennial Broadcasting's policy not to discriminate against any applicant for employment because of race, religion, sex, age, color, national origin, disability, or any other legally protected status.

FOR OFFICE USE ONLY					
Radio Station		Headquarters			
Other					
POSITION DESIRED					
PERSONAL DATA (Please Print)					
Last Name		First Name		Social Security Number	
Telephone					
Present Address: Street				Do you have a valid driver's license? (Answer only if operating a motor vehicle is a requirement of the job for which you are applying.) YES NO (CIRCLE ONE) If yes, license number	
City:		State:	Zip Code		
Have you ever been convicted of a crime other than a misdemeanor? YES (Explain) NO					
Have you ever been employed by Centennial or on of its subsidiaries? YES NO (CIRCLE ONE)				If yes, in what position(s)	
List any friends or relatives in our employ					
COMPUTER SKILLS					
MS WORD	EXCEL	POWER POINT	OUTLOOK	OTHER (Please list)	
Check all that apply					
CLASS OF RADIO OPERATOR LICENSE, IF ANY			HAVE YOU EVER APPLIED FOR A POSITION WITH US BEFORE?		
			YES NO IF YES, WHEN _____		
DATE AVAILABLE FOR WORK:			MINIMUM SALARY DESIRED:		
Are you or have you been active in any business, professional, civic or social organization (excluding religious, racial, political or labor organization): YES (Explain) NO					
MILITARY SERVICE RECORD					
Check here _____ if you were not in the military.					
Service Branch	Date Entered	Date Discharged	Initial Rank	Final Rank	Active Reserve YES NO (Circle One)
Briefly describe your military duties					
List any special training or skills received:					
EQUAL EMPLOYMENT OPPORTUNITY CENTER Centennial Broadcasting is an Equal Opportunity Employer and does not discriminate in its hiring policy because of race, color, religion, national origin, age, sex, disability, or any other legally protected status. Any applicant that believes that he or she has been discriminated against for one or more of the above reasons may notify the Federal Communications Commission, Washington, DC 20036. The Equal Opportunity Commission, Washington, DC.					

**CENTENNIAL BROADCASTING
PERSONNEL POLICY AND PROCEDURE MANUAL**

Number
510

<i>Policy Statement</i>		Section: Employment Policy and Procedure
Effective Date: November 1, 2017	Page 1 of 2	Subject: EEO and Affirmative Action

1.0 INTRODUCTION

- 1.1 The policy of Centennial Broadcasting is to make any personnel decision or practice on the basis of the objective criteria of knowledge, skills, ability, education, training, and experience.
- 1.2 Centennial Broadcasting is an equal employment opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, handicap, disability, age or any other characteristic protected by law (referred to as Aprotected status. This nondiscrimination policy extends to all terms, conditions and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions such as promotions, compensation, benefits and termination of employment.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear or reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2.0 PURPOSE OF EMPLOYMENT POLICY AND PROCEDURE

- 2.1 The personnel policies of Centennial Broadcasting are designed to:
 - A. Attract and retain capable and qualified employees.
 - B. Realistically and objectively appraise individual job performance in order to grant promotions on the basis of merit.
 - C. Maintain salary/wage rates and benefits that are competitive with the regional salary/wage rates of similar organizations.
 - D. Assist employees to enjoy and grow in their jobs by providing opportunities for them to progress and to develop their aptitudes, skills, and knowledge.
 - E. Maintain at all times excellent working conditions and appropriate health and safety measures.

***CENTENNIAL BROADCASTING
PERSONNEL POLICY AND PROCEDURE MANUAL***

Number 510

<i>Policy Statement</i>		Section: Employment Policy and Procedure
Effective Date: November 1, 2017	Page 2 of 2	Subject: EEO and Affirmative Action

3.0 AFFIRMATIVE ACTION

3.1 It is the intent of Centennial Broadcasting to ensure the organization will aggressively seek out, hire, develop, and promote qualified members of protected groups defined as:

- | | |
|----------------------|-------------------------------|
| A. Racial minorities | C. Veterans |
| B. Females | D. Persons over the age of 40 |

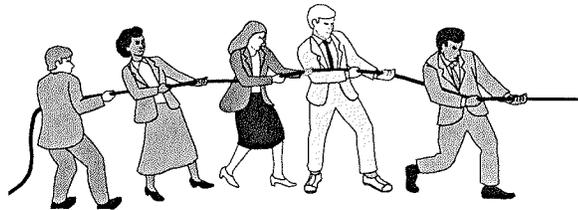
EQUAL EMPLOYMENT OPPORTUNITY

Centennial Broadcasting provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.

