

## WFHB BOARD OF DIRECTORS MEETING MINUTES DATE

Monday October 25 6:00pm

Online via Zoom

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

Present: Chuck Beckett, Jar Turner, Brooke Turpin, Emily Jackson, Sarah Taylor, Mark Hood, Sheryl Mitchell, Darran Mosley, Ben Myers

Absent:

Guests:

### II. OPEN FOR PUBLIC COMMENT

### III. REVIEW / APPROVAL OF MINUTES

Minutes of the September 2022 meeting were approved.

### IV. Review (Previous Month) Action Items

CAB meeting was held in September

Harassment Prevention training completed by all board members

### MOTION TO THE BOARD PRIOR TO THIS MEETING

The following motion was sent to the board via Slack on Monday October 17th by Emily:

I move that Jar engage Brian DiPippa of New Day Host for a thorough engineering audit including action plan as detailed in the sublimed proposal, shared on the board slack channel October 6th.

The motion was seconded by Chuck and unanimously approved

### V. REPORTS

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

Jar visited the transmitter site to survey solar panels placement options. Jar took photos of equipment at the transmitter site as well as air room equipment.

Radio Traffic replacement software testing continues. We'll still pay Radio Traffic license for 2023.

Youth Radio Director job opening has been posted widely. Applications close 13-Nov.

We will have weekly meetings to coordinate web site upgrades.

Strategic planning meetings expected to start in January.

Brian David, KPFA engineer will be doing an assessment of our broadcast equipment and configuration.

#### B. Finance Report

It's been a banner year for fundraising.

Mark and Jar have developed a budget for the coming year. For our next fiscal year, we will budget 5% of revenue as contingency for unforeseen expenses.

#### C. Development Comm Report

We are planning a fund-raising letter documenting with photos what our donors have enabled us to achieve.

Planning donor calls, this time more of a check-in and address verification.

Brooke has a list of new underwriters to approach in the coming months.

We are planning a Donor/Underwriter appreciation party, possibly in March.

D. Committee Comments – None for this meeting

VI. OLD BUSINESS

All board members have completed Harassment and Bias Prevention Training from CPB

VII. NEW BUSINESS

We'll be reviewing the strategic plan, specifically items relevant to board development.

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

Jar/Brooke will post Youth Radio job on Spot Online

Jar will set up doodle pool for meeting about Strategic Planning

Emily will post Board Strategic Plan Goals from 2013 on Board Slack Channel

Upcoming Board Meetings

Monday November 28th 6pm – MCPL Room 214

Monday December 19th 6pm – MCPL Room 2A **note date and room change!**

Upcoming Events

New Years Eve at Orbit

Local Live events are coming back, with our next one at the Bishop January 16

## 20221024 GM Report

### What's happening?

- Visited the 91.3 Transmitter site to look at solar panel placement options. I took photos and uploaded them to an airtable gallery to begin an up-to-date inventory of our assets. These photos could be used for an Operations manual/wiki. I took photos of Air Room equipment, as well, for the same purpose. <https://airtable.com/shrNiaoEAKK2ksw1R>.
- Meetings: PopKorn per Fairplay sponsorship, Mike Conway per supporting infrastructure for local news, Chuck Becket per ON THE AIR training.
- Ordered replacement receiver to feed EAS system, plus additional Tascam recorder and SM58.
- Set up a Prospects database for potential volunteers. Find it in our Membership Development base.
- Youth Radio Director job is posted to website, NFCB, IDS, NPA newsletter. It could use a bump on social media.
- Bill Weaver is coming back to Dark End of the Street! Likely with assistance, once or twice a month. The schedule will be rounded out by Patrick C., Mark R, Kathy R.
- Mapped out draft of menu structure for website. Will meet with Directors individually to make sure it meets the needs of their respective departments.
- Resuming bi-weekly meetings with Sundog.
- Evaluations in progress for Sundog and Brooke.
- Problems occurring with outputs from Big Production Room panel.
- Weekly cleanings resume with Drift Botanicals Kelly Drake coming Wednesdays at 10am.

### What's next?

- Submitting notarized paperwork for SEEL grant to replace front door.
- Engineering Assessment with KPFA Engineer, Brian David, likely November 16-18. Will have meeting on Zoom to introduce him to engineering/tech crew.
- Weekly meetings Wednesday at 1pm for Website planning meetings.
- Bank Reconciliation for Sept.
- Updating Equipment inventory in closet and production studios.
- Scheduling a meeting in January for an initial strategic planning meeting.
- Resuming bi-weekly Program Director meetings.
- Continued testing of ON THE AIR as an alternative to Radio Traffic.
- Update Bloom/Ryder Ads.
- Working out details for NYE WFHB Birthday Event at Orbit Room.
- Evaluation for Marty Abaddi.
- Area 10 Agency is doing another [call for nominations](#) Volunteer Spotlight. Deadline is Nov. 16.
- Follow up with Fairplay and Popkorn for next steps for partnership.