WJFF Radio Catskill Board of Trustees (Minutes Approved 3/19/2014)

Wednesday, February 26, 2014 WJFF "Green House" Jeffersonville, NY

Trustees Present: John Bachman, Barbara Demarest, Tasa Faronii-Butler, Mike Fisher, Kevin Gref, Steve Harris, Kurt Knuth, Midge Maroni, Patricia Pomeroy, Joel Sanchez, Martin Springhetti

Trustees Absent: Sonja Hedlund.

Staff Present: Adam Weinreich, General Manager/Development Director, and Andrea Eddings,

Volunteer Coordinator.

Others Present: 2 members of the Community Advisory Board, 1 member of the Program

Committee and 2 members of the general public.

A. Call to Order by Kurt Knuth at 6:30 PM

B. Motion to accept the previous meeting minutes

A motion to accept the minutes of the January 15, 2014 meeting made by Patricia Pomeroy. All in favor; motion carried.

Motion to accept the minutes of the January 29, 2014 special meeting made by Patricia Pomeroy. All in favor; motion carried.

C. Correspondence

- 1. Letter from Valerie Mansi regarding policy-making procedure proposed by Adam Weinreich.
- 2. Letter from Angela Page regarding venues for board meetings and the possibility of the public attending meetings via internet. Patricia Pomeroy offered to investigate free public spaces that might available for future meetings of the Board.

 [See attached correspondence.]

D. General Manager's Report

Adam Weinreich report on the March on-air fund drive, other events, and a number of happenings around WJFF. [See attached report.]

The Fund Raising and Community Relations Committee will work with Adam on some proposed event concepts.

E. Volunteer Coordinator's Report

Andrea Eddings reported that there are new volunteers in training; that volunteers have done a great job stepping up to cover on-air duties in spite of the winter weather; that weekend coverage by volunteers has continued to improve; and that the volunteer appreciation dinner at the college had to be cancelled due to the weather.

F. Community Advisory Board Report

CAB member, Jeanne Wertheimer spoke about the CAB. The need for better communication to CAB members was expressed. Other concerns were also raised.

A motion was made by Patricia Pomeroy to form a work group to discuss all matters regarding the relationship between the Board of Trustees and the Community Advisory

Board. All in favor; Motion carried. A work group made up of Patricia Pomeroy, Midge Maroni, Martin Springhetti, and Steve Harris was formed.

G. Mission Statement Revision

Volunteer, Valerie Mansi, read draft language for a revised Mission Statement that was developed with input from the volunteers. [See attached proposal.]

Barbara Demarest suggested that we approve any revision to the Mission Statement at the same time as the final approval of the by-laws since the Mission Statement is referenced by the by-laws.

H. Finance Committee Report

Patricia Pomeroy reported on the current station finances and present the financial reports generated by the bookkeeper. She also reported on efforts to gain tax exempt status for the Green House building. [See attached Treasurer's Report.]

A motion was made by Barbara Demarest to change the money allocated for investment in the Green Century Mutual Fund at the January 15, 2014, meeting of the Board of Trustees be reallocated to the Vanguard FTSE Social Index Fund. All in favor; motion carried.

I. Standing Committee Reports

1. Program Committee

Nothing to report

2. Fund Raising and Community Relations Committee

Barb Demarest reported on the recent direct mail appeal targeted toward members who had not given in the past year.

3. Facilities Committee

Martin Springhetti reported on the "Green House" [See attached report]. Barb Demarest suggested that we should consider developing a "Capital Plan" that would address the long term use of the facilities.

J. Public Comment

Valerie Mansi clarified that she was acting as Program Committee representative at the January 8, 2014, work session at the Hills Country Inn; other comments were made regarding the Green House.

K. By-Laws Work Group

Midge Maroni reported that the goal of the committee is to have all the by-laws made available for public comment then passed at the April regular meeting of the Board. [See attached memo].

A motion was made by John Bachman to approve the draft language of Articles I - VI of the revised by-laws and to make them available immediately for public comment through March 14, 2014. All in favor; motion carried. Draft by-laws Article I - VI will be made available on the website and a physical copy will be available to the public at the radio station. Announcements will be made on-air, inviting public comment.

L. Hortonville Fire Hall 100th Anniversary Field Day

Isaac Green Dieboll extended an invitation to WJFF to be involved with Hortonville Fire Hall's 100th Anniversary celebration. The Fund Raising and Community Relations Committee will discuss the matter further with Isaac to determine the possibilities.