Centennial Broadcasting complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Centennial Broadcasting expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of Centennial Broadcasting employees to perform their expected job duties is absolutely not tolerated.

Centennial will comply at all times with the rules and regulations of the Federal Communications Commission regarding community outreach when positions are available within the organization which are not filled internally.



**Item No. 2 – Resumes from Job Fairs Held at University of
Mary Washington and the Fredericksburg Expo Center
2019**



OBJECTIVE: To gain part time job experience at an entry level job with your company.

EDUCATION: Plan to graduate from Stafford High School, May, 2021, Advanced H.S. Diploma, Current GPA 4.46 (weighted), 3.96 (unweighted)

Relevant Skills & Courses:

- **AP World History-** Learning about every time period of history from prehistory to modern day and comparing them to each other.
- **AP Physics-** Learning formulas that can be used in real life situation (i.e, acceleration, force, work, power, etc.)
- **AP U.S. History-** Learning about American history and how other countries affected and influenced the development of America.
- **AP English Language-** Learning how to properly write and analyze essays and use rhetorical devices.
- **AP Psychology-** Learning mental processes, behavior and cognitive actions of humans.
- **Drafting I-** Learning to manually draft, and draw in Auto-CAD, mechanical drawings that can be used in real life.

Major Accomplishments:

- Marching Band: Lettered 1 year
- Jazz Ensemble: Lettered 1 year
- Varsity Swim: Lettered 1 year
- Varsity Tennis: Lettered 1 year

WORK

EXPERIENCE: **Tim's II: Crew Member (2019 May-July):** dishwasher and cleaning restaurant

Private Services:

- cut neighbors' grass over summers
- took care of neighbors' pets when they were on vacation

REFERENCES: Will be furnished upon request



EXPERIENCE

Wildcat salon, Stafford VA — Student Barber

Oct 2018- PRESENT

EDUCATION

Mountain View High School, Stafford VA— *Standard Diploma*

September 2016 - May 2020

Currently Enrolled

Barbering Program , Mountain View High School,
Stafford VA. Sept 2018- May 2020

Extra Curricular Activities

Mountain view Football 2016-2020

References:

Colleen Nicoll
Barbering Instructor



SKILLS

Mens Haircutting
and styling

Mens Manicuring
Scheduling

Managing clients
Telephone

Communication

Microsoft word

Microsoft

Powerpoint

*Rachel
Broadcasting*



Professional and Committed Cosmetologist



WORK EXPERIENCE

- September 2019-Present
 - IHOP-Falmouth
- September 2018-Present
 - Wildcat Salon-student stylist

SKILLS

- Bi-lingual (sign language)
- CPR Trained
- Skilled in Thermal Ironing
- Manicures
- Pedicures
- Hair Shaping
- Styling

EDUCATION

- Mountain View High School
 - 2018-present
- Colonial Forge High School
 - 2016-present

REFERENCE

Kimberly Marietta
Cosmetology Instructor



[REDACTED]

Education:

Riverbend High School

September 2016 - Present

- *GPA:* 3.875 out of 5.0 Scale
- *Advanced Coursework:* AP Psychology, 3 years of Adv. English, AP Literature, 3 years of Adv. Science, AP World History, Adv Marketing
- *Honors:* Distinguished Honor Roll, DECA Honor Society
- *Extra Curricular:* Varsity Softball, DECA, FBLA, FCA, Younglife, LAMP

Awards, Honors, and Honorable Mentions:

- 144 hours of Community Service Seal
- DECA Merit Award Recipient
- Placed in the top 4 for 3 years at DECA Districts
- Varsity Softball Letter
- Artwork showcased in County School Board building

Additional Skills:

