

**WJFF Radio Catskill Board of Trustees**

(Minutes approved, April 26, 2014)

**March 19, 2014**

**Town of Callicoon Hall**

**Jeffersonville, NY**

**Trustees Present:** John Bachman, Barbara Demarest, Tasa Faronii-Butler, Mike Fisher, Kevin Gref, Sonja Hedlund, Midge Maroni, Patricia Pomeroy, Joel Sanchez, Martin Springhetti

**Trustees Absent:** Steve Harris, Kurt Knuth.

**Also Present:** Adam Weinreich, General Manager; Andrea Eddings, Volunteer Coordinator; Laurie McFadden, Attorney; Anne Larsen and Barbara Gref, By-Laws Work Group; and Darryl Brasseale, CAB representative.

**Audience:** 1 member of the public.

**A. Call to Order**

A regular meeting of WJFF's Board of Trustees was called to order by Sonja Hedlund at 6:33 p.m.

**B. Previous Meeting's Minutes**

*A motion to accept the minutes as circulated from the February 26, 2014, meeting of the Board of Trustees was made by Patricia Pomeroy; all in favor. Motion carried.*

**C. Revision to Agenda / Guidelines for meetings**

No revisions were made to the agenda.

**D. By-Laws Revision**

Attorney, Laurie McFadden, presented the draft revisions to the by-laws, Articles I - IV including revisions made following period of public comment. Members of the By-Laws Work Group, Midge Maroni, Anne Larsen and Barbara Gref, were present to answer questions and provide clarification.

*A motion was made by Mike Fisher to approve Articles I - IV of the revised By-Laws as circulated with amendments as discussed to replace the corresponding provisions of the current By-Laws and with the thanks of the Board to the By-Laws Work Group and Attorney. All in favor; none opposed. Motion carried; Articles I - IV of the revised by-laws will take effect immediately.*

**E. Public Comment**

There were no comments from the public.

**G. General Manager's Report**

Adam Weinreich presented the General Manager's report. [See attached report.]

Martin Springhetti raised concerns about the political nature of recent episodes of the

program "Work Shift". After some discussion, Adam Weinreich asserted that any violation of existing WJFF on-air policy has been and will continue to be addressed with the host of the program.

#### I. Member/Volunteer Coordinator's Report

Andrea Eddings reported on volunteers and member development. [See attached report.]

#### J. Community Advisory Board Report

Darryl Brasseale reported that the CAB had lost 3 members for various reasons: Modou Joof, Doug Bill, and Henry Bierling. The current number of CAB members is 11. The next meeting of the CAB will take place on April 7 at the Jeffersonville Village Hall. [See attached report.]

#### K. Treasurer's Report

Patricia Pomeroy presented the Treasurer's Report. [See attached report.]

#### L. Correspondence

1. The CPB's *Letter of Determination and Required Action* was read aloud and discussed. [See attached letter from the CPB]. Henceforth, the Secretary of the Board of Trustees will post in writing an explanation for any closed session of the Board as soon as possible, in addition to the current practice of including that explanation in the minutes. Barbara Demarest suggested the formation of a Compliance Committee to go above and beyond the CPB's requirements.

***A motion was made by Barbara Demarest to forward the CPB's Determination Letter to the former members of the Board of Trustees who were serving during the time covered by the CPB's audit. 8 trustees voted in favor; 1 trustee opposed; 1 trustee abstained. Motion carried.***

2. An email from volunteer, Graham Rice, was also read regarding the process of revising the by-laws. [See attached email.]

#### M. Standing Committee Reports

1. Program Committee - No report was given.
2. Fund Raising & Community Relations Committee - No report was given.
3. Facilities Committee - The "Green House" water has been turned back on; the building was used for the "Spring Gathering" following the Fund Drive.

#### N. Old Business

1. No action was taken on the Policy-Making Procedure.
2. Staffing - Job description for Program Director / Operations Manager still in process.
3. Mission Statement Revision - No action to be taken at this time.

#### O. New Business

A **Nominating Committee** will begin preparations for any appointments and changes to the Board of Trustees for the June 2014 Annual Meeting. Midge Maroni and Patricia Pomeroy will serve on the Nominating Committee.