M. Policy Creation Procedure

A motion was made by Patricia Pomeroy to approve the draft language of the Policy Creation Procedure as submitted by Adam Weinreich and to make the proposed language available for public comment on the website and at the radio station. All in favor; motion carried.

[See attached Policy Creation Procedure draft.]

N. Executive Session

A motion was made by Mike Fisher to enter closed executive session in order discuss a private personnel matter. All in favor; motion carried. The board entered executive session at 9:06 p.m.

A motion to return to open session was made by Steve Harris. All in favor; motion carried. The board returned to open session at 9:18 p.m.

A motion was made by Mike Fisher stating that the Performance Review Committee finds that Adam Weinreich's job performance under extremely difficult circumstances during the review period was of very high quality AND recommends that a copy of the performance review be placed in his personnel file along with a letter of commendation for a job well done. All in favor; motion carried.

O. Action Steps

- Patricia Pomeroy will investigate potential meeting locations for future Board meetings.
- CAB Work Group will meet and develop recommendations regarding the Community Advisory Board.
- Staffing work group will finalize job descriptions and begin advertising the available position.
- By-laws and proposed Policy Creation Procedure will be made available for public comment
- Mike Fisher will write a letter of commendation for Adam Weinreich

P. Adjournment

A motion to adjourn was made by Steve Harris. All in favor. Meeting was adjourned at 9:22 p.m.

Subject: Feedback BOT 1/16

From: valerie.mansi

Date: 01/16/2014 11:06 AM

To: board@wjffradio.org, Adam Weinreich <adam@wjffradio.org>

To BOT, First, let me thank you for all your hard work, hours upon hours to be sure. I was disappointed that Adam's report and proposal regarding decision making/policy change procedures was not discussed. I think it is a mistake to delay addressing this issue, since it is an essential component of the transparency process. Unless this is addressed soon, you continue to open yourselves to accusations of being non-transparent. More headaches, more hurt feelings, etc, etc. I respectfully implore you to get this done at the earliest possible date. Thank you for taking the time to consider this feedback. Valerie

Sent from my iPhone

1 of 1 03/17/2014 02:56 PM

Email sent 1/16/2014 addressed to board@wjffradio.org

re: Meeting Locations from: Angela Page

In the past we have used the hortonville church, if we rotate it could be at the liberty museum, what about the jeffersonville fire house, or church, even the station if you are using 'go to meeting" cuz that has wi fi.

- the cooperage is a new, unmoldy, good building, if people show up fragrance free that would work for me - but its over an hour away - still, rotating might be a fair way to go at it - BUT better still - somewhere where we could do "go to meeting" approach with g mail chat, or skype etc - makes it free for the public.

There are many venues now online where you pay a few bucks to see a performer play cuz you can't drive to ottawa or seattle, but you can sit in your living room and pay to watch. Concert Window is just one of these.

We should be hip enough to be able to have online meetings, at least audio of not visual - saing on gas and travel in general - maybe different places could host.

What I mention above is for musicians but they happen sometimes right from the living room of the performer.

I will copy everyone as I seem to have individual e mails for group ideas. Thanks

--

"health and courage" [as my Nanna Lib said], Angela A. Page ... Liberty, NY 12754
FolkPlus Radio / http://folkplus.com/index.html
@folkplusradio / facebook: folkplusradio
Mold & Chemical Injury:
http://www.libertyschoolmold.com/

1 of 1 03/17/2014 02:38 PM

General Manager's Report for February 26th, 2014

Foodstock - Saturday, May 10th

Date: Saturday May 10th (Mother's Day)

On-Air promotion thru Underwriting only - several new underwriters on-board.

Location: Tennis court unavailable. Considering alternatives.

Pledge Drive Mailing - 1,750 pieces out.

Response to pre-drive mailings is traditionally very strong. Included Radio Catskill Reporter, "Donate Anytime" note.

On-Air Spring Pledge Drive - \$50,000. Starts Thursday March 20th. Extending to 2nd weekend to maximize effect. Soliciting premiums.

March Gathering

Saturday 3/29: Music

Sunday 3/30: Arts & Letters

Artists and musicians being recruited. Hope to have the pledge drive wrapped by then, considering "starting in" on summer drive during Gathering. Not counting unhatched eggs just yet though.

<u>License Renewal</u> - Filed. Thanks to B.Gref, A.Larsen, C.Ahern for their help. Airing scheduled post-filing announcements. Barring any petitions to deny, we should receive our new license in May or June.

CPB SAS - Filed on time. Posted to website as required.