- NRF Customer Service Certified
- Microsoft Certified

Work Experience:

Childcare Provider

July 2017 - Present

[REDACTED]
Spotsylvania, VA

Title: Cooked, Cleaned, Childcare

Responsibilities : Cook meals and clean house while taking care of the children

Ritas

April 2019- Present

[REDACTED]
Fredericksburg, VA

Title: Food Prep and Cashier

Responsibilities: Helped keep food area cleaned and prepped, served customers

**Item No. 3 – Social Justice Webinar
July 8, 2020**

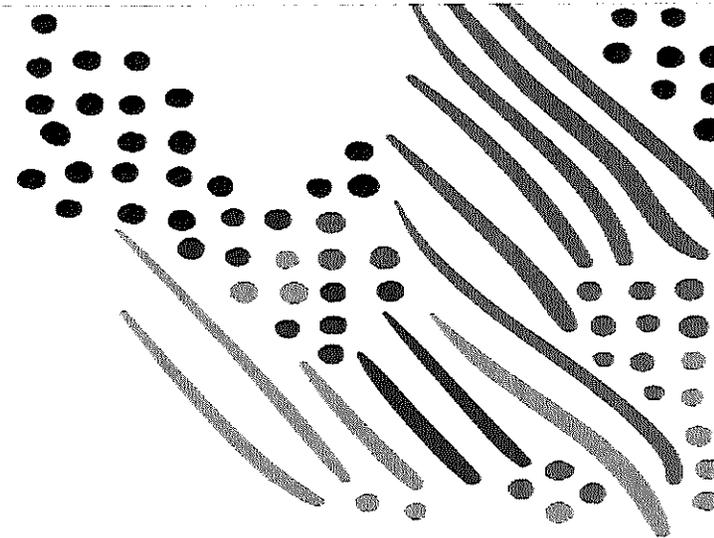
Welcome to...

Right Here, Right Now: What Must I Do Today?

Answers for Employers to Five Hot Topics in Today's Social Climate

July 8, 2020

JacksonLewis

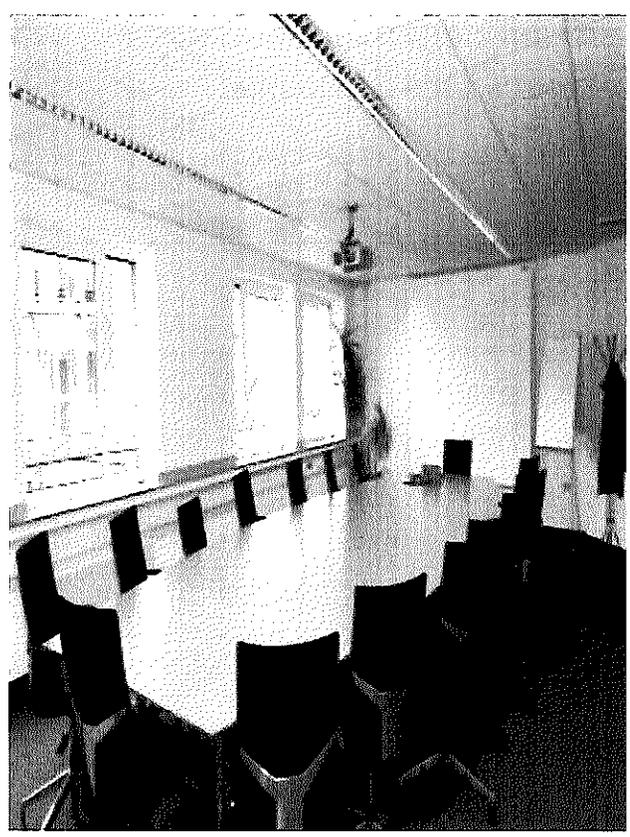


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5. Use of Company Facilities



A group of employees has asked to hold support group meetings in one of our conference rooms during their lunch break. The room is often free during lunch time, but the group wants "closed-door" attendance. I allowed it, but felt guilty into doing so.



I don't want to do provide company space for resource groups anymore. What are my options?

Consider the message you send to all employees

Consider what has been done in the past or what precedent you are setting for the future

Consider more palatable options - will meeting be acceptable if open to others? If facilitator is involved? Can individual options be provided for those needing individual support (i.e., EAP available?)



