## WJFF Board of Trustees (BoT) Meeting Minutes December 21, 2011

Adopted on January 25, 2012

Regular Meeting Wednesday, December 21, 2011 Jeffersonville Village Hall Jeffersonville, NY 12748

#### **Present**

BoT Members: David Barnes, Rose Brown (Vice President), Dawn Dorcas (President), Fern Lee Hagedorn (Secretary), Darlene Midlang, Michael Propst (Treasurer)

Staff: Winston Clark, Station Manager

#### **Absent**

BoT Members: David Dann, Stephan Schick, Arthur Steinhauer, Steve VanBenschoten

**A. Call to Order:** Meeting was called to order at 6:31pm by President D.Dorcas.

**B** 1. Motion to accept 11-16-2011 minutes made by R. Brown, seconded by D. Barnes.

In favor: All

**B. 2. Motion to accept 12-10-2011 minutes** made by M. Propst, seconded by F.L.Hagedorn

In favor: Brown, Dorcas, Hagedorn, Midlang, Propst

Opposed: None

Abstain: Barnes (absent from 12-10 meeting)

**B** 3. Motion to attach reconciliation summaries made by D. Midlang, seconded by R. Brown

In favor: All

C. Questions and comments from the public: none

**D. Volunteers' Report:** none

## **E.** Committee Reports

- 1. Program (John Gordon, chair) no report; there has been no meeting since last BoT meeting
- 2. Facilities (in S.VanBenschoten's absence, D. Dorcas delivered Steve's submitted report) a) sand barrels in the driveway and parking lot have been filled; shovels need to be purchased. b) Greenhouse: fuel oil has been ordered; storm windows (some in poor shape) have been set in place; holiday lights strung and set on timers; cleaning party hopefully to take place January 14-15, 2011. c) New windows installed in Master Control.
- 3. Finance (M. Propst, chair)— according to Treasurer's Report, as of 12/14, income is on track, and in certain categories, ahead.
- 4. Fundraising & Community Relations (R. Brown & F.L.Hagedorn, co-chairs) − a planning meeting occurred. Next meeting will include staff and interested volunteers.
- 5. Nominating A.Steinhauer will be asked to chair this committee. Other BoT members include S.VanBenschoten, D. Dorcas. Winston as staff would be an *ex-officio* member.
- 6. Ad Hoc Committees

a. Volunteer Handbook (D. Midland, chair) – After nine drafts, the 8-member committee has finished its work of revising pages 14-15 of the green volunteers' handbook, covering conflict resolution. A volunteers' feedback meeting will be organized (January 5, 2012 at 6:30pm, Jeffersonville Village Hall). b. On-Air Volunteer Agreement (S. VanBenschoten) – a meeting will be convened in early January 2012.

## F. Station Manager's Report

- 1. Holiday School Concerts. Five school districts (4 in NY, 1 in PA) responded to WJFF's invitation to broadcast their holiday concerts. The concerts were aired over the Saturday-Sunday period of December 17th (Eldred, Sullivan West, Livingston Manor) and 18<sup>th</sup> (Wayne Highlands, Liberty). Though of of varying quality, the enthusiasm and spirit of the performances were delightful. For the upcoming spring concert series, WJFF will work further with the schools to improve the quality of the recordings. Winston mailed thank you letters to each of the district superintendents, all of whom responded positively. This was a major step in expanding WJFF's community outreach. The concerts are now available for download on the WJFF website.
- 2. New windows in Master Control and Studio B have been installed.
- 3. Seven to nine new volunteers are in various stages of training four are already holding down airshifts.
- 4. The Corporation for Public Broadcasting (CPB) has confirmed that its grant of \$35,000 will arrive before 12/31. The good news is that it appears CPB funding will remain stable for the next two years.
- 5. Pledge Drive. All (several hundred) thank you letters and premiums have been mailed. BoT commended Winston and staff for their steadfastness during the on-air Pledge Drive. The goal of \$55,000, \$5,000 of which will go toward the emergency generator, was met.
- 6. Music Sale: WJFF grossed \$6,700, up from \$5,000 in 2010.
- 7. Underwriting: JPG Generators and Skelly's Garage reported that their businesses have benefited from underwriting with WJFF.
- 8. Cooperage Building, Honesdale, PA. Owners wish to devote a portion of the 2<sup>nd</sup> floor space to WJFF as a second broadcast studio. They are inviting WJFF's input into how we would like the space to be configured.

A motion was made by D. Barnes asking the Station Manager to a) research the cost and construction details of the purchase and installation of an emergency generator at the tower site in Liberty, and b) detail the costs of creating and maintaining a fully-functioning broadcast studio on the site of the new Cooperage Building Community Center at 1030 Main St. in Honesdale, PA; seconded by Rose Brown.

In favor: All

## G. Action Steps

- 1. Contact A. Steinhauer to chair Nominating Committee
- 2. Set-up On-Air Agreement meeting date in January
- 3. Purchase shovels
- 4. Set-up Volunteer Handbook meeting date
- 5. Confirm Facilities Committee workdays

#### H. Old Business

1. David Barnes asked to speak on this his last meeting after five years of service on the BoT. He observed that WJFF is one of very best managed organizations he has ever seen and that the last three

years have been the most impressive. He expressed kudos to Winston, and added that Adam and now Nick are a very impressive team.

- 2. The BoT thanked Winston and staff for hosting the WJFF Holiday Party. Also many thanks to WJFF supporters John Wenk and Daniel Castellanos for hosting the WJFF party in their home.
- **I.** A motion to go into executive session to discuss personnel matters was made by M. Propst, seconded by D. Barnes.

In favor: All

Executive Session convened at 7:36pm by D. Dorcas.

**J. Motion to return to regular session** made by M. Propst, seconded by D.Midlang at 8:05pm.

In favor: All

**K. Motion to adjourn** made by R.Brown, seconded by D. Barnes.

In favor: All

Meet adjourned at 8:07pm.

Next Meeting: Wednesday, January 25, 2012 – Village Hall 6:30 pm.

Respectfully submitted,

Fern Lee Hagedorn Secretary

#### **Addendum 1: Meeting Dates**

2012 – Wednesdays

1/25

2/22

3/21

# **Addendum 2: WJFF Events/meetings**

2012:

March 29 thru April 5 – Pledge Drive

May 5 – Foodstock

May 12 (weekend) – BoT training

July 26 thru August 2 – Pledge Drive

TBA – Volunteer Appreciation Party

November 29 thru December 6 – Pledge Drive