

## WFHB BOARD OF DIRECTORS MEETING MINUTES

Monday February 28, 2022 6:00pm

### ZOOM

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

Present: Jar Turner, Chuck Beckett, Sarah Lyttle, Darran Mosley, Sarah Taylor, Mark Hood, Ed Long, Emily Jackson

Absent: Sheryl Mitchell

Guests:

#### II. OPEN FOR PUBLIC COMMENT

#### III. REVIEW / APPROVAL OF MINUTES

December and January minutes not yet posted for board approval

#### IV. Review January Action Items

Reminder: board members send Brooke underwriting leads and suggestions

#### V. REPORTS

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

Jar mentions highlights including Slide Deck visual tools for training. This will offer consistency in information.

First Youth Radio programmer was on the air Saturday - outreach continues including work on Youth Radio logo.

Suggestion for B-more awards, nominations open through March 21 see this link for info:

<https://www.bloomingtonvolunteernetwork.org/bemore>

Covid survey to go out to programmers to help shape policy going forward.

Discussed Bloom Magazine ad for April/May issue. Ad will focus on programming. The magazine issues ahead are June/July, August/September - this issue to focus on Fall Fund Drive.

Red Zones identified where help may be needed to fill slots and offer pitch partners for programmers.

##### B. Finance Report

Reviewed status of income received and income budgeted, with an eye on both total income and amount required to meet the 'threshold.' The threshold is \$300K, the amount the CPB requires non-comm stations to raise to demonstrate adequate community support.

##### C. Development Comm Report

Spring Fund Drive — the goal is \$48,000.

Catcher's schedule — link shared to board slack channel and here:

<https://www.signupgenius.com/go/10c0f4ea4ae2aa7fbc43-phone>

Catchers will enter information directly into computer and have headsets for hands free work.

D. Committee Comments - Facilities

Facilities Committee and discussed suggestions from SEEL Energy Assessment and determined spending priorities for grant application.

VI. OLD BUSINESS

VII. NEW BUSINESS

Planning for Spring Fund Drive

Tuesday March 29 - Sunday April 10

WFHB Hotline active for testimonials - 901-800-WFHB (901-800-9342)

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

- Board members sign up for catcher shifts
- Jar will share text about recording testimonials on hotline number
- Board can share this information on social media to encourage friends to record testimonials.
- Board members attend Quarterly Meeting Saturday the 12th at 1pm. Zoom link has been shared via SPOT online email.
- Emily will check availability of City Hall for March board meeting. If not available, book MCPL Room.

Quarterly Meeting Saturday March 12th 1pm

Upcoming Board Meetings

Monday March 28th 6pm

Monday April 25 6pm

Upcoming Events

Waldron Arts Center Reopening Celebration Friday March 4, 5-8pm

## 20220228 GM Report

### What's happening?

- Staff are working on Departmental Training Slide Decks. Immediate training needs that I'm aware of: Engineering, MegaSeg DJ (for modules).
- Met with our Facilities Committee and discussed each suggestion on SEEL Energy Assessment and determined spending priorities for grant application. Next step is to meet with the COB Office of Sustainability to discuss.
- Annual CPB Financial Statement Reports deadline extended until April 14th. We don't have our financial statements ready, specifically 990 and remaining audited statements. Annual Audit near completion. Completed 990 Tax Checklist.
- Met with Youth Radio crew and reviewed a draft logo design and discussed modifications. I've sent the mods to the designer. Grant funding is paying for designs.
- Identifying "Red Zones" in Fund Drive schedule with Staff Directors.
- Prepressed newsletter and made some additions.
- Dead air "Red Zones": 5am Friday, 7am Saturday, 5-6 am Sunday. Can tech help?

### What's next?

- Youth Radio: Boys and Girls club tour/recording session next Tuesday. We need to clear out production studios.
- Bloom Ad due March 7 for April/May issues. Published April 5. What do we want to promote?
- Tieline Remote CODEC equipment testing.
- COVID-19 Survey to be sent early next week.
- Tech Committee to determine strategy for website. We've got some good candidates for replacing our Wordpress theme that are geared towards radio/news content.
- [Nominations for Be More Awards](#) deadline March 14th. Who shall we nominate?
- Programming Committee and manual. I think I need backup on this. I'd like to meet with Christine, Kade, and Kirsten about getting this going.
- Streaming Lining Code of Conduct acknowledgement and DJs contracts. Need NPA equivalent in lieu of a comprehensive Programming Manual which has stalled.
- Quarterly Meeting Saturday March 12, 2022 via zoom at 1pm. Sending weekly reminders.
- Recruiting more DJs for specialty shows: **Roots for Breakfast, Reggae Children, Old Time Train 45, Rural Routes.**
- Reaching out to IU First nations to get a read on how we can work on programming together. We're replacing Sunday *Indigenous in Music* with returning *Off The Charts*.
- Working with Brooke on a system to reconcile Quickbooks with donor database get a monthly bird's-eye view of actual Account Receivables for grants, Underwriting and unpaid pledges. Could benefit us at the end of the fiscal year.
- Resuming talks with staff, board, and committees on strategic planning. Retreat?
- I'd like to take off Monday, March 7 and Friday March 25.