

## WFHB BOARD OF DIRECTORS MEETING MINUTES DATE

Monday January 23, 2023 at 6:00pm

Zoom

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

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

Absent:

Guests:

### II. OPEN FOR PUBLIC COMMENT

### III. REVIEW/APPROVAL OF MINUTES

As noted during December's meeting Oct and Nov minutes approved  
December's minutes will be posted for board approval soon

### IV. Nomination of Rob Stewart-Ingersoll to Board Secretary

- a. Emily made the motion
- b. Chuck seconded
- c. Motion was approved

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

- a. Chuck reiterated his plan to do a Recovery Plan for if there is a power outage for the station/facility.
- b. Mark pointed out that we need a Mission Disruption Plan as a public resource in the event of a significant public emergency, including whether there might be public funding available for this type of event.

### VI. REPORTS

#### a. GENERAL MANAGER'S REPORT

- i. Had a successful Local Live event this past Wednesday from The Bishop Bar.
- ii. Next event will be in February at The Brown County Inn, and the plan is to have 12 in the year.
  1. Did a site visit to ensure that tech works, and it was successful.
- iii. Jar has been meeting weekly with the web committee on cloning current website and then beginning development on new site.
  1. The process of developing the website will involve eliciting feedback from the public.
  2. Will begin with an internal survey and then a public one.
- iv. Employee evaluations are in progress.

- v. Working with Brooke on a development budget.
- vi. Will work on a budget with each department.
- vii. Aja Essex accepted position as Youth Radio Director.
- viii. Meeting at the Dimension Mill this Saturday (January 28<sup>th</sup>) to begin development of the Strategic Plan.
- ix. Annual audit will begin soon, and Jar will be working with Mark.
- x. Bringing Activate back onto News and Public Affairs.
- xi. Abby Noroozi coming into role of Firehouse Session Producer.
- xii. Working on getting 1099's for all contractors that the station works with.
- xiii. Confirmed that Rotary is going to do a Day of Action to assemble solar panels at the station's transmitter in February.
- xiv. Plans to put together a preliminary budget for this year's Block Rocker.

b. DEVELOPMENT COMMITTEE REPORT

- i. Indiana Arts Commission has sent out RFP and we are a new grantee for them (aside from COVID funding). The proposal is due March 9, and we are going to apply for Organization Support, as opposed to Program Support.
- ii. Bloomington Arts Commission has not put out RFP but we will be applying for Program Support for Block Rocker.
- iii. Applied for small grant from Persistence Workshop.
- iv. We are at 75% of EOY Fundraising Goal.
- v. Raised \$58k for Fiscal Year.
- vi. Spring Drive Dates – March 23 – April 2.
- vii. Bloomings Positive Change program begins in March.
- viii. Installation of display at Monroe County History Center begins January 31.
- ix. Sheryl asked about the display at City Hall, and Brooke said that we will be applying for that.

c. FINANCE REPORT

- i. Shared with Board.
- ii. We are in good shape currently.
- iii. We have a responsibility under our COVID relief use a portion of it to share information with the public on what we do.
- iv. Allering has merged with another accounting firm and has raised their rates on the Non-Profit Audit from roughly \$10k to \$13k. They have been doing this for several years.
- v. Mark moved to raise the board to approve the funding of this audit up to \$13k for Allering to perform the Non-Profit Audit, .
- vi. Emily seconded.

- vii. Sarah pointed out that the rate was in line with what her firm would charge.
- viii. The motion was approved.
- ix. Mark pointed out that WFHB should be due an \$1800 rebate from the State of Indiana on the \$6000 solar panel installation from Rotary, and he has inquired with Rotary to determine if they would welcome our doing this. We could also expand our own expenditure with \$6000 of our own money, which would incur another \$1800 refund from the State of Indiana.

d. COMMITTEE COMMENTS

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. ACTIONS

- a. Rob will inquire with the City as well as the Library about reserving space for the February Board meeting.

Upcoming Board Meetings

Monday February 27, 6pm

Monday March 27, 6pm

Upcoming Events

Staff Strategic Planning dinner and retreat January 27, and 28 @ Lennie's & Dimension

Executive Committee attend meeting Saturday January 28 at 1pm

Local Live from the Brown County Inn February 15

Quarterly Meeting March 4 @ MCPL Room 1B & 1C

Spring Fund Drive Thursday March 23 - Sunday April 2

## 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!**