

## WFHB BOARD OF DIRECTORS MEETING AGENDA

Monday March 23, 2020 6:00pm

Due to Coronavirus meeting to be held via ZOOM

### I. START RECORDING MEETING

#### CALL TO ORDER, ATTENDANCE OF BOARD MEMBERS

Present: Chuck Beckett, Jim Quinn, Emily Jackson, Jar Turner, Sheryl Mitchell, Sarah Lyttle, Pam Davidson

Absent: Sarah Taylor

Guests: Cindy Beale

### II. OPEN FOR PUBLIC COMMENT

February Minutes approved by electronic acclamation via WFHB Slack software.

### III. REVIEW / APPROVAL OF MINUTES

The station has been preparing for "business continuity," and now it's in action. We're searching for new ways to integrate volunteers while we're running the station under automation.

The board extends thanks to the staff, Jar, Jim, Kade, Sydney, and Jeffrey for flowing with the new changes. We don't know when the current crisis will be over, or when we'll change automation.

Our Support Hotline will be online shortly, look for the info through our communications channel.

### IV. Review February Action Items (left January list here)

New meeting schedule on Zoom.

Policy Committee status of cash management policy

Sarah and Jar meet to sketch out health plan options

Emily puts Jar's goals on the Slack Channel

Org chart to be posted on Slack Channel

Strategic Plan on April radar

### V. REPORTS

#### A. General Manager Report

State News from the Indiana Broadcasting Network has been added

Fund Drive Plans will change, and be an off-air fund drive. Nothing is firm at this time, but the GM has thoughts to get DJs to help meet our goal.

We have different sponsorship ideas, and fund-raising.

#### B. Finance Report

Meets March 25th at 5pm on Zoom

Community Foundation Grant possibility that we'll be doing; we're checking other grants and some have been delayed.

#### C. Development Comm Report

#### D. Committee Comments

### VI. OLD BUSINESS

Health Insurance

## VII. NEW BUSINESS

License Renewal

Spring Fund Drive Plan

VIII. ACTIONS: End Meeting With Outline of Actions to Complete  
More licenses for RealVNC

Upcoming Events

Wednesday for Finance

Wednesday 31st for Development

Jar will tell us about the PSA contact

All committee will be on schedule on Zoom

Quarterly Meeting Rescheduling

Upcoming Board Meetings

Monday April 27th, 6pm

Monday May 25th, 6pm

RealVNC link: <https://www.realvnc.com/en/connect/pricing/>

## 20200323 GM Report

### What's happening?

- Started emergency sanitation procedures to reduce risk of transmission Covid-19. Deep cleaned air room. Cancelled all scheduled meetings involving close contact for two weeks.
- Once news spread that it had reached pandemic status, I made the call to restrict access to the building to a skeleton crew of staff and I've been working overtime to keep content flowing on the air and setting up 24/7 automation, day by day. Still working out kinks but overall sound has improved. Monitoring even when home.
- Alerding is still working on CPB filing. I am working on this with them. Update on Monday.
- Created a hotline for nonprofits to call and record PSA of their immediate needs during the crisis. United Way has participated and we are running their Covid-19 Emergency Fund PSA.
- Engineered and promoted first WFHB and WXOX Louisville simulcast of Will Oldham and Jonathon Richmond concert. Pushing us to #3 on Radio Free America chart, as they maxed out their stream and used our unlimited RFA stream.
- Prioritized getting other PSAs in general back on their, getting the most relevant and up-to-date nonprofits needs on the air and automating them at :20 and :40 breaks each hour. Using Box.com account to allow DJs to send music files and station IDs remotely for a little more personalization.
- News Reporters working remotely. Social Media working remotely, as well. Pushing out our published content.
- I'm behind 3 months of bank reconciliations, but hoping that after a full week of automation, I've worked out enough bugs to focus on such tasks.
- Requested emergency assistance from Policy Committee to assist with FCC license renewal. Due April 1.
- Prior to evacuation, I met with Rachel Barr, a teacher from the Academy of Science and Entrepreneurship, where we discussed live remote for student storytelling events and other potential projects. Could be impetus for grant.
- Also, prior to evacuation, our newly formed grants committee met and dug into the weeds on a Brown County Community Foundation grant for our Brown County family. Thanks to Sarah Lytle and Vera Grubbs for completing and submitting the application.

### On the horizon...

- Updating listeners/donors of changes in more formalized manner: letter, eNewsletter
- No way to tell when it is safe to resume live programming but two weeks will not be long enough.

- Spring Fund Drive thinking outside the box and in terms of “mutual aid.” Online fundraising strategies. Specific asks from all WFHB Participating Members will be critical.
- Catching up with Sarah about health care options.
- Strategic planning in real time. Evacuation procedures should be discussed at Policy ASAP.