Responding to Public Allegations of Racism

- Be aware of multiple audiences (e.g., the employee, all employees, customers, Social Media, judge/jury)
- Keep responses High Road
- Thank employee for speaking up; acknowledge it may have been difficult
- Remind employee of company positive diversity and inclusion actions
- Provide “sketch” of additional actions to which the company commits
- Possibly, invite additional input from this and other employees

HRCI and SHRM Credit

HRCI - 527958
SHRM - 20-WXYP5

JacksonLewis

4. Beyond Bostock: What Must I Do after U.S. Supreme Court Rulings on LGBTQ issues?

- Update policies to make clear that discrimination and harassment on the basis of sexual orientation, gender identity and transgender status is prohibited.
- Update discrimination and harassment training to include discrimination, harassment and sensitivity training based on sexual orientation, gender identity and transgender status.
- Gender transition plans.
- Restroom accessibility.

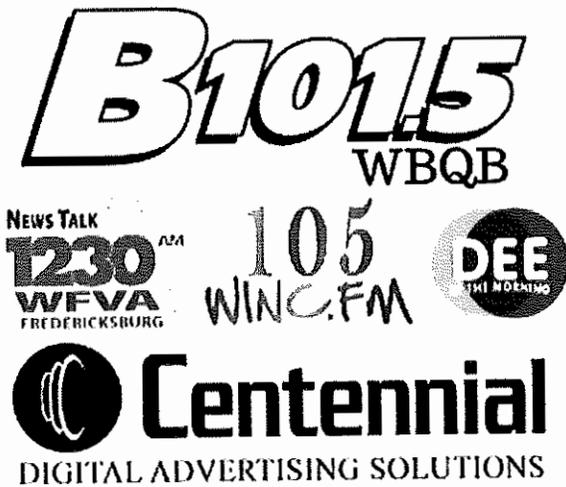
**Item No. 4 – Virginia Career Work’s State Wide
Hiring Event May 4, 2021**

Kristie Kestner

To: Chuck Archer
Subject: RE: State Wide Virtual Hiring Event Reminder

From: Kristie Kestner <kristie@wbqb.com>
Sent: Monday, May 03, 2021 1:08 PM
To: Chuck Archer <Chuck@wbqb.com>
Subject: FW: State Wide Virtual Hiring Event Reminder

FYI...and thank you again! ☺



Kristie Kestner

Business Manager

1914 Mimosa St.
Fredericksburg, VA 22405
Phone: 540.373.7721 x213
Fax: 540.899.3879

Web: B1015.com & NewsTalk1230.net

FOLLOW US!

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[YouTube](#)

NOTE: This e-mail and any attachments or prior e-mails may contain confidential information that is legally privileged or otherwise protected from disclosure, even if received in error. Do not read, retain or distribute this e-mail if you are not a named recipient. If you have received this communication in error, please contact me at my e-mail address, or by telephone.

If this e-mail is a communication referring to an advertising agreement: The parties to this advertising agreement affirm that nothing in this agreement, or any of the actions, benefits and obligations relating to it, discriminate in any way on the basis of race or ethnicity.

WBQB/WFVA - 1914 Mimosa Street - Fredericksburg, VA 22405

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Do not duplicate without permission.

From: Danielle Hart [<mailto:dhart@vcwbueridge.com>]
Sent: Monday, May 3, 2021 1:06 PM
To: Danielle Hart <dhart@vcwbueridge.com>
Subject: State Wide Virtual Hiring Event Reminder

Hello,

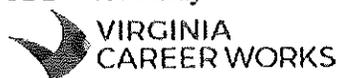
Thank you for signing up for Virginia Career Work's State Wide Hiring Event on May 4th, 2021 from 1:00-4:00 pm. Jobseekers are excited and ready to speak to you tomorrow so don't forget to log in using the link below tomorrow. **If you have not already, please go in and add your job openings to your booth and review the ones up to ensure that they are accurate! Any employer booth without job openings tomorrow morning at 8am will be removed from this event so jobseekers aren't filtering through empty events.**

- Log in here: <https://portal.premiervirtual.com/employer/login/>
- Remember to be in your booth and signed in from 1-4pm! To enter the event, click 'My Events' on the dashboard and select the event you will be attending.