#### P. Adjournment

*A motion was made by Mike Fisher to change the date of the April meeting of the Board of Trustees to April 26 at 10:00 a.m., location to be announced. All in favor. Motion carried.*

*A motion to adjourn was made by Patricia Pomeroy. All in favor. Motion carried; Meeting was adjourned at 9:20 p.m.*

**Action Steps**

1. Newly approved articles of the by-laws will be posted to the WJFF website. The draft language of the remaining articles will be made available for public comment.
2. The CPB Letter of Determination will be mailed to the appropriate former members of the Board of Trustees.



March 6, 2014

VIA ELECTRONIC MAIL, HARD COPY TO FOLLOW

Mr. Adam Weinreich  
Station Manager  
WJFF-FM  
Radio Catskill, Inc.  
P.O. Box 546  
Jeffersonville, NY 12748

**Subject:** WJFF CPB Determination and Required Action Letter  
in Response to Report No. ASR1303-1304

Dear Mr. Weinreich:

The Corporation for Public Broadcasting's (CPB) Office of Inspector General (OIG) recently completed an examination of grants awarded by CPB to Radio Catskill, Inc., WJFF-FM (WJFF) for fiscal year 2011, Report No. ASR1303-1304. CPB Management reviewed the OIG's report and recommendations, as well as WJFF's responses. Below please find CPB's determinations with regard to those findings, and the actions that are required of WJFF to address them.

**I. OIG Recommendation #1: On-Air Announcement**

- A. The OIG recommends that WJFF:** *"make on-air announcements for at least three consecutive days once each calendar quarter that explain the station's open meeting policy and provide information on how the public can obtain information regarding specific dates, times, and locations of public meetings. Have the station provide copies of announcements aired, as well as the date and time of each airing over the next four calendar quarters."*
- B. CPB Determination:** CPB recognizes that WJFF has failed to provide evidence of making the required on-air announcements.
- C. Required Action:** CPB requests that WJFF provide CPB no later than August 1, 2014, a copy of each open meeting policy announcement aired during the period March 1 through June 30, 2014, and documentation evidencing the dates and times of each broadcast.

**II. OIG Recommendation #2: Open Meeting Announcements**

- A. OIG Recommends that WJFF:** *“announce all open meetings for seven days prior to the meeting and provide documentation of these announcements to CPB over the next four quarters.”*
- B. CPB Determination:** The OIG confirmed that WJFF must give notice to the public of open meetings at least seven days prior to the meetings, and not for seven days. CPB acknowledges that WJFF has not provided evidence of making the necessary announcements.
- C. Required Action:** CPB requests that WJFF provide CPB no later than August 1, 2014, a list of open meetings the station held during the four month period beginning March 1, 2014, and documentation demonstrating the open meetings were announced at least seven days in advance of the meetings.

**III. OIG Recommendation #3: Policies**

- A. OIG Recommends that WJFF:** *“establish written implementing policies that explain how the station will comply with open meeting, open financial records, CAB, EEO as well as, donor list and political activities requirements.”*
- B. CPB Determination:** As the OIG found, WJFF did not document how the station would comply with open meetings, open financial records, CAB, EEO, and donor list and political activities requirements in CPB’s Certification Requirements. WJFF’s lack of compliance is troubling in light of the fact that WJFF assured CPB in November of 2011 that it understood the requirements and would without delay take the necessary steps to become compliant. Since WJFF has already provided said documentation, and the OIG indicated their acceptance of the same, no additional action is required.
- C. Required Action:** No additional action is required.

**IV. OIG Recommendation #4: Closed Meetings**

- A. OIG Recommends:** *“ensure that when a meeting is closed in accordance with the exceptions recognized by the Act, WJFF makes a written statement containing the reasons for closing the meeting available to the public within a reasonable time after the closed meeting.”*
- B. CPB Determination:** CPB agrees that WJFF must comply with the OIG’s recommendations concerning closed meetings.
- C. Required Action:** CPB requests that WJFF provide to CPB no later than August 1, 2014, a list of each meeting closed during the four month period beginning March 1, 2014, evidence that WJFF made a written statement identifying the reasons for closing each and the manner in which the statement was made available to the public within a reasonable time after the closed meeting.