Youth Bureau 2014 Application: Due March 10th, working with Jason Dole.

<u>Copy Machine</u> - Broke down, being repaired.

Purchased new Kyocera machine from Kristt in Monticello. Low cost per-copy and extremely low energy consumption. Old copier will be relocated to Greenhouse when repaired.

Green House - Wired for internet.

Emerging vision: Basement for storage. Main room for meetings. One bedroom for quiet conference space/sleeping quarters, one bedroom as an office/studio. Mid-level parking lot for vehicle access to basement. Consider double-doors into basement for large item (boat) storage.

<u>Tower Status</u> - Called and emailed Dick Martinkovic at Sullivan County Emergency Services several times since Jan 1st, no response.

<u>Cabin Fever Dance Party</u> - Cooperage collaboration. Great turnout. Lots of variety in age of attendees.

<u>Pete Seeger Tribute</u> - proposed by station volunteers. Considering collaboration with SUNY Sullivan for Saturday April 5th. Includes film screening and live musical performances. Live simulcast or recorded re-broadcast likely.

Proposed Summer Event - Casino Night and Drag Show.

<u>STL Equipment</u> - Cooling fan failure at Jeffersonville site. Replaced cooling fans at both sites with Time Warner technician. Tower site was showing signs of imminent failure. Bullet dodged.

Proposed revised Mission Statement Prepared by Valerie Mansi, volunteer 2/26/2014

WJFF is a non-commercial, listener (and/or member) supported radio station dedicated to providing a broad range of (educational) programming including public affairs, arts and culture designed to inform, inspire, educate and entertain both the local and global community. By challenging the intellect we hope(strive) to promote awareness and understanding among people of diverse social, cultural and economic backgrounds, (experiences and circumstances).

Folks who gave feedback: Graham, Angela, Thane, Mark, Midge, Martin, and the general manger of WERU who Angela contacted.

Issues raised: Are we progressive? Are we an amenity or a force? Re: "to serve the needs of those not currently served by other broadcast media." What does this mean in today's world? What exactly is meant by 'an alternative'? Are we community radio or community access radio? Don't lose sight of the fact that the practical upshot of the mission statement is to guide programming. Research states that mission statements should easy to articulate to someone.

Treasurer's Report

February 26, 2014

- 1. Attached Reports prepared by Barbara Donatelli, Bookkeeper
- 2. RE taxes on Green House \$1,254.21 Paid to the Town of Callicoon
- 3. Regarding future tax exempt status of Green house perhaps we should start to call it the Annex?
 - a. Spoke to Town Assessor, Village Clerk and Village Code Enforcement and finally David Bodenstein, Chariman of Planning Board – he will touch base with Village Attorney to get guidance – we are asking for a variance to use the property which is zoned residential for commercial purposes. We will use an attorney also – possibly Ken Klein?
- 4. Audit/Auditor letter for bids ready to distribute to local firms any other suggestions? Will ask for extension to file in August.

Radio Catskill, Inc. Profit & Loss Budget vs. Actual January through December 2014

	Jan - Dec 14	Budget
Ordinary Income/Expense		
Income Benefit Income Benefit Underwriting Business Underwriting Car Talk Donations Corporate Grants Foundation Grants Government Grants County Government Grants - Other	0.00 0.00 2,805.67 0.00 0.00 0.00	32,000.00 2,000.00 35,000.00 4,000.00 2,000.00 12,500.00 2,000.00 90,000.00
Total Government Grants	0.00	92,000.00
Interest Match Members End of Year 2013	0.00 0.00 11,016.00	5,000.00 500.00
Member(Sound Supporters) Pledge Drive 3	1,879.00 5,810.00	10,000.00
Members - Other Total Members	112.00	155,000.00
Merchandise	18,817.00 0.00	165,000.00 2,000.00
Miscellaneous Printer Can Miscellaneous - Other	4.00 0.00	250.00
Total Miscellaneous	4.00	250.00
Paid PSA	0.00	4,000.00
Total Income	21,626.67	356,250.00
Gross Profit	21,626.67	356,250.00
Expense Bank Charges Credit Card Fees Bank Charges - Other	702.37 0.00	3,300.00
Total Bank Charges	702.37	3,300.00
Benefit expenses Holiday Show Open House Benefit expenses - Other	582.56 63.50 211.02	4,500.00
Total Benefit expenses	857.08	4,500.00
Board Training Bonus Broadcast Cable Broadcast Equipment Broadcast Supplies Conference Expenses Donation Donor Appreciation Dues	590.76 0.00 1,109.74 0.00 77.46 0.00 0.00 0.00	2,000.00 150.00 7,000.00 15,000.00 2,000.00 1,000.00 1,000.00
APM Fees Ken Mills Agency NPR Dues PRI Fees Dues - Other	2,078.32 250.00 4,710.50 872.00 0.00	55,000.00
Total Dues	7,910.82	55,000.00
Dues & Publications Engineering Services Fundraising Expense Honesdale Studio	0.00 0.00 395.65	1,500.00 1,200.00 3,000.00
Electricity	525.00	