Thank you!

Danielle Hart

Virginia Career Works – Blue Ridge
Business & Development Coordinator
4419 Pheasant Ridge Road, Suite 301, Roanoke VA 24014
540-988-3937
TDD - VA Relay: 711



**Item No. 5 – JobsOffice Virtual Job Fair/Career Expo
Event #Washington DC May 7, 2021**

Kristie Kestner

From: Eventbrite <noreply@order.eventbrite.com>
Sent: Monday, March 22, 2021 2:45 PM
To: Kristie Kestner
Subject: Order Confirmation for #JobsOffice Virtual Job Fair / Career Expo Event #Washington DC

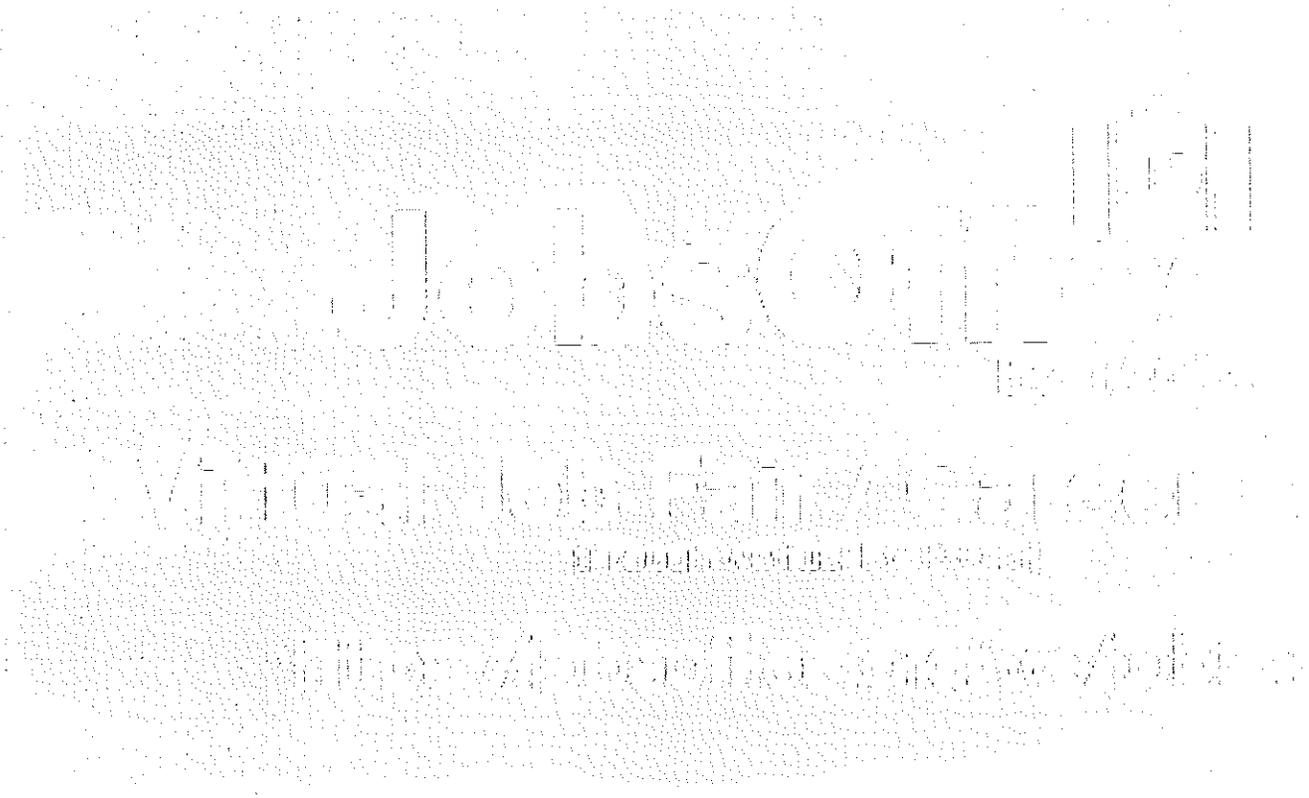
eventbrite

**Kristie,
you've got tickets!**



Get the app

#JobsOffice Virtual Job Fair / Career Expo Event #Washington DC



 1 x Ticket
Order total: Free

 Friday, May 7, 2021 from 11:00 AM to 2:00 PM (EDT)
[Add to Google](#) · [Outlook](#) · [iCal](#) · [Yahoo](#)

