

November Minutes ready for board member approval

WFHB BOARD OF DIRECTORS MEETING MINUTES

Monday November 22, 2021 6:00pm

ZOOM

I. CALL TO ORDER, ATTENDANCE OF BOARD MEMBERS

Present: Mark Hood, Sarah Lyttle, Sarah Taylor, Sheryl Mitchell, Chuck Beckett, Brooke Turpin

Absent: Darran Moseley, Ed Long

Guests:

II. OPEN FOR PUBLIC COMMENT

III. REVIEW / APPROVAL OF MINUTES

September and October board minutes have been approved

City Hall meeting rooms are not yet available.

Room 214 at the MCPL reserved for Monday December 20th meeting, 6pm.

IV. Review October Action Items

Emily - write blurb for board recruitment, post to board channel - not completed

Jar - share board recruitment with IU diversity office

Jar - send IRS determination letter to Chuck to add to wiki - done

V. REPORTS

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

B. Finance Report

C. Development Report

D. Committee Comments

VI. OLD BUSINESS

VII. NEW BUSINESS

End of year calls to Lapsed donors scheduled for early December. Brooke will create sign up for board members to schedule time to make these calls from the station phone.

Staff Compensation Policy Revision for board approval. Board will enter into Executive Session for Staff Compensation discussion

Highlights/discussion from attached GM Report

WFHB Birthday Celebration Friday January 7th.

Discussion of setting up display in the Waldron Gallery of WFHB History: documents, posters, photographs.

Audit process starting early December

New CATS MOU in progress with funding increase. Also Jar and Mark identified process to track part of this funding as NFFS (non federal funding source) allowing it to apply to our federal grant required threshold.

Board entered into Executive Session -

Motion: Approve Staff Compensation Policy Revision, as written and presented to the board
Approved unanimously

New policy text will be entered into the WFHB Policy Document

Motion: Approved cost of living adjustment percentage and performance raise percentage for current fiscal year.

Approved unanimously

Motion: Approve additional market increase for General Manager

Approved unanimously

Mark Hood will prepare letters to all staff explaining the policy revisions, and will include the following: cost of living increases will occur in the first pay period in January. Performance increases will occur in conjunction with employee's annual review/hire date. Complete revision of Staff Compensation Policy will be added to Policy Document.

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

Board members - sign up online to make calls to lapsed donors. Calls to be made from the station.

Policy Committee - work to complete Policy Document revisions to present to the board for approval.

Upcoming Board Meetings

Note Date and Location - Monday December 20th 6pm

Monroe County Public Library, Rm 214

Monday January 24th 6pm

Waldron Reopening / WFHB 29th Anniversary Event - Friday January 7th

Note: this event was cancelled due to COVID concerns.

20211217 GM Report

What's happening?

- Working with the Policy committee on stationwide Programming Handbook. Chapters of the handbook will correspond to training sessions offered. Volunteer Orientation, Mixology 101, ect. Subsequently, each chapter will be turned into serialized zines. Each time a volunteer goes through a training, they walk away with something fun and informative that makes clear what the next steps are. I'll be working with our Youth Radio crew to design the zines, which we will also make available at the MCPL for advertising.
- We've had some listener feedback on some pieces that have aired that are archival in nature and have been deemed offensive. One involved a list of racial slurs broadcast, another promoted negative stereotypes. Another listener reported a cross-dressing joke in other archival material. We've taken direct action with these programmers, who are both long-time programmers. I think the station needs to revisit the Implicit Bias training put on by the Implicit Bias community of practice, as well as get this subject embedded in our training. Some old-school WFHB heads should be retrained.
- Christine B. and Tall Steve working together on top 30 New Years Eve countdown. Polling DJs this year instead of using spin counts to include albums released before DJs started coming back in Spring 2021.
- Emergency Alert Service box sent out for inspection. Constant, audible tone coming into board from EAS box when channel is used on the board. Sundog is still investigating.
- Attended and spoke at MCPL board meeting to support CATS/WFHB partnership. Michael White, CATS director and a strong advocate, is retiring next year. He pushed for \$2,000 increase to MOU for cost of living increase. The MCPL board approved.
- Spintron Ark service updated to steam up to 5 hours interrupted, including on mobile devices that tend to power down and interrupt the stream.

What's next?

- Scheduling a Q&A with Tieline representative concerning demo testing of CODEC remote broadcasting equipment.
- Live Broadcast of MLK, Jr. event on Jan 17 at BCT. Need to set up an interactive table and volunteers.
- Cautious planning Jan 7th birthday celebration at John Waldron Arts center. Scaling back per COVID numbers and looking at covid climate next week when we meet with Holly Warren from the city. Jazz combo booked for atmosphere. Emily needs help getting archival content ready for display.
- Facilities committee meeting 12/22 at 3:30. Spring cleaning on the agenda.
- I'll be forming a Programming Committee to evaluate, research and develop programs and examine how they are fitting into our mission statement. The committee should be as diverse as possible and I'm recruiting members now. I expect to have an initial meeting the last week of January.
- Resume talks on strategic planning! Again!

Development Department Report
Board Meeting - 12/20/21

End of Year Campaign - Goal \$25k

- So far raised - \$13,745
- Sent fundraising email on Wednesday.

Grants

- Submitted Next Gen Grant today for Youth Radio Program

Newsletter

- Sent last Thursday. Featured Youth Radio Program, Local Live video posts, 2021 Underwriters, and Top Ten albums

Spring Fund Drive

- Date commitments - Tentative starting on a Monday (or Tuesday) March 22nd - April 1st

Misc

- Emailed all the monthly donors who credit cards failed
- Will be helping Emily with going through archival material this week
- Out of town - 12/25/21-1/3/22