Radio Catskill, Inc. Profit & Loss Budget vs. Actual January through December 2014

	Jan - Dec 14	Budget
Rent Honesdale Studio - Other	350.00 69.95	8,000.00
Total Honesdale Studio	944.95	8,000.00
Household Supplies In Lieu of Taxes	117.13 499.02	1,000.00 1,100.00
Independent Contractors Accounting & Bookkeeping Auditor Engineering News Reporter Public Relations Underwriting Youth Radio	1,058.75 0.00 0.00 500.00 870.00 0.00 1,085.00	5,000.00 8,000.00 5,000.00 6,500.00 2,000.00 7,000.00
Total Independent Contractors	3,513.75	33,500.00
Insurance Health Liability Insurance - Other	1,032.42 50.00 0.00	19,000.00
Total Insurance	1,082.42	19,000.00
Internet Legal & Professional Fees Office Equipment Office Supplies & Expenses Payroll Company expense	793.98 318.31 0.00 507.34 910.21	5,000.00 5,000.00 2,000.00 2,000.00
Gross Payroll - Other	11,898.30 0.00	130,000.00
Total Payroll	12,808.51	130,000.00
Pension expense Postage & Shipping Promotion & Publicity RE Taxes Rent - PA Repairs & Maintenance Green House	0.00 5,556.85 0.00 1,254.21 350.00	2,000.00 2,300.00 3,500.00 3,000.00
Repairs & Maintenance - Other	1,818.18	8,000.00
Total Repairs & Maintenance Telephone Travel	1,913.22 512.92	8,000.00 3,000.00
Conference Mileage	0.00	2,500.00 2,000.00
Total Travel	0.00	4,500.00
Utilities Electricity Green House Hydro Tower	54.94 257.90 1,424.21	
Total Electricity	1,737.05	
Fuel - Green House Gas Utilities - Other	1,076.50 2,095.40 0.00	22,600.00
Total Utilities	4,908.95	22,600.00
Volunteer Appreciation	0.00	1,000.00
Total Expense	46,725.44	353,250.00
Net Ordinary Income	-25,098.77	3,000.00

1:05 PM 02/19/14 **Accrual Basis**

Radio Catskill, Inc. Profit & Loss Budget vs. Actual January through December 2014

	Jan - Dec 14	Budget
Net Income	-25,098.77	3,000.00

1:07 PM 02/19/14 **Accrual Basis**

Radio Catskill, Inc. Profit & Loss Prev Year Comparison January 1 through February 19, 2014

	Jan 1 - Feb 19, 14	Jan 1 - Feb 19, 13
Ordinary Income/Expense		
Income		
Business Underwriting	2,805.67	1,375.00
Car Talk Donations Foundation Grants	0.00 0.00	105.00 400.00
Interest	0.00	8.36
Members	0.00	0.00
End of Year 2013	11,016.00	0.00
Member(Sound Supporters)	1,724.00	0.00
Pledge Drive 3	10.00	0.00
Members - Other	0.00	19,299.00
Total Members	12,750.00	19,299.00
Miscellaneous		
Printer Can	4.00	0.00
Miscellaneous - Other	0.00	300.00
Total Miscellaneous	4.00	300.00
Total Income	15,559.67	21,487.36
Gross Profit	15,559.67	21,487.36
Expense		
Bank Charges		
Credit Card Fees Bank Charges - Other	520.36	800.79
y	0.00	236.31
Total Bank Charges	520.36	1,037.10
Benefit expenses Holiday Show	582.56	0.00
Open House	63.50	0.00
Benefit expenses - Other	211.02	0.00
Total Benefit expenses	857.08	0.00
Board Training	590.76	64.86
Broadcast Cable	1,109.74	1,123.39
Broadcast Supplies	77.46	0.00
Dues		
APM Fees	2,078.32	1,794.64
Ken Mills Agency	250.00	250.00
NPR Dues Pacifica	4,710.50 0.00	4,203.00 1,035.75
PRI Fees	872.00	1,068.00
Dues - Other	0.00	225.00
Total Dues	7,910.82	8,576.39
Dues & Publications	0.00	0.00
Fundraising Expense Honesdale Studio	395.65	21.85
Electricity	525.00	0.00
Rent	350.00	700.00
Honesdale Studio - Other	69.95	294.03
Total Honesdale Studio	944.95	994.03
Household Supplies	117.13	131.55
In Lieu of Taxes	499.02	740.85
Independent Contractors	1 050 75	624.60
Accounting & Bookkeeping Accounting/Database	1,058.75 0.00	634.62 670.00
News Reporter	500.00	500.00
Public Relations	870.00	0.00
Youth Radio	1,085.00	829.25
Total Independent Contractors	3,513.75	2,633.87

