WJFF Board of Trustees (BoT) Meeting Minutes April 18, 2012

Adopted on May 15, 2012

Regular Meeting
Wednesday, April 18, 2012

Jeffersonville Village Hall
Jeffersonville, NY 12748

Present:
BoT members: Rose Brown (Vice-President), Deborah Chandler, David Dann, Dawn Dorcas (President), Fern Lee Hagedorn (Secretary), Darlene Midlang, Michael Propst (Treasurer), Arthur Steinhauer, Steve VanBenschoten
Staff: Winston Clark
Guest: Andrea Henley Heyn

Absent:
BoT member: Stephan Schick

A. Call to Order – Dawn Dorcas – 6:30pm

B. ***Motion to accept March 21, 2012 meeting minutes*** *made by A. Steinhauer, seconded by S. VanBenschoten.*
In favor: All

C. New Business
Andrea Henley Heyn addressed the BoT regarding the Program Committee's suggestion regarding her weekly series "Maris' Calendar." She disagrees with the suggestion and is requesting that the BoT support her view. The BoT thanked Andrea for her thorough presentation. The BoT placed this discussion on its executive session agenda later in the meeting. A decision would be communicated to Andrea by Thursday, April 20th.

D. Volunteers' Report

E. Committee Reports
1. Program (J. Gordon, chair).
2. Facilities (S. VanBenschoten, chair): The lawn tractor is up and running and the grass has already received its first trimming. The plastic storm windows at the station have been removed for the warm weather ahead. The Sunday and Monday following Foodstock (ie, May 6 & 7) are the Callicoon town dump days. Steve will try to coordinate with someone in possession of a truck to clear out the bulky, unwanted items in the Green House and Station. Thinking ahead, the first weekend in June may be a good time to have another painting and planting day. Still waiting to hear from Bert Echt about the repair of the solar lighting for our sign.
3. Finance (M. Propst, treasurer): Bills are being paid on time and income is on track.

4. Fundraising and Community Relations (R. Brown & F. L. Hagedorn, co-chairs): Committee hopes to finalize a calendar of events for WJFF representation at its next meeting on April 20. It was suggested that once this list is finalized, a sign-up sheet be posted to encourage volunteers to staff an event.
5. Nominating Committee (A. Steinhauer, chair): S. VanBenschoten reported that the call process for volunteer-elected BoT member has gone out on the listserv. According to the by-laws, one volunteer is elected per year. Nominations need to be in by June 1st.
6. Ad Hoc Committees
a. Volunteer Handbook (D. Midlang, chair): a draft will be available by end of summer.
b. On-Air Volunteer Agreement(D. Chandler, chair): a draft will be emailed to the listserv.

F. Station Manager's Report – Winston Clark
1. Honesdale Studio. Progress continues with installation of electrical, phone, and internet. Master Control is being designed. The Cooperage owners have been extremely cooperative. Construction so far has been entirely at the expense of the owners. Presently working out the lease with The Cooperage, who are enthusiastic regarding WJFF's presence. We have had inquiries from potential new volunteers in PA. The Honesdale Studio is a satellite studio – WJFF's main base is Jeffersonville and that is the source of the broadcast signal. We are seeking to make both sites workable for and familiar to any volunteer.
2. Pledge Drive – It lasted eight days, and we reached our goal. There is still $2,100 to be collected. We have had a large amount of positive feedback about this pledge drive – by email, letters, etc.
3. Foodstock – We already have 55 vendors so this is on track to be bigger than last year. There are 20-25 vendors who have not yet responded, but many will soon. All vendors will forward Foodstock information to their own mailing lists.
4. Newsletter is being printed with a bigger press run (2,400). In it, we will describe the new project in Honesdale, and emphasize that it is a satellite studio only. The newsletter will be ready by Monday or Tuesday -- need mailing help.
5. Annual audit. Knack, Pavlov & Co. conducted the audit -- all documents in place.

G. Old Business
1. Review of Action Steps from previous meeting:
a. Fact Sheet – D. Chandler, D. Midlang and W. Clark met to go over the points needed in a fact sheet related to the county tower.
b. Volunteer-election – message on listserv posted today.
c. Zero Tolerance policy – message sent on listserv and will be posted in Station.
d. New BoT member orientation checklist – still in progress and will be informed by 5/13 board training session with Ginny Berson .

H. Action Steps (Review of items needing attention and those handling them)
1. A Fact Sheet regarding the importance of WJFF to its community vis-à-vis the County Tower will be drafted by D. Midlang and D. Chandler
2. Major clean-out day will be scheduled in conjunction with Callicoon Dump Day on May 6 and 7

3. On-Air Agreement draft will be placed on listserv
4. F & CR meeting will happen on 4/20
5. Zero Tolerance Policy statement will be posted at the Station

I. Questions and Comments from the Public

1. Responding to a question regarding reception problems in Honesdale, W. Clark noted that this is a topography issue that would require a translator which is at the discretion of the FCC. WJFF has continually monitored the FCC for an opportunity to apply for another translator, and is hopeful that will occur soon. It was noted that this was a problem in downtown Honesdale and not the borough.

2. Responding to a question about the Honesdale Studio, W. Clark stated that none of the construction at the Honesdale Studio has been at WJFF expense.

3. Responding to a question about the need to engage Facebook, it was noted that WJFF is already on Facebook (WJFF joined Facebook in 2009).

4. Responding to a question about the CAB, its membership is on the WJFF website and its next meeting has not been scheduled.

J. ***Motion to go into executive session*** *to discuss personnel issues made by S. VanBenschoten, seconded by M. Propst.*
In favor: All

Executive session convened at 7:20pm.

K. ***Motion to adjourn executive session*** *made by S. VanBenschoten, seconded by R. Brown.*
In favor: All

Regular session resumed at 8:10pm.

L. After careful consideration,
Motion to support the decision of the Program Committee regarding Maris' Calendar *made by D. Chandler, seconded by M. Propst.*
In favor: All
The board asks D. Dorcas to communicate this decision to A.H. Heyn.

M. ***Motion to adjourn*** *was made by A. Steinhauer, seconded by S. VanBenschoten.*

In favor: All

Next meeting: Wednesday, May 16, 2012 – Village Hall 6:30pm

(Note: BoT will meet on Sunday, May 13, 9am-4pm, at S. VanBenschoten's home for a training workshop)

Meeting adjourned at 8:12pm

Respectfully submitted,
Fern Lee Hagedorn
Secretary

Addendum 1: Meeting Dates. 2012. Wednesdays
6/20, 7/18, 8/15, 9/19, 10/17, 11/14 (Green House), 12/19

Addendum 2: WJFF Events/meetings 2012
April 20 – Fundraising & Community Relations
May 5 – Foodstock
May 13 – BoT training
    BoT 5/16
    BoT 6/20
    BoT 7/18
June ? – Opening of Honesdale Studio
June 16 – Honesdale Roots & Rhythm Festival
July - Farm to Table Dinner
July 26 thru August 2 – Pledge Drive
    BoT 8/15
September 8 – Auction
    BoT 9/19
    BoT 10/17
    BoT 11/14
November 17 – Music Sale
November 29 thru December 6 – Pledge Drive
    BoT 12/19