WJFF Board of Trustees (BoT) Meeting Minutes August 24, 2011

ADOPTED on September 21, 2011

Regular Meeting Jeffersonville Village Hall Wednesday Jeffersonville, NY 12748 August 24, 2011 Meeting begins at 7:00PM

Present:

BoT members: David Barnes, Dawn Dorcas (President), David Dann, Fern Lee Hagedorn (Secretary), Darlene Midlang, Michael Propst (Treasurer), Stephan Schick, Art Steinhauer, Steve VanBenschoten

Staff: Winston Clark, Station Manager

Members of the public: Linda Charpentier, Jason R.Dole, Edie Downs, Sheila Dugan, Barbara Gref, Kevin Gref, Sonja Hedlund, Andrea Henley Heyn, Maureen Neville, Dick Riseling, Beverly Sterner

Absent: BoT member: Rose Brown

A. Call to Order – Dawn Dorcas – 7:02 PM.

B. 1. Motion to accept June 22, 2011 meeting minutes, as amended, made by Steve VanBenschoten, seconded by David Barnes.

In favor: Barnes, Dorcas, Dann, Hagedorn, Propst, Schick, VanBenschoten

Opposed: None

Abstain: Midlang, Steinhauer

B. 2. Motion to accept July 20, 2011 meeting minutes, attach reconciliation summary when available, made by David Dann, seconded by Steve VanBenschoten.

In favor: Barnes, Dorcas, Dann, Midlang, Schick, Steinhauer, VanBenschoten

Opposed: None

Abstain: Hagedorn, Propst

B. 3. Motion to accept August 17, 2011 meeting minutes made by Steve

VanBenschoten, seconded by Michael Propst.

In favor: Barnes, Dorcas, Hagedorn, Propst, Schick, Steinhauer, VanBenschoten

Opposed: None

Abstain: Dann, Midlang

C. Motion to appoint Dawn Dorcas, Darlene Midlang, Michael Propst as signatories for WJFF with the Bank of Jeffersonville. (Steve VanBenschoten remains a signatory; David Barnes, by virtue of stepping down from serving as Treasurer, is no longer a signatory.)

In favor: All

D. Statement by the Board of Trustees read by Dawn Dorcas.

The Board of Trustees is entrusted with governing the station. In all of the Board's decisions, we strive to consider the good of the station and the WJFF community, recognizing that healthy debate has the potential of making the station stronger. As we share our opinions, we expect all members of the WJFF community to act in the best interest of the station, showing respect for, staff, volunteers and listeners. We urge everyone to express opinions in an appropriate manner and in appropriate forums. WJFF is an organization that welcomes and depends on its volunteers, but no one has an absolute right to be a volunteer.

In matters pertaining to specific personnel issues relating to volunteers and staff, the Board of Trustees is prohibited from discussing such issues in public. However, there is an apparent misunderstanding regarding a recent action taken by the Board. In no way was this action a response to dissenting opinion. The action was made after careful discussion and deliberation. In the interest of the station, its volunteers and staff, the Board will continue to deliberate on this action.

E. Questions and comments from the public

Barbara Gref distributed a letter from a listener, Beverly Sterner, to the Board.

F. Station Manager's Report – Winston Clark

JULY

- . New t-shirts have been ordered for the upcoming Pledge Drive.
- . All quarterly Spinitron reports were filed in full and on time.
- . Quarterly Issues Reports were added to the Public File on time.
- . There is now an Auction Page on the WJFF website, and donations are coming in all the time.

AUGUST

The Pledge Drive was successful in reaching its goal of \$50,000, with many thanks to all the great volunteers who wo/manned the phones. The office is up to date on processing the paperwork, sending thank you letters and mailing gifts/premiums. There is about \$2000 in pledges left to collect, typical for this point in time. (Note: Since reduced to \$1400.)

New EAS equipment is supposed to be installed by the end of September. (This is a nationwide FCC mandate.) We are eligible for a discount through our NFCB membership and are working with Bud Williamson to determine which equipment will be most cost-effective. (Note: it has since been ordered, and Earle will install it when it arrives.)

