

WFHB BOARD OF DIRECTORS MEETING MINUTES

Monday June 28, 2021 6:00pm

ZOOM

I. CALL TO ORDER, ATTENDANCE OF BOARD MEMBERS

Present: Emily Jackson, Jan Walker, Sheryl Mitchell, Sarah Taylor, Mark Hood, Chuck Beckett, Sarah Lyttle, Ed Long, Jar Turner

Absent: Darran Mosley

Guests: Tom Henderson

II. OPEN FOR PUBLIC COMMENT

III. Welcome New Board Members - Jan Walker, Darran Mosley, Ed Long - and returning member Sarah Taylor

IV. Election of Officers for the year. The Annual Meeting is new cycle for Board Officers.

Results of Board nominations to officer positions:

President - Emily Jackson

Treasurer - Mark Hood

Secretary - Ed Long

V. REVIEW / APPROVAL OF MINUTES

Draft meeting minutes are taken by the Secretary and posted to Slack asap for review. Addition or corrections made then members can approve via Slack.

VI. Review May Action Items

Sarah Taylor -Contact Stampfli about Employer Retention Credit

We want to see if we are in fact eligible but they have not returned calls, Jar will follow up

Tom -Research/seek IT appraiser for equipment (for in kind donation)

Chuck will follow up via Tech Committee

-Contact German American about money market and/or other avenues for cash reserves

To be reviewed in Finance

-Research the deed for the building regarding the split of the original firehouse

Nothing to report except Mark stressed we need all historic documents scanned and filed, and quoting archival terms: “durable, accessible, and flexible” methodologies employed — including the very important naming conventions and meta-data tags used.

VII. REPORTS

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

Specific discussion included

First (in over a year) live WFHB tabled event at the Banneker Center. Will need more volunteers available for tabling as we begin to have a presence at community events. Development Intern Michael Hicks secured raffle prizes; names and emails collected for our newsletter.

NFCB virtual conference information - <http://nfc.org/conference/>

Discussed front door access policy to be signed by all card holders. Door will remain locked for

now, possible to have some open hours in the future.

CPB Required Harassment Training - this year it has been farmed out to a vendor, still not accessible for us to take. Due date remains September 30. Jar is following up and will let us know. This training is required for all Staff and Board members, Jar is adding Committee members this year.

- B. Finance Report (did not meet in June, update given at annual meeting)
- C. Development Comm Report
- D. Committee Comments as needed

Discussed committees in general. A document is needed listing of all committees, committee chair and membership as it currently stands. Look to Board Slack channel for document in the near future. Discussed elimination of the Music Committee and creation of Program Committee. This new committee will have specific language regarding DEI goals, starting with the make up of the committee itself, which should reflect a more diverse group than WFHB generally reflects. The perspective is that being a community asset available and open to all is not enough and strategic efforts are required to meet diversity goals.

Chuck suggests the ad hoc Podcast Committee function as a subcommittee of the Tech Committee.

VIII. OLD BUSINESS

Schedule CAB meeting

Some discussion of difficulty in scheduling and maintaining this CPB requirement. Jar is interested in receiving the IU group survey results for the CAB to discuss. Inclusion of community leaders and people with community involvement could be beneficial, while avoiding the political realm.

IX. NEW BUSINESS

Personal computing equipment for staff - would pass through Finance for cost approval.

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

Everyone - NFCB conference link, free! <http://nfc.org/conference/>

Emily - create document listing committees and current membership

Chuck - remind Tom about getting appraisal for in-kind value of donations

Ed & Jan - check with Jar about setting up Desk Jockey schedule

Jar - check with Stampfli about Employer Retention Credit eligibility

Emily, Chuck, Ed, Jar - discuss CAB and setting up meeting

Upcoming Board Meetings

Monday July 26th, 6pm

Monday August 23, 6pm (4th Friday - not the last Friday)

Upcoming Events:

Blockhouse - John Dehner CD Release & Jim Manion Retirement Party August 21

20210628 GM Report

What's happening?

- Development
 - Tabled first post-lockdown co-sponsorship with Juneteenth event at Banneker center. Worked with Intern Michael Hicks on the event. He reached out to underwriters for raffle prizes and we collected names and email addresses for our newsletter.
 - Drafted Sophia Travis Grant Project Narrative with Grants Committee. Asking for \$3500 to obtain additional remote equipment. Hard deadline: June 6th at noon.
 - New underwriting contracts for Whole Sun Design. Fairplay's sponsored underwriting campaign with Rasta Pops is now live.
- Programming
 - 65 programmers are now operating inside of the station.
 - News operations have returned to the studios while some programs continue to record remotely. New reporters are coming in to record interviews and training.
 - Assistant Program Director Christine Brackenhoff has kept the new music up-to-date.
 - Podcasting team to resume meeting to streamline our podcast distribution.
 - Seeking volunteers to train other volunteers for air room board training.
- Business & Management
 - Facilities crew collected scrap computers and equipment to take to Cook Medical's annual free electronics recycling day.
 - Personnel
 - I've begun training among BTCC practitioners. My first mirroring is June 30 1-4pm.
 - New Development Director Jenny Jones starts July 7th.
 - CPB Harassment and Implicit Bias training due for staff, board, and committee members Sept 30.
 - Policy committee is reviewing/combining volunteer guidelines with current DJ and News & Public affairs handbook into a single programmer agreement.
 - Keycard Policy agreement to be distributed next week.
 - Chuck Beckett to replace aging Music Library computer with iMac purchased from IU surplus.

What's next?

- Mixology 101 - Training June 30 @ 5:30
- Time off - Wednesday July 28 - Friday August 6th
- NFCB "unconference" July. Webinars available to all. Invite in #board Slack channel.
- Jim Manion Retirement and John Dehner release party followed by a live Beat Party remote at Blockhouse on August 21.
- Catching up bookkeeping/bank reconciliation.
- Designing next AD for Bloom.