**V. OIG Recommendation #5: Penalty**

- A. OIG Recommends CPB:** *“Penalize WJFF for not taking appropriate corrective actions to comply with all Act requirements after being instructed by CPB to do so in November of 2011.”*
- B. CPB Determination:** On or about April 27, 2013, CPB adopted the “Implementation of CPB’s Grantee Noncompliance Policy” in order to support the equitable and fair distribution of CPB’s Community Service Grant (CSG) funds and to encourage compliance with the Communications Act, and the applicable CSG General Provisions and Eligibility Criteria. Under the policy a

grantee found noncompliant with the same, may be subject to a financial penalty and interest. Taking into consideration the number of compliance issues noted above, CPB's detailed discussion with WJFF in November of 2011 addressing the same issues, and recognizing that these are issues WJFF's board should have been made aware of, a penalty of \$15,000 is assessed against WJFF. The \$15,000 (penalty) will be added to the CSG pool and distributed to stations next year.

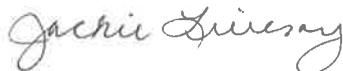
- C. Required Action:** Once CPB has finalized its FY2014 CSG calculations, which are expected to occur in the spring of 2014, CPB will reduce WJFF's second FY2014 CSG payment, by the \$15,000 penalty.

Please submit the documents requested above via PDF e-mail attachment to Kate Arno, Director, TV CSG Policy & Review at: [karno@cpb.org](mailto:karno@cpb.org).

If you wish CPB to consider additional information relating to this matter, please submit the same to us in writing within thirty (30) days of the date of this correspondence. Failing that, CPB will consider these determinations final and WJFF will be required to comply with the required actions set forth above. If WJFF fails to provide the above documents to CPB by the dates specified, CPB reserves the right to withhold payment of any CSG funds to WJFF and take any other action CPB deems appropriate, until the required actions are resolved to CPB's satisfaction.

While we understand the gravity of the required actions, we trust we will be able to work together to resolve them.

Sincerely,



Jackie Livesay  
Vice President, Compliance

CC: Mary Mitchelson, Inspector General, CPB  
VIA ELECTRONIC MAIL William Richardson, Senior Director & Deputy Inspector General, CPB  
Vincent Curren, Executive Vice President & Chief Operating Officer, CPB  
William Tayman, Chief Financial Officer & Treasurer, CPB  
Westwood Smithers, Senior Vice President, General Counsel, CPB  
Ted Krichels, Senior Vice President, Station Development & Media Strategy, CPB  
Bruce Theriault, Senior Vice President, Radio, CPB  
Kevin Martin, Vice President, Station Grants & TV Station Initiatives, CPB  
Greg Schnirring, Vice President, Radio, CPB  
Whitney Waara, Vice President, Operations, CPB  
Deborah Carr, Director, CSG Radio Administration, CPB  
Erika Pulley-Hayes, Director, Business Performance, CPB  
Kate Arno, Director, TV CSG Policy & Review, CPB

Re: [wjff] Draft wjff bylaws [1 Attachment]

**Subject:** Re: [wjff] Draft wjff bylaws [1 Attachment]

**From:** Graham Rice <[redacted]>

**Date:** 03/18/2014 02:57 PM

**To:** "board@wjffradio.org of Trustees" <board@wjffradio.org>

**CC:** Adam Weinreich <adam@wjffradio.org>

Hello BoT,

Can you please tell us why there's been no consultation with volunteers before these new by-laws were drafted? Wouldn't the opinions of volunteers be assessed more effectively by extensive consultation first, then the presentation of a draft, then consideration of the responses, then a second draft being presented? Instead, the new by-laws have been written first and are to be presented at the BoT meeting tomorrow, discussed by volunteers for the first time, and then voted on the same evening!

Allbest,

Graham

## General Manager's Report 3/19/14

Pledge drive: Low return to mailing (79 returns totaling \$5,179, add'l \$500 in web pledges). Some pledges earmarked as challenges, will start with around \$3,500 on tally sheet.

Tower situation: Heard back from Emergency Services, they asked to meet in the coming weeks.

