

# WFHB BOARD OF DIRECTORS MEETING MINUTES

**Date:** Monday April 23 6:00pm

**Location:** Monroe County Public Library room 214

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

**Present:** Mark Hood, Chuck Beckett, Ben Myers, Emily Jackson, Terry Mason

**Absent:** Brooke Turpin, Rob Stewart-Ingersoll, Darran Mosley, Sarah Taylor, Sheryl Mitchell, Jar Turner

## II. OPEN FOR PUBLIC COMMENT

(No one outside the board present)

## III. REVIEW / APPROVAL OF MINUTES

March '24 minutes were approved.

## IV. Review (Previous Month) Action Items

Action items were reviewed.

## V. REPORTS

### A. GM Report

Jar was unable to attend this month's meeting but posted his GM report to the board's Slack channel.

### B. Development Report

Brooke was unable to attend this month's meeting but posted her GM report to the board's Slack channel.

### C. Finance Report

Mark reviewed his monthly financial report with the board..

### D. Committee Comments

None for this meeting

## VI. OLD BUSINESS

None for this meeting

## VII. NEW BUSINESS

The board discussed upcoming **director vacancies and the annual election.**

- Emily reported on her progress to recruit new members.
- Chuck provided some detail on absentee ballot plans. He plans to send out an email to all participating members and accept members' votes via email as well as the USPS. He pointed out that email replies are more secure than physical ballots returned by USPS mail.
- Emily stressed the importance of members attending the annual meeting in person if they could.
- Emily and Mark stated that they would like members attending via Zoom to be able to vote.
- Chuck described Personnel Development database features added this year to track participating member status for volunteers.

The next board meeting will fall on Memorial Day this year. **We need to reschedule or cancel.**

- Jar will be unavailable for the first part of May as he will be attending the NON-COMMvention in Philadelphia and then taking vacation days.
- Chuck suggested we reschedule the May board meeting to June 3<sup>rd</sup>. Emily would like the date posted to the board channel for wider review.

Annual Board Evaluations.

- Given our current schedule and work items Emily suggested we take up the board evaluations at a later date.

## VIII. Strategic Planning

Next meeting not scheduled yet.

## IX. ACTIONS:

- Board to review suggestion to move the May board meeting to June 3<sup>rd</sup>.
- Chuck to post the draft email and absentee ballot information about the annual meeting for Emily and the board for review and approval.
- Chuck to ensure all board members have access to the Personnel Development database to view member information.
- Emily and Chuck to meet and discuss how to allow those attending the annual meeting via Zoom to vote.
- Emily to send the annual meeting announcement email.
- Emily to send board candidate questionnaire to the board.
- Chuck to meet with Emily and discuss the annual meeting voting process details.

## 20240422 GM Report

### Development & Finance

- Spring CPB CSG Payment received! \$33,122.00 total (\$24,404 unrestricted, \$8,718 restricted).
- We have received a prompt from the CPC with questions regarding our financial reporting. This is not unprecedented, but comes at a bad time during Fund Drive and they want answers by Friday, April 26th. Hopefully, Mark and I can pull our focus together (or ask Stampfli about anything we're not sure about.)
- Operations account reconciled through January.
- Fund Drive/Grants/Underwriting...see Development report.

### Facilities & Equipment

- We've purchased a large desk for the back production room, which is still in disarray. The desk is to facilitate recording group interviews, as well as work stations for audio editing. There are unlikely to be any significant changes to the status of this studio until after Fund Drive.

### Personnel & Policy

- I've completed the station's EEO report and filed with the FCC. I used Norbert Garvey for consulting services due to the increase of scrutiny now that we have 5 full-time employees or more. The consultation cost was \$500. Now that I know what the FCC is looking for, I think we have a good blueprint and won't need to pay for the service next year.
- I will be out for two weeks starting on May 6th. The first week will be for Non-Comm in Philadelphia. The second will be personal time for a vacation. This will be the first time I've been able to be away for two weeks. I'm thankful for our great staff!
- We have hired an Ivy Tech Paid Work-study intern to focus on IT knowledge base documentation and general troubleshooting. Her name is Brooklyn Knight and today was her first day.

### Programming & Promotion

- I'd like to state that from a programming standpoint this might be the most positive and best *sounding* Fundrive I can recall in a long time. My impression is reinforced by some comments from supporters. Thanks to all of the programmers and guests for keeping it lively and interesting!

### Website & Technology

- Our website team has made great strides by responding to some of the feedback about our website and made updates to our website. Any further changes would be drastic, requiring a change of "theme" so we've shelved the project until After Fund Drive. It may require the work of a professional Wordpress web designer from this point but we'll resume talks AFD.