 Washington
Virtual Event Only
Washington, DC 20166
[\(View on map\)](#)

[View event details](#)

[JobsOffice.org](#)

[Follow](#)

[Questions about this event?](#)

[Contact the organizer](#)

Order Summary

Order #1658456439 - March 22, 2021

Mark Bass

1 x **Recruiters**

View and manage your order online

This order is subject to Eventbrite Terms of Service, Privacy Policy, and Cookie Policy.

Your tickets

1 eTicket

The organizer will follow up with instructions on how to redeem your ticket and access the event.

Additional Information

The event organizer has provided the following information:

#JobsOffice *is conducted on First Friday of the Month*

This is not a ticket, nor a confirmation for the fair. To confirm your participation, please perform the following steps:

For JobSeeker & Recruiters:

1. Create an account on <https://JobsOffice.org>
2. Visit <https://wertual.tao.ai/pod/jobsoffice/jobfair> and register your interest
3. Participants then go to the #JobsOffice #JobFair settings page to complete the profile
4. 2-3 days before the event, Job Seekers candidates with the completed profile will be contacted by Wertual about possible matches
5. On the day of the event, JobSeekers and Recruiters will visit their #JobFair page to participate in #JobsOffice #JobFair[link: <https://wertual.tao.ai/pod/jobsoffice/jobfair>]

Item No. 6 – EEO Notice Posted Onsite

EQUAL EMPLOYMENT OPPORTUNITY

Centennial Broadcasting provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.

Centennial Broadcasting complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Centennial Broadcasting expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of Centennial Broadcasting employees to perform their expected job duties is absolutely not tolerated.

Centennial will comply at all times with the rules and regulations of the Federal Communications Commission regarding community outreach when positions are available within the organization which are not filled internally.



Item No. 7 – EEO Notice on Website

Item No. 8 – Announcement of EEO Policy

Cart number 0435 – EEO Spot

Centennial Broadcasting II, LLC, an Equal Opportunity Employer is dedicated to providing broad outreach regarding job vacancies at our stations. We seek the help of local organizations in referring qualified applicants to our stations. Organizations that wish to receive our vacancy information should contact our business office by calling 540-373-7721, that's 540-373-7721.

**Item No. 9 - On-Air
Announcement Logs 2019 - 2021**



WBQB/WFVA RADIO
 PO Box 269
 Fredericksburg, VA 22404
 540-373-7721



CENTENNIAL BROADCASTING II, LLC

Advertiser ID: 4031

Amount Paid

4031-00002-0013	1/31/2021	1
Official Invoice	Date	Page

Centennial Broadcasting II, LLC

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4031-00002-0013

O 1/31/2021

1

CENTENNIAL BROADCASTING II, LLC

Purchase Order Number:

Est. Number:

Co-Op:

Description: WBQB EEO RECRUITMENT SOURCES

Salesperson: House, House

Date	Day	Length		Qty	Rate	Total
Copy: EQUAL OPPORTUNITY EMPLOYER						
1/25/2021	Mon	:30	WBQB-FM 06:24:20 AM 02:53:00 PM 04:22:50 PM	3	\$0.00	\$0.00
1/26/2021	Tue	:30	WBQB-FM 06:24:00 AM 11:53:30 AM 06:22:30 PM	3	\$0.00	\$0.00
1/27/2021	Wed	:30	WBQB-FM 06:54:30 AM 10:53:00 AM 04:52:30 PM	3	\$0.00	\$0.00
1/28/2021	Thu	:30	WBQB-FM 06:24:00 AM 01:36:00 PM 03:37:00 PM	3	\$0.00	\$0.00
1/29/2021	Fri	:30	WBQB-FM 06:25:30 AM 01:54:30 PM 05:54:00 PM	3	\$0.00	\$0.00
1/30/2021	Sat	:30	WBQB-FM 07:52:00 AM 10:36:20 AM 04:52:30 PM	3	\$0.00	\$0.00
1/31/2021	Sun	:30	WBQB-FM 08:51:30 AM 02:36:00 PM 06:35:30 PM	3	\$0.00	\$0.00