Voicebox Segment: Resuming tradition of airing listener feedback at regular times. Will include telephone, voicebox, email, facebook and snail mail feedback. Recruiting a volunteer to handle production.

Pete Seeger Song Celebration: Scheduled for Saturday April 5th, 7-10pm, Sullivan County Museum in Hurleyville NY. Produced by volunteers and friends.

CPB: \$15,000 fine resulting from 2013 audit. Opportunity to appeal.

CAB: Seeking guidance: what level of interaction is appropriate btwn CAB and office? Prepared to treat them as anything from full-fledged on-air volunteers to a fully independent body.

Transmitter off-air: Malfunction on Thursday March 6<sup>th</sup> resulted in about 5 hours off-air while Earle responded. Manufacturer advised it was a known glitch, inexpensive replacement part. Off-air for about 30 minutes on Thursday March 13<sup>th</sup> to replace.

Jeff Studio "On-Air" light malfunction: Lightbulb needed replacement.

Facilities Wishlist:

Immediate term:

- 1) restore plumbing and shower @ GH
- 2) clear out upstairs main room @ GH
- 3) clear out upstairs bedrooms @ GH

Near term:

- 4) restore function to solar lights
- 5) construct: access ramps
- 6) consult: moving Master Control wall

Summer:

- 7) construct: move Master Control wall
- 8) consult: additional parking

Fall:

- 9) construct: additional parking



March 19, 2014

## **Volunteer Report**

**National Volunteer Week** – April 6 – 12

We will appreciate volunteers.

Party that week.

Gift volunteers with a WJFF item (apron, keychain...).

Refreshments all week.

**Currently have 3 trainees** (for board operating):

Marshall Rubin

Gowon Fisher

Ron Penska

**Call out** to help for Farm & Country; particularly in editing and also providing content.

### **Info and Agreements**

We asked our volunteer 'staff' of almost 90 to update their contact information and agree to follow existing policy. There are 6 outstanding; 5 returned with signature missing. (3 of those are board members).

### **Pledge Drive**

Need lots of help for phones and pitching and providing refreshments.

## **Member Report**

### **Sound Supporters**

Last pledge drive we pushed monthly installment plans.

21 registered with our automatic on-line service

\$3,164/year

44 registered manually with staff inputting

\$9,108/year

65 total

\$12,272/year

## **WJFF**

### **Community Advisory Board** report

Board of Trustees meeting – March 19th, 2014

#### **Changes to CAB membership:**

Two members of the CAB have resigned for personal reasons. **Modou Joof** and **Doug Bill Henry Bierling** was removed from the board for missing 3 consecutive meetings without notice or cause. Henry was sent a notice and a thank you note for the time he was able to contribute. A revised CAB membership role is attached. The CAB membership stands at 11 people.

#### **February CAB meeting:**

Our regularly scheduled February meeting was the first since September not to have the required quorum. Several members were on holiday and others were not able to make it for personal reasons. An unofficial meeting was held with members of the BoT and a few CAB members. We discussed in brief the CPB guidelines for the CAB and talked about the work group of BoT members that has been setup to draft a charter for the CAB. The charter will be a main topic of discussion at our next meeting on Monday, April 7th. I hoping to have some recommendations outlined for the work group based on our experiences over the past few months.

Another topic of discussion at our meeting in April will be the next CAB term. Officially, it is our understanding that our current term ends on May 31st. I'll find out who of the current membership would like to re-apply for the next CAB. Any other out-reach for new members we will leave to the BoT, unless otherwise instructed. We will also discuss staggering current terms if more time is needed by the BoT. If you feel this is a good idea, we will submit names to the BoT of members that are will to stagger their terms at the next BoT meeting in April.

## **Treasurer's Report**

March 19, 2014

Prepared by Patricia Pomeroy

1. P&L and Balance Sheet statements prepared by Bookkeeper Barbara Donatelli, attached.
2. Paperwork from the Village of Jeffersonville for zoning change is completed and will be mailed to Planning Board Chairman Dave Bodenstein.
3. No word on the HMGP grant
4. Change at Vanguard Investment Account is in process – awaiting a call back for verification from Robert Sanelli
5. Adam has sent check for renewal of Officers & Directors Liability Insurance
6. Adam spoke with Knack Pavloff about cost of audit – they are checking their billing.