1:07 PM 02/19/14 **Accrual Basis**

Radio Catskill, Inc. Profit & Loss Prev Year Comparison January 1 through February 19, 2014

	Jan 1 - Feb 19, 14	Jan 1 - Feb 19, 13
Insurance Health Liability	1,032.42 50.00	1,872.48 0.00
Total Insurance	1,082.42	1,872.48
Internet Legal & Professional Fees Office Equipment Office Supplies & Expenses Payroll Company expense	793.98 318.31 0.00 507.34 910.21	582.94 0.00 46.59 93.68
Gross NYSUI	11,898.30 0.00	16,464.02 1,303.20
Total Payroll	12,808.51	19,026.70
Postage & Shipping RE Taxes Rent - PA Repairs & Maintenance	5,556.85 1,254.21 350.00	171.86 1,271.60 0.00
Green House Repairs & Maintenance - Other	95.04 1,818.18	0.00 1,018.18
Total Repairs & Maintenance	1,913.22	1,018.18
T-Shirts & Mugs Telephone Utilities Electricity	0.00 512.92	-33.00 378.89
Green House Hydro Tower	54.94 257.90 1,424.21	61.33 123.53 1,302.95
Total Electricity	1,737.05	1,487.81
Fuel - Green House Gas	1,076.50 2,095.40	545.44 924.95
Total Utilities	4,908.95	2,958.20
Total Expense	46,543.43	42,712.01
Net Ordinary Income	-30,983.76	-21,224.65
Net Income	-30,983.76	-21,224.65

Radio Catskill, Inc. Balance Sheet As of February 19, 2014

	Feb 19, 14
ASSETS	
Current Assets Checking/Savings	
101 · Checking	140,493.32
Total Checking/Savings	140,493.32
Accounts Receivable 1200 · Accounts Receivable	9,450.00
Total Accounts Receivable	9,450.00
Other Current Assets 110 · CD Wayne Bank 2 135 · CD Jeff 111 1499 · Undeposited Funds 154 · Vanguard Mutual Fund	11,721.48 54,472.91 800.00 121,946.20
Total Other Current Assets	188,940.59
Total Current Assets	338,883.91
Fixed Assets 149 Prepaid Expense 145 · Broadcast Equip 151 · Buildings Krieger House 151 · Buildings - Other	350.00 150,429.88 67,367.45 39,444.26
Total 151 · Buildings	106,811.71
152 · Equipment 153 · Improvements 159 · Accumulated Depreciation	308,787.31 37,505.38 -396,786.65
Total Fixed Assets	207,097.63
Other Assets 155 . Row Boat 112 · Pledges Receivable 113 · Grants Receivable Total Other Assets	19,000.00 9,565.69 -100.00 28,465.69
TOTAL ASSETS	574,447.23
LIABILITIES & EQUITY Liabilities Current Liabilities Other Current Liabilities	
201 · Accounts Payable 211 · Payroll-Fica 212 · Payroll-Fica-Co 213 · Payroll-FWT 214 · Payroll-Mcare 215 · Payroll-Mcare-Co 216 · Payroll-SWT	1,303.20 1,031.99 1,067.52 3,336.64 -189.45 -211.52
216.01 · Payroll-SUI 216 · Payroll-SWT - Other	-1,883.15 239.30
Total 216 · Payroll-SWT	-1,643.85
Total Other Current Liabilities	4,694.53
Total Current Liabilities	4,694.53
Total Liabilities	4,694.53

12:57 PM 02/19/14 Accrual Basis

Radio Catskill, Inc. Balance Sheet As of February 19, 2014

	Feb 19, 14
Equity	
300.1 · Net Assets - Fixed Assets	256,392.16
300.2 · Net Assets - Unrestricted	165,525.71
300.3 · Net Assets - Temp Restricted	9,629.12
3900 · Retained Earnings	169,189.47
Net Income	-30,983.76
Total Equity	569,752.70
TOTAL LIABILITIES & EQUITY	574,447.23

Facilities Committee Report

February 19, 2014

Thank you Patricia Pomeroy for all the work you have done trying to get tax relief for the Green House. This could save a lot of money over the next twenty years!

