

## WFHB BOARD OF DIRECTORS

BOARD MEETING MINUTES for Monday March 27, 2017, 6:00pm

Hooker Conference Room #245, City Hall

201 North Morton Street, Bloomington IN

- I. START RECORDING MEETING — 6:00pm
- II. CALL TO ORDER, ATTENDANCE OF BOARD MEMBERS  
Present: Emily Jackson, Jerry Stern, Jar Turner, Jean Hollinger, Sarah Ryterband, Tom Henderson, Steve Pollitt, Julie Thomas, Pam Davidson  
Absent: Sheryl Mitchell  
Guests: 1
- III. OPEN FOR PUBLIC COMMENT - None
- IV. REVIEW / APPROVAL OF MINUTES FROM FEBRUARY 2016 MEETING  
Jean moved approval, Steve seconded, all approved.
- V. REPORTS
  - A. Board President
    - GM Evaluation
      - Goals included in write-up on Slack
      - Community outreach, etc.
    - focus on fund drive now – social media, tell 10. Fund drive starts Friday
    - sign up for catcher and pitcher spots
    - board participation appreciated
  - B. General Manager Report – handed out at meeting, will be uploaded to Slack
    - letters will be sent to people without email addresses, but do have snail-mail addresses; people out of town are on the “cold” list – letters will go out tomorrow, to arrive by start of Fund Drive; also contacting local people.
    - food for fund drive – Jean will call Sydney (Pizza X), will work with Jar on details (hopeful that Sheryl will have a list)
    - \$35 k as an overall goal may not be enough. Jar has seen articles on other community radio stations; Pam: WTIU has mentioned CPB in their funding breaks; individual show goals will be raised by 20%; \$1.33 per yr from avg paycheck to CPB – Jar will have \$133 pledge level
    - pitch training is going well – round-table platform; Tom: Pitchers needed for syndicated shows, good for board members – go to Slack to fill schedule; Last pitcher training session is Wednesday at 6 pm; training – setting tone for fund drive. Pam: suggests having 10 fun-facts, 1 sentence or less, to post in case people don't know what to say.
    - Audacity training – good response, will do classes frequently (edit promo, add music, record station ID)
    - Cindy / volunteer committee; Sarah Hattrick will be leaving volunteer coordinator position soon, Volunteer committee will need to step up.
    - E-Town cancelled Damien Juraldo was in a car accident
    - Printer in CD library needs to be saved (Julie will look at it)
    - Jar shared info on upcoming events this week

### C. Treasurer Report

Jerry - minutes / updates from Finance Committee

- CPB - \$22k by mid-April (2<sup>nd</sup> payment)
- Underwriting – Jar and Doug working on contacts; we need more underwriting revenue; Try to attract at least one undergrad intern to sell underwriting, Jerry will attend IU job fair to find marketing intern. Approval process? We don't normally OK job description. Do we still pay Doug 20%? 13% to Doug, 7% to intern;
- progress continues with Quickbooks, contacted someone who knows QB will donate her time to assist, but Stampfli was making progress; Sarah asked about the timeline. Jerry: The goal is to have clean books – Jar has completed through Nov 2016;
- credit line does not have an automatic draw; Jar / Jerry look at the bank balance every few days; our expenses range 2500-11000 and our revenues range from 4000 to 15,000 per month. The longer we look ahead, these fluctuations even out. Short term cash flow is much harder to predict. Tom: we need to be careful that we do not rely too much on the credit line, worst case scenario – bank / receivership, bank will want to know how we will compensate for missing CPB funding if that happens
- agreement with bank for credit line renews annually on December 9<sup>th</sup>
- Emily asked Jerry to send a note on Slack when he draws on credit line.
- Tom: tower expenses will come in soon
- Pam \$8600 one-time gift received – can't count on it in the future
- interest 5.25%
- no news on future of CPB funding – 30% of our budget
- window decals for businesses that underwrite
- Pam will put "call Congress" info onto Slack to encourage listeners to call about the proposed Federal budget
- Page one of analysis – actual vs. projected budget; June to February, actual was \$19,000 + vs. projected (conservative projection)
- Trying to look at bank balance – low balance now, but some costs won't continue; started with a low balance