3:09 PM

03/17/14

Accrual Basis

**Radio Catskill, Inc.**  
**Profit & Loss Prev Year Comparison**  
 January 1 through March 17, 2014

	Jan 1 - Mar 17, 14	Jan 1 - Mar 17, 13
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Business Underwriting	5,838.67	4,988.50
Car Talk Donations	1,255.00	671.75
Foundation Grants	0.00	400.00
Interest	-83.92	16.72
<b>Members</b>		
End of Year 2013	11,341.00	0.00
Member(Sound Supporters)	2,744.50	0.00
Pledge Drive 1	4,609.00	0.00
Pledge Drive 2	0.00	4,995.00
Pledge Drive 3	10.00	0.00
Members - Other	840.00	20,159.00
<b>Total Members</b>	19,544.50	25,154.00
<b>Miscellaneous</b>		
Printer Can	4.00	0.00
Miscellaneous - Other	100.00	300.00
<b>Total Miscellaneous</b>	104.00	300.00
<b>Total Income</b>	26,658.25	31,530.97
<b>Gross Profit</b>	26,658.25	31,530.97
<b>Expense</b>		
Bank Charges		
Credit Card Fees	855.53	784.26
Bank Charges - Other	25.00	236.31
<b>Total Bank Charges</b>	880.53	1,020.57
Benefit expenses		
Holiday Show	582.56	0.00
Open House	63.50	0.00
Benefit expenses - Other	211.02	0.00
<b>Total Benefit expenses</b>	857.08	0.00
Board Training	590.76	64.86
Broadcast Cable	1,663.56	1,681.82
Broadcast Equipment	1,780.20	0.00
Broadcast Supplies	304.40	137.06
Dues		
APM Fees	3,117.48	1,794.64
Ken Mills Agency	250.00	250.00
NPR Dues	4,710.50	4,203.00
Pacifica	0.00	1,035.75
PRI Fees	872.00	1,068.00
Dues - Other	0.00	225.00
<b>Total Dues</b>	8,949.98	8,576.39
Dues & Publications	0.00	50.00
Fundraising Expense	643.08	878.79
Honesdale Studio		
Electricity	875.00	0.00
Rent	700.00	700.00
Honesdale Studio - Other	213.85	403.98
<b>Total Honesdale Studio</b>	1,788.85	1,103.98
Household Supplies	151.68	171.08
In Lieu of Taxes	499.02	740.85

**Radio Catskill, Inc.**  
**Profit & Loss Prev Year Comparison**  
January 1 through March 17, 2014

	Jan 1 - Mar 17, 14	Jan 1 - Mar 17, 13
<b>Independent Contractors</b>		
Accounting & Bookkeeping	1,642.00	859.62
Accounting/Database	0.00	930.00
News Reporter	1,000.00	500.00
Public Relations	1,710.00	0.00
Youth Radio	1,581.00	984.25
<b>Total Independent Contractors</b>	5,933.00	3,273.87
<b>Insurance</b>		
Health	2,064.84	2,808.72
Liability	50.00	0.00
<b>Total Insurance</b>	2,114.84	2,808.72
<b>Internet</b>	1,100.97	706.89
<b>Legal &amp; Professional Fees</b>	918.56	0.00
<b>Office Equipment</b>	943.29	46.59
<b>Office Supplies &amp; Expenses</b>	792.82	216.36
<b>Payroll</b>		
Company expense	1,255.16	1,682.08
Gross	16,407.51	21,988.05
NYSUI	0.00	1,303.20
Workers Compensation	1,087.23	0.00
<b>Total Payroll</b>	18,749.90	24,973.33
<b>Postage &amp; Shipping</b>	5,616.85	323.12
<b>Promotion &amp; Publicity</b>	259.79	102.60
<b>RE Taxes</b>	1,266.75	1,271.60
<b>Refund to contributor</b>	5.00	0.00
<b>Rent - PA</b>	350.00	0.00
<b>Repairs &amp; Maintenance</b>		
Green House	95.04	1,758.26
Repairs & Maintenance - Other	8.62	0.00
Repairs & Maintenance - Other	2,192.81	1,392.77
<b>Total Repairs &amp; Maintenance</b>	2,296.47	3,151.03
<b>T-Shirts &amp; Mugs</b>	0.00	-33.00
<b>Telephone</b>	731.90	395.84
<b>Travel</b>	0.00	241.62
<b>Travel &amp; Entertainment</b>	203.86	0.00
<b>Utilities</b>		
Electricity		
Green House	90.33	61.33
Hydro	470.80	303.47
Tower	2,842.20	1,302.95
<b>Total Electricity</b>	3,403.33	1,667.75
Fuel - Green House	1,076.50	545.44
Gas	2,776.00	1,316.28
Water	240.91	0.00
<b>Total Utilities</b>	7,496.74	3,529.47
<b>Total Expense</b>	66,889.88	55,433.44
<b>Net Ordinary Income</b>	-40,231.63	-23,902.47
<b>Other Income/Expense</b>		
Other Income		
Interest Income	18.81	0.00
<b>Total Other Income</b>	18.81	0.00
<b>Net Other Income</b>	18.81	0.00
<b>Net Income</b>	-40,212.82	-23,902.47

