

## WFHB BOARD OF DIRECTORS MEETING MINUTES

Monday December 28, 2020 6:00pm

ZOOM

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

Present: Chuck Beckett, Mark Hood, Jar Turner, Emily Jackson, Sarah Lyttle, Pam Davidson, Tom Henderson

Absent: Sheryl Mitchell, Sarah Taylor, Jim Quinn (had to leave)

Guests:

Note Board Secretary Tom Henderson had to leave before the meeting ended, minutes posted by Emily Jackson.

### II. OPEN FOR PUBLIC COMMENT

### III. REVIEW / APPROVAL OF MINUTES

It was noted that greater detail in the board minutes would be beneficial.

### IV. Review October Action Items

CPB SAS Training in January - Emily, Chuck Sarah Lyttle will attend training Jan 12.

Follow up on CARES Act Note (PPP loan) - completed!

Board Members will list committee participation - done

Policy Docs need to reflect actual committees - revision to approve this meeting

### V. REPORTS

Special Report: IU O'Neill Fund Development Group Presentation

Graduate students presented their findings to the board

A. General Manager Report (will be attached to approved minutes)

GM REPORT HIGHLIGHTS—download GM report from Slack for links to be 'live'

1. Revenue Projections-tracking revenue for CPB grant threshold. Will be reviewed at each board meeting.

2. Operations Assistant Job posted online, need to boost outreach

3. Strategic Planning for 2021. All Board members should become familiar with the 2013 Strategic Plan and related documents. Links are on the GM Report

4. Jar will work a 4-day week due to extensive weekend work the past several months.

B. Finance Report - Jar has meeting scheduled with Mark H. and Sarah T. to work on QuickBooks

C. Development Comm Report - board members will call lapsed donors

D. Committee Comments - Policy doc edits to approve

### VI. OLD BUSINESS

Review committee participation

Chuck Beckett - Tech/Web, Grants, Policy, NPAC

Pam Davidson - Development, Finance

Tom Henderson - Executive, Finance, Facilities, Tech/Web, N&P, Policy

Mark Hood - Finance, Policy

Emily Jackson- Executive, N&P, Policy, (currently attending Finance, Development)

Sheryl Mitchell - N&P, Development

Jim Quinn - Development, Tech/Web  
Sarah Taylor - Executive, Finance, Policy  
Sarah Lyttle - Development, Grants, Youth Radio

#### VII. NEW BUSINESS

Policy Document edits to approve

Ran out of time, additional minor edits needed. Will be presented for approval at January Board Meeting

Lapsed donor list & calls in process, each board member has list to call ASAP before year's end  
Waldron status update - no action as of yet

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

Jar—work with Sarah Taylor & Mark Hood on QuickBooks and developing budget projections

All Board Members—review 2013 Strategic Plan Documents via link from GM Report

#### Upcoming Board Meetings

Monday January 25, 2021, 6pm

Monday February 22, 2021, 6pm