PLEASE REMIT PAYMENT WITHIN 30 DAYS

The parties to this advertising agreement affirm that nothing in this agreement, or any of the actions, benefits and obligations relating to it, discriminate in any way on the basis of race or ethnicity.

Quantity	21	Total	\$0.00
Total Due			\$0.00

INVOICE



WBQB/WFVA RADIO
 PO Box 269
 Fredericksburg, VA 22404
 540-373-7721



CENTENNIAL BROADCASTING II, LLC

Advertiser ID: 4031

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4031-00003-0012	1/31/2021	1
Official Invoice	Date	Page

Centennial Broadcasting II, LLC

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4031-00003-0012

1/31/2021

1

CENTENNIAL BROADCASTING II, LLC

Purchase Order Number:

Est. Number:

Co-Op:

Description: WFVA EEO RECRUITMENT SOURCES

Salesperson: House, House

Date	Day	Length		Qty	Rate	Total
Copy: EQUAL OPPORTUNITY EMPLOYER						
1/25/2021	Mon	:30	WFVA-AM 06:58:51 AM 01:48:31 PM 04:47:01 PM	3	\$0.00	\$0.00
1/26/2021	Tue	:30	WFVA-AM 06:54:01 AM 10:46:01 AM 05:46:31 PM	3	\$0.00	\$0.00
1/27/2021	Wed	:30	WFVA-AM 06:58:51 AM 11:47:01 AM 06:57:41 PM	3	\$0.00	\$0.00
1/28/2021	Thu	:30	WFVA-AM 07:53:46 AM 10:46:01 AM 03:32:23 PM	3	\$0.00	\$0.00
1/29/2021	Fri	:30	WFVA-AM 07:54:01 AM 02:19:01 PM 04:17:11 PM	3	\$0.00	\$0.00
1/30/2021	Sat	:30	WFVA-AM 06:16:01 AM 11:04:02 AM 03:45:01 PM	3	\$0.00	\$0.00
1/31/2021	Sun	:30	WFVA-AM 07:32:03 AM 02:04:02 PM 04:58:51 PM	3	\$0.00	\$0.00

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4031-00002-0012	6/30/2020	1
Official Invoice	Date	Page

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Centennial Broadcasting II, LLC

4031-00002-0012 O 6/30/2020 1

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Est. Number:

Co-Op:

