

WFHB BOARD OF DIRECTORS MEETING Draft Minutes
Monday January 27, 2019, 6:05pm
Hooker Conference Room #245, City Hall
401 North Morton Street, Bloomington INI. START RECORDING MEETING

CALL TO ORDER, ATTENDANCE OF BOARD MEMBERS

Present: Chuck Bennett, Sheryl Mitchell, Jar Turner, Pam Davidson, Emily Jackson, Jan Walker.
Absent: Sarah Lyttle, Julie Thomas
Guests: Sarah Taylor

II. OPEN FOR PUBLIC COMMENT

Sarah Taylor is introduced to the board.

III. REVIEW / APPROVAL OF MINUTES

November meetings need work, December meeting minutes not submitted

IV. Review December Action Items

Calls to lapsed donors

V. REPORTS

A. General Manager Report

Audit Done. Form 990 is next for Finance Committee

An organizational chart for WFHB has been drafted as part of a greater Station Manual

B. Finance Report

The auditors have to have the 990 finished, for the CSG grant.

We can afford a development director for up to 29hrs/wk

Discussion was made about the development director vs # of hours.

C. Development Comm Report

D. Committee Comments

E. Personnel and Nominations

F. Tech Committee is working on risk management

- NPA producers are seeding programs with our [BOX.COM](#) account for access

VI. OLD BUSINESS

Health Insurance plans will be reviewed by Jar and Kade

HRA plans may be the method by which we subsidize our employee health care

VII. NEW BUSINESS

Board candidates

Dates for spring fund drive set: March 25 - April 4

VIII. ACTIONS: End Meeting With Outline of Actions to Complete

Policy Committee reviews and submits cash management policy

Sarah and Jar meet to sketch out a plausible health plan

Emily puts Jar's goals on the Slack Channel

Org chart becomes posted on Slack Channel

Strategic Plan on April RadarUpcoming Events

Bloomington Music Expo February 7 and 8 - need volunteers

Saturday's Child is February 8th, starting at 11am at the Monroe County History Center

Upcoming Board Meetings

Monday February 24, 6pm - Hooker Room

Monday March 23rd, 6pm - Hooker Room — NOTE the 4th Monday, not the last Monday

20200127 GM Report

What's happening?

- News Department's first successful MLK Jr. live remote broadcast from BCT on aired on Jan. 20th
- Held Big Production Room workshop on interview recording and post-production. Over a dozen people showed up. We covered a lot of ground but there was more ground to cover. Next Workshop will be a part 2 of the session scheduled 2/12.
- Worked with Aldering while on site to perform audit. It seems to go well. There were comments in their draft document about policy and reconciliation efforts. These comments were discussed at Finance meeting.
- News Director Kade Young has been speaking with classrooms
- Employee Evaluation in progress for News Director Kade Young
- Volunteer Committee met. Working on volunteer intake systems assessments and ways to keep people engaged. Committee currently reviewing strategic plan and role of coordinator. Reviewing Air Table as Volunteer Database management product.
- Development met. Big turnout with many new members. Set Spring Fund Drive at 12 days from March 25 - April 4.
- Youth Radio meeting with Roc Bonchek and Mercedes Lechlitner about YR future after August 31.
- Working with Box.com to coordinate audio sent from content producers into automation
- SD players are in need of replacement. PSA announcements have been taken off the air until we've figured out a solution. Looking at options but few are filling our needs. We're still hunting.
- Working on a station manual as described in the strategic plan.
- Created this draft [chart](#) for visual aid for understanding the organization for new volunteers. Myself and production crew will be creating a manual using this same application
- Integrating Radio Workflow traffic software to replace Radio Traffic has been difficult. Could use some tech help. Will add to Tech/Web agenda.
- Implemented automation to give volunteers access to all recordings of their programs immediately after broadcast. Program recording archive will be uploaded to box.com regularly and deleted from Pongo as to not take up too much space on our HDs.

On the horizon...

- Employee Evaluations for remaining staff
- New Volunteer Orientation revamping. More involvement from News Department
- Raymond Foundation Grant
- PSA Outreach Project
- Bloomington Music Expo - Needs volunteers