### D. Other Committee Reports

#### 1. Policy Committee

- FEB: \$25/month reimbursement for prgms that create revenue; to cover expenses; job
- descriptions for Interns; need to recruit more interns; April 3<sup>rd</sup> Survey monkey survey on by-laws questions will be sent out – need 51% of members need to OK them; website updated re: Policy Comm meetings 2 weeks before board meeting 5:15 pm @Stefano's
- MARCH: Assistant GM question raised; wants to put description into policy, but not hire right now. Tom made motion, Emily seconded. Motion held until next meeting – descriptions not sent to board.

#### 2. Nominating/Personnel Committee

- FEBRUARY: 6-month review of GM, decision to endorse permanent hiring of Jar
- MARCH: In financial matters, GM responsible to report to

Treasurer. "Under the direction of the Treasurer, the GM will..."; Pam: Why not "oversight" instead of "direction"? Will have language in April for Board OK; by 4/3 committee needs to have slate of members for Board election at annual meeting; Pam: is there an announcement that goes out on air? Yes, a PSA (Jar, Jean). Emily: reviewed list of items that have to be completed by Annual meeting (6/3 in Library 1B)

3. Other reports

VI. OLD BUSINESS

A. Facilities update

Brown County Tower - must move equipment by April 1<sup>st</sup>

Tom: was at Brown county near site – not ready yet. Received letter that said tower work is getting done.

Concrete Pour - update on plan – after Fund Drive (May after students leave)

B. Jerry Stern Investment Proposal - motion regarding Community Foundation "Reinvestment of distributions and new investments should not be made in the Community Foundation unless future analyses **by the Treasurer** indicate otherwise."

Emily – made the motion, Tom seconded

Steve - add "by the Treasurer"; Emily and Tom OK'd amendment.

Sarah: wants finance committee and board to have a say. When you receive a bequest, should some of that money automatically be placed in endowment fund? The Board should hear from someone at the Community Foundation before deciding not to reinvest \$\$; wants to strike "new investments";

Jerry: WFHB won't write a check and place funds in Community Foundation;

Jean: annual distribution – this is about yearly distribution only

Julie: agree that deleting "and new investments" phrase

Pam: this is written in the negative –

Emily/Tom – withdrew motion

Emily made the motion: "The distribution we receive from the Monroe County Community foundation should be considered each year by the finance committee annually regarding its disposition"; Sarah seconded; unanimous approval

VII. NEW BUSINESS

- New Job Descriptions for GM and Assistant GM

- Sales marketing intern – Jerry has a job description, posted it with 7% / 13%; Discussed with GM and Doug; did not come to policy committee / Board – ensure the intern is properly paid. Is this person an employee? Not an independent contractor. Tom / Sarah believe this person is an employee; person will be trained to underwrite and under the direction of the underwriting manager. Doug is the manager; Because the person is an employee and will be out in the community, Doug will need to ensure the person is well-trained and represents WFHB well; Executive Committee can review Doug's decision to hire;

B. Timeline for Annual Meeting; announcements will go out Spot

April 3 deadline for nominations

May 4 deadline for other nominations

GM Assistant & GM job description will be sent out on Slack by Emily

Pam will write up blurb for calling Congress

Jar will write up training info

Jean will work on food

Tom – someone has agreed to clean up HTML on website for board documents

Julie will look at printer in CD library

Tom: Motion to adjourn at 7:42, Emily seconded.

Monday April 24, 6pm, Hooker Conference Room #245, City Hall

Monday May 22, 6pm, Hooker Conference Room #245, City Hall

Saturday June 3, Annual Meeting noon MCPL ROOM 1B

Monday June 26, 6pm, Hooker Conference Room #245, City Hall