Description: WBQB EEO RECRUITMENT SOURCES

Salesperson: House, House

Date	Day	Length		Qty	Rate	Total
Copy: EQUAL OPPORTUNITY EMPLOYER						
6/22/2020	Mon	:30	WBQB-FM 06:24:00 AM 11:54:45 AM 03:38:00 PM	3	\$0.00	\$0.00
6/23/2020	Tue	:30	WBQB-FM 06:26:00 AM 02:38:00 PM 05:56:00 PM	3	\$0.00	\$0.00
6/24/2020	Wed	:30	WBQB-FM 08:56:00 AM 11:36:30 AM 06:23:30 PM	3	\$0.00	\$0.00
6/25/2020	Thu	:30	WBQB-FM 09:35:00 AM 10:37:30 AM 05:24:00 PM	3	\$0.00	\$0.00
6/26/2020	Fri	:30	WBQB-FM 09:54:00 AM 11:55:30 AM 04:55:00 PM	3	\$0.00	\$0.00
6/27/2020	Sat	:30	WBQB-FM 08:53:30 AM 01:55:00 PM 03:54:30 PM	3	\$0.00	\$0.00
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Date	Day	Length		Qty	Rate	Total
Copy: EQUAL OPPORTUNITY EMPLOYER						
6/22/2020	Mon	:30	WFVA-AM 09:46:01 AM 01:18:01 PM 06:45:01 PM	3	\$0.00	\$0.00
6/23/2020	Tue	:30	WFVA-AM 07:54:31 AM 12:20:11 PM 04:17:11 PM	3	\$0.00	\$0.00
6/24/2020	Wed	:30	WFVA-AM 07:16:11 AM 12:48:01 PM 04:32:23 PM	3	\$0.00	\$0.00
6/25/2020	Thu	:30	WFVA-AM 06:16:11 AM 01:47:01 PM 04:32:23 PM	3	\$0.00	\$0.00
6/26/2020	Fri	:30	WFVA-AM 06:24:31 AM 10:58:51 AM 04:17:11 PM	3	\$0.00	\$0.00
6/27/2020	Sat	:30	WFVA-AM 06:58:51 AM 02:58:51 PM 05:58:51 PM	3	\$0.00	\$0.00
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1/22/2020	Wed	:30	WBQB-FM 06:54:00 AM 12:54:30 PM 04:24:30 PM	3	\$0.00	\$0.00
1/23/2020	Thu	:30	WBQB-FM 07:26:00 AM 01:37:00 PM 04:54:30 PM	3	\$0.00	\$0.00
1/24/2020	Fri	:30	WBQB-FM 08:25:30 AM 10:54:00 AM 03:56:00 PM	3	\$0.00	\$0.00
1/25/2020	Sat	:30	WBQB-FM 06:52:30 AM 11:37:30 AM 06:53:00 PM	3	\$0.00	\$0.00
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4031-00003-0010	1/31/2020	1
Official Invoice	Date	Page

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4031-00003-0010 O 1/31/2020 1

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Salesperson: House, House

Date	Day	Length		Qty	Rate	Total
Copy: EQUAL OPPORTUNITY EMPLOYER						
1/20/2020	Mon	:30	WFVA-AM 09:47:01 AM 12:48:01 PM 03:17:01 PM	3	\$0.00	\$0.00
1/21/2020	Tue	:30	WFVA-AM 07:24:01 AM 10:33:51 AM 04:32:23 PM	3	\$0.00	\$0.00
1/22/2020	Wed	:30	WFVA-AM 09:46:01 AM 10:33:51 AM 06:44:01 PM	3	\$0.00	\$0.00
1/23/2020	Thu	:30	WFVA-AM 08:52:01 AM 12:19:11 PM 06:57:41 PM	3	\$0.00	\$0.00
1/24/2020	Fri	:30	WFVA-AM 07:53:31 AM 10:58:51 AM 05:17:11 PM	3	\$0.00	\$0.00
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4031-00003-0009	12/31/2019	1
Official Invoice	Date	Page

Centennial Broadcasting II, LLC

DETACH AND RETURN WITH PAYMENT

4031-00003-0009 O 12/31/2019 1

CENTENNIAL BROADCASTING II, LLC

Purchase Order Number:

Est. Number:

Co-Op:

Description: WFVA EEO RECRUITMENT SOURCES

Salesperson: House, House

Date	Day	Length		Qty	Rate	Total
Copy: EQUAL OPPORTUNITY EMPLOYER						
12/9/2019	Mon	:30	WFVA-AM 08:21:16 AM 01:19:01 PM 06:58:11 PM	3	\$0.00	\$0.00
12/10/2019	Tue	:30	WFVA-AM 06:25:31 AM 10:46:01 AM 05:32:23 PM	3	\$0.00	\$0.00
12/11/2019	Wed	:30	WFVA-AM 09:33:51 AM 01:19:01 PM 05:32:23 PM	3	\$0.00	\$0.00
12/12/2019	Thu	:30	WFVA-AM 06:58:51 AM 12:47:31 PM 04:46:01 PM	3	\$0.00	\$0.00
12/13/2019	Fri	:30	WFVA-AM 08:21:01 AM 02:18:01 PM 03:47:01 PM	3	\$0.00	\$0.00
12/14/2019	Sat	:30	WFVA-AM 08:04:01 AM 11:18:01 AM 03:45:01 PM	3	\$0.00	\$0.00
12/15/2019	Sun	:30	WFVA-AM 06:45:01 AM 02:32:03 PM 06:32:03 PM	3	\$0.00	\$0.00

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