We are replacing the computer attached to the printer in Studio B with one with far greater memory. This should increase the operating speed dramatically. (Note: this has been done.)

The second installment of our CPB grant has arrived.

The Auction will be held again at the Jeffersonville Fire Hall. We are up to 185 items with many more in the pipeline. We are still looking for donations, and we would appreciate help setting up on Friday the 9^{th} as well as during the auction, 11AM - 2PM on Saturday the 10^{th} . Note: we are currently at about 220 items.

G. Committee Reports

- 1. Programming Committee (John Gordon, chair) will meet on 8/31, 6:30pm.
- 2. Facilities Committee (Steve VanBenschoten, chair) Grounds maintenance and trash recycling continue to be done on a regular basis.

Still waiting to hear from Bert Echt on the installation of the battery that will complete the process of illuminating our WJFF sign by solar power. Also, looking into the possibility of mounting the lighting above the sign, rather than on the ground in front where it blocks part of the sign.

The Committee is in the process of getting estimates from contractors for the replacement of the malfunctioning casement windows in the building. It has been suggested by a professional I spoke to that we seriously consider replacing them with double hung windows because they are more durable and easier to clean than casement windows.

There are several other high priority items on the Committee's "to do" list that VanBenschoten will try to get done with the help of smaller groups:

- Sand railings to Green House
- Seal the wooden deck on the Green House
- Improve lighting in Music Room
- Estimates and recommendations on the care of the exterior wood siding of our main building.
- Setting up a simple, alternative Production Room in the back room of the Green House - a pared down version of our main Production Room that is capable of recording, editing, downloading, and saving work to a flash drive or burning a CD.

A major clean up and repair of the interior of the Green House will probably have to wait until the house is cleared after the Auction and the Record Sale.

3. Finance Committee (Michael Propst, chair)
Referring to the WJFF Summary Financial Report as of August 23, 2011, it was noted that budgeted items on track except car donations which are ahead. As of August 22,

2011, the station had booked year-to-date about 54% of the full-year-budgeted revenue, and year-to-date expenses about 55% of full-year budget.

- 4. Fundraising/Community Relations Committee (Rose Brown, chair). Members include David Barnes, Steve VanBenschoten and Dawn Dorcas. It was noted that the committee will need to get started on a capital plan to identify WJFF's capital needs. Michael Propst, Dawn Dorcas, and Winston Clark will meet to begin this process.
- 5. Nominating Committee. No report at this time.

H. Volunteers' Report

Sonja Hedlund voiced the need for WJFF events that raise awareness of the value of the station in the community and for public knowledge of the potential of defunding from governmental sources.

It was also noted that recent events at which WJFF was represented fostered "friend-raising" or WJFF-awareness in the community. Further events are presently being identified for this kind of participation.

A question was raised regarding the Volunteer Agreement, a legal document used by many local NPR stations around the country. Graham Rice, chairperson, has circulated a draft of this document to members of the BoT and to the Programming Committee for response. A September 1st meeting is scheduled to go over comments received. Another version will be drafted and circulated to on-air programmers by the end of September.

A question was raised regarding revision of the Volunteer Handbook. It was noted that the handbook needs updating, and in the best interest of all involved, the process should be spearheaded by the BoT. Darlene Midlang asked the BoT to carefully outline a process and timeline for such an endeavor. All who have suggestions, changes, and comments regarding the handbook are asked to send them to Midlang.

I. Old Business

- 1. Review of Action Steps from previous meeting
- a. BoT training by the NFCB (National Federation of Community Broadcasters). WJFF is a member of NFCB. The member rate for a trainer to come on-site is \$500/day plus expenses. This will necessitate time commitment from Board members, as well as financial expenditure of approximately \$3,000. Two days of travel for trainer and two days of training would be the minimum. It was noted that the Board needs to clearly articulate what it expects from this training. It was also noted that Ginny Berson, the head of NFCB, has been an outstanding resource for WJFF on many issues. Berson can also help us think through these issues prior to her coming to Jeffersonville. Dawn Dorcas will follow-up with a phone conversation with Berson.

