

## WFHB BOARD OF DIRECTORS MEETING MINUTES DATE

Monday December 19th 6:00pm

Online via Zoom

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

Present: Chuck Beckett, Jar Turner, Brooke Turpin, Emily Jackson, Sarah Taylor, Ben Myers,

Absent: Sheryl Mitchell, Mark Hood, Darran Mosley,

Guests: Rob Stewart-Ingersoll

### II. OPEN FOR PUBLIC COMMENT

### III. REVIEW / APPROVAL OF MINUTES

- Minutes of the October and November 2022 meetings were approved.

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

- None for this meeting

### V. REPORTS

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

1. The station lost power to our studios in a widespread downtown power outage. When power returned there was an issue with the Air Room control board. Chuck suggested that the tech web committee should include such power outages as an issue for our business continuity plan. Jar pointed out that Brian David's report may provide recommendations relevant to this.
2. Emily pointed out that with so many new staff and so much going on at the station that she would be very supportive of more resources (training, professional development) for staff, particularly Jar.

#### B. Finance Report

Mark submitted a finance report via email as he was unable to attend.

#### C. Development Comm Report

1. We received full finding from the Community Foundation for the grant for WFHB's collaboration with the Limestone Post.
  - Full funding will enable us to have our Assistant News Director, Noel Herhusky-Schneider from part time to full time.
  - The news team is already having conversations on what will be covered in the coming year.
  - We may also receive matching funds from the Knight foundation for the Limestone Post collaboration grant.
2. Our fund-raising letter went out. We are seeding donations coming in now from folks who have not donated for many years. Looks like documenting with photos what our donors have enabled us to achieve has been effective.
3. We'll have a display at the Orbit room (thanks to Ben, Jan Walker and Emily!) which will be there for the birthday celebration.

#### D. Committee Comments – None for this meeting

## VI. OLD BUSINESS

- None for this meeting

## VII. NEW BUSINESS

- Emily moved that the board approve the nomination of Rob Stewart-Ingersoll as a member of the WFHB board of directors. The nomination was approved. Welcome Rob!
- Emily Jackson moved to approve Aja Essex as Youth Radio Director, Chuck seconded the motion, which was passed unanimously.
- We'll be reviewing the strategic plan, specifically items relevant to board development.

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

- Chuck to ensure studio power outage is addressed in Tech Web business continuity plan.

### Upcoming Board Meetings

Monday January 23 6pm

Monday February 27 6pm

### Upcoming Events

- Local Live events are coming back, with our next one at the Bishop January 16th.
- Our 30th birthday party will be on New Year's Eve at the Orbit Room.

## 20230119 GM Report

### What's happening

- Local Live Remote at the Bishop with Brenda's Friend, Foredaze was a success with respect to turnout (on a rainy January night) and technically as we broadcast the entire event with a combination of new equipment and a hotspot from a cell phone. One dropout toward the end of about 30 seconds or so, but not bad considering. I'm talking to Stephen at The Bishop about installing an ethernet connection to the engineering area for future shows, but it's awesome to know that a sustained live broadcast via hotspot is possible.
- Staging server setup and we are starting to experiment with themes until the staging site expires. February 22. **Please take this [survey](#) for the current site before then.** After that, we start taking the survey results and apply them to the staging site for another round of reviews. I'd like to have an updated website by August.
- Employee evaluations needed/in progress for Sundog and Kirsten.
- Working with Brooke on a Development Budget. I'd like to check in with respect to budget matters with each employee/department and Brooke to chart out expenditures for the year. I'll meet with each department one-on-one for this.
- Sent trial balance for FY22 to auditing firm for first steps for our annually required audit.
- DJ Schedule nearly full with only 2 mix shifts open.
- Aja Essex has accepted the job of Youth Radio Director and has begun radio training and outreach to organizations.
- Met with *Activate!* Team to get things on track for upcoming programs/interviews. Kade will be the point person for the program. SPEA could be helpful in getting an intern.

### What's next?

- Staff/Strategic Planning dinner & retreat January 27, and 28 @ Lennie's & Dimension Mill.
- Meeting with Firehouse Session producer Abby Noroozi to get artist/label contacts and production tasks into an Airtable database.
- 1099s are due to the IRS by January 31. Bank Reconciliation overdue for Nov & Dec.
- Local Live Remote from Brown County Inn February 15. Posters designed. We've visited the site so we'll not be blindsided by tech issues.
- Solar panel installation is set to begin early February with preliminary ground screws. Rotary "Day of action" scheduled for February 18th with the 25th as a rain date.
- Sundog's birthday Jan 25!
- Meeting with Christine Brackenhoff and Nia I'man Smith to discuss *Sonic Blackness: A Night at the Eboy Rail* program details/schedule.
- Quarterly Meeting March 4th @ MCPL Room 1B & 1C Combo
- I'll be out from 3/13-3/18.
- Annual audit and 990 tax filing in February, when our CPB finals are due.
- Putting together a Budget for 2023 Block Rocker, tentatively scheduled for August 26.

- Facilities Committee meeting next Wednesday at 3:30pm here at the station.
- **Updating/Redistributing DJ Guidelines/contracts!**

## 20221219 GM Report

### What's happening?

- 4 Candidates were interviewed for the Youth Radio Director position. An offer was accepted by Aja Essex, so welcome Aja! She starts Tuesday next week.
- Weekly website meetings on pause until after the new year.
- Bank Reconciliation is complete through FY22.
- I've begun charting our Local Live Remote schedule for the year. Jan & Feb are booked.
- Social media intern Jack Paley started
- Bathroom sink went out of order. Thanks to Sundog's handiwork, we're back in good shape.
- We lost power today at the Firehouse for a couple of hours. Board came back online with some issues. Sundog will investigate.

### What's next?

- More bookkeeping!
- I'll receive a report and suggestions from KPFA engineer Brian David this week.
- Hiring and training new Youth Radio Director.
- Preparing for our annual audit.
- Meeting with Gerard from IU Humanities per collaborations for live remote sessions.
- Scheduling a meeting in January for an initial strategic planning meeting.
- SEEL grant follow up for front door. (We need the funds, then we book the job.)
- Reissuing DJ Guidelines.
- Ongoing work on Operation manual.
- Set up a kick off meeting in January for updating our strategic plan.
- Cloning the website to staging server. Meeting with Jeremy to mock up potential wordpress theme. Distributing web user surveys.
- Following up with PopKorn for Fairplay promotion photos and video for socials.
- Making strategic efforts to gather promotional materials for all programs. This would include photos/graphics, plus short and long descriptions of each program and programmer. Social media interns will help with this.
- Cleaning out closets in the big production room. Cleaning out old technology out of the music library.
- Facilities meeting 12/28 3:30pm
- Board of Directors meeting 12/19 6pm
- Submitting annual MOU to CATS.
- Holidays
  - Christmas Holiday (Federal holiday observed on Monday 12/26)
  - I'll be off the Friday before Christmas, as well.
  - New Year's Day holiday observed on January 2nd