The Town, the Township and the Library have been very understanding and helpful in letting us use their spaces for our meetings over the last twenty years or so. We owe them a big thank you!

With the Green House, we now have an opportunity to have our own meeting room where most of our meetings could be held. We could make the upstairs of the GH into one big open room without a building permit and at virtually no cost. Here's how:

1st. Find another place to store all the stuff we have upstairs.

2nd. Dis-assemble the walls around the stairs and the bedroom.

3rd. Install a heavy-duty trap door over the stairway.

4th. Remove oven but leave rest of kitchen as is.

5th. Rebuild front stairs and make handicap accessible.

6th. Make ramp from driveway to give access to parking next to GH.

These alterations would not require a building permit since we would not be constructing new walls or changing the plumbing or electrical infrastructure. The only expense would be for the front stairs and the parking ramp.

Making the basement useful would probably involve building walls, plumbing and electrical work so would require a building permit and code-compliance inspections.

The upstairs alterations could be done with volunteer labor and very little expense. It could be done in a relatively short time if we make it a priority.

Martin Springhetti

MEMO

To: WJFF Board of Trustees

From: Midge Maroni, BOT member of Bylaws Work Group Re: Bylaws suggested procedures and tentative timeline

Feb. 26, 2014

Our goal is to have a BOT vote on revised bylaws by April 16. It is legal to pass bylaws in sections. I hope we can vote on the Articles we review tonight at the March 19 meeting. We can distribute, discuss, and review the remaining material in advance of the April 16 meeting. The BOT can vote on the remaining Articles and/or appendices at the April 16 meeting. Please consider the following:

- 1) Please keep issues relative to the Articles we present tonight.
- 2) If we cannot complete a review of mechanics in a couple of minutes tonight, please note typos and/or style concerns and consistencies on hard copy and leave it for me at the station in about a week. Or email me a word doc with your corrections, additions or deletions. We will proofread and edit a final draft of this portion more than once before presenting a final version at the March 19 BOT meeting. While making technical corrections are important, we hope to save meeting time but reviewing content matters.
- 3) Consider this timeline:
- A) We will send remaining bylaws documents to BOT within about 2 weeks.
- B) Upon recommendation by the BOT, we will circulate the February 26 portion of the bylaws to the public for comment as soon as possible, but at least one week prior to the March 19 BOT meeting.
- C) We will send BOT missing Articles and/or Appendices at least 2 weeks before March 19 meeting. BOT may or may not hold Special Meeting to review this portion of bylaws.
- D) Our attorney, Laurie McFadden, Esq., will attend March 19 BOT meeting. We can decide if we want to vote on this portion of bylaws following discussion/comments.

Then we can review remaining Articles/Appendices that will have been circulated. Ms. McFadden can respond to questions. If time becomes an issue, BOT can respond to remaining comments via email or hard copy. At least 2 weeks before April 16 BOT meeting, we will send BOT revised draft of remaining bylaws materials and circulate this same copy for public comment.

E) At April 16 BOT meeting, trustees can complete discussion of remaining bylaws material, hear public comments, and vote on remaining bylaw.

Cc: Adam Weinreich, WJFF General Manager

Policy Name:

Policy Creation Procedure

Goal:

To create a succinct, repeatable procedure for implementing and changing WJFF policies.

Definitions:

"Policy:" A policy is a definition, procedure or course of action intended to provide a clear, expedient path or process for any of the tasks, challenges or situations which face or may face WJFF.

Language:

"If a policy is proposed, seconded, discussed and subsequently passes a vote at a board meeting, it will be placed on the WJFF homepage and announced on-air and online for public comment. The proposed policy will follow the format of NAME / GOAL / DEFINITIONS / LANGUAGE. Comments will be directed to a selected Trustee and when the board meets next, the proposed policy may or may not be altered in consideration of feedback, then voted on a second time to become enacted. The policy will be attached to Meeting Minutes and will become part of the WJFF Policy Manual. In extreme circumstances, this process may be bypassed. An explanation will accompany any such circumventing of the process."