J. New Business

- 1. Wonderful Things auction Sept. 10 (see Station Manager's Report)
- 2. Earth Day in Autumn, Harvest Festival, Bethel Woods September 18 WJFF will be present.

K. Questions and comments from the public

Question: Does the CAB (Community Advisory Board) have a chairperson and how does it relate to the Fundraising/Community Relations Committee?

Answer: The CAB is not a committee of the Board. WJFF staff convenes the CAB and it meets 2-3 times annually, but the CAB may elect to have additional meetings (it has not to date). The CAB, according to station by-laws, is established to gather input from community for the purpose of planning programming. The focus is on giving WJFF input and feedback from the community.

A discussion ensued regarding the role of fundraising within WJFF. Dick Riseling voiced interest in helping with such efforts. Volunteers interested in serving on this committee may contact Rose Brown. Winston Clark said that he continually thinks about the very real possibility that the Corporation for Public Broadcasting (CPB) can be eliminated by the US Congress. WJFF receives a \$90,000 annual grant -- 30% of WJFF's budget -- from CPB. If we lose the grant, WJFF would have to cut or raise an additional \$90,000/year. WJFF's expenditures are modest and frugality is continually exercised. In his role as station manager, Clark, in responding to comments that his only concern is fundraising, shared that he cares very much about the content of our station and fears that without fundraising, WJFF will cease to exist. He engages in fundraising so that WJFF remains a vital community voice over the airwaves. Art Steinhauer, seconded by the Board, applauded Winston Clark for all of his efforts, especially for his extraordinary work on the recent pledge drive. The Board thanked Clark for his work.

Sonja Hedlund agreed with Clark regarding the danger of lost funding and that WJFF needs to inform our community of this danger. Steve VanBenschoten noted that WJFF can reach a larger audience over the radio as opposed to renting a hall, and that perhaps something like a bimonthly program on the air would help -- a program proposal is welcomed. It was further noted that events that raise awareness are not just a staff responsibility, but a shared one. It was also noted that just as staff steps up during pledge drives to enlist the help of volunteers, so it can do same with community awareness events.

- **L. Action Steps** (Review of items needing attention and those handling them)
- 1. BoT Training details Dawn Dorcas
- 2. Fundraising community relations update Rose Brown
- 3. Volunteer handbook next steps board-driven. Volunteers can direct their interest to Darlene Midlang as this will be a BoT initiative. BoT will be thoughtful of the process; it needs to lead the process.

M. Motion to go into Executive Session to discuss personnel issues made by Steve VanBenschoten, seconded by David Barnes.

In favor: All

Executive Session convened at 7:56pm by Dawn Dorcas.

N. Motion to adjourn Executive Session and Return to Regular Session made by Art Steinhauer and seconded by David Barnes.

In favor: All

Regular Session continued at 9:03pm.

O. Motion for President to post agreed-upon policy statement on the WJFF listserve made by Stephan Schick, seconded by Michael Propst.

In favor: Barnes, Dorcas, Hagedorn, Midlang, Propst, Schick, Steinhauer,

VanBenschoten Opposed: none Abstain: Dann

P. Motion for President to communicate to person involved in the personnel matter to communicate BoT's decision made by Stephan Schick, seconded by Steve

VanBenschoten In favor: All

Q. Motion to adjourn made by David Dann, seconded by David Barnes.

In favor: All

Meeting adjourned at 9:05pm.

Next Meeting: Wednesday, September 21, 2011 – Village Hall 6:30 pm.

Respectfully submitted, Fern Lee Hagedorn Secretary

Addendum:

Meeting dates – 2011 – Wednesdays 9/21

10/26

11/16

12/21

Meeting dates – 2012 – Wednesdays

1/25

2/22

3/21