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

	<u>Jan - Dec 14</u>	<u>Budget</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Benefit Income	0.00	32,000.00
Benefit Underwriting	0.00	2,000.00
Business Underwriting	5,838.67	35,000.00
Car Talk Donations	1,255.00	4,000.00
Corporate Grants	0.00	2,000.00
Foundation Grants	0.00	12,500.00
Government Grants		
County	0.00	2,000.00
Government Grants - Other	0.00	90,000.00
<b>Total Government Grants</b>	<u>0.00</u>	<u>92,000.00</u>
Interest	-83.92	5,000.00
Match	0.00	500.00
<b>Members</b>		
End of Year 2013	11,341.00	
Member(Sound Supporters)	2,744.50	10,000.00
Pledge Drive 1	4,609.00	
Pledge Drive 3	10.00	
Members - Other	840.00	155,000.00
<b>Total Members</b>	<u>19,544.50</u>	<u>165,000.00</u>
Merchandise	0.00	2,000.00
Miscellaneous		
Printer Can	4.00	
Miscellaneous - Other	100.00	250.00
<b>Total Miscellaneous</b>	<u>104.00</u>	<u>250.00</u>
Paid PSA	0.00	4,000.00
<b>Total Income</b>	<u>26,658.25</u>	<u>356,250.00</u>
<b>Gross Profit</b>	26,658.25	356,250.00
<b>Expense</b>		
<b>Bank Charges</b>		
Credit Card Fees	855.53	
Bank Charges - Other	25.00	3,300.00
<b>Total Bank Charges</b>	<u>880.53</u>	<u>3,300.00</u>
<b>Benefit expenses</b>		
Holiday Show	582.56	
Open House	63.50	
Benefit expenses - Other	211.02	4,500.00
<b>Total Benefit expenses</b>	<u>857.08</u>	<u>4,500.00</u>
Board Training	590.76	2,000.00
Bonus	0.00	150.00
Broadcast Cable	1,663.56	7,000.00
Broadcast Equipment	1,780.20	15,000.00
Broadcast Supplies	304.40	2,000.00
Conference Expenses	0.00	1,000.00
Donation	0.00	100.00
Donor Appreciation	0.00	1,000.00
<b>Dues</b>		
APM Fees	3,117.48	
Ken Mills Agency	250.00	
NPR Dues	4,710.50	
PRI Fees	872.00	
Dues - Other	0.00	55,000.00
<b>Total Dues</b>	<u>8,949.98</u>	<u>55,000.00</u>
Dues & Publications	0.00	1,500.00
Engineering Services	0.00	1,200.00
Fundraising Expense	643.08	3,000.00
Honesdale Studio		

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

	Jan - Dec 14	Budget
Electricity	875.00	
Rent	700.00	
Honesdale Studio - Other	213.85	8,000.00
<b>Total Honesdale Studio</b>	<b>1,788.85</b>	<b>8,000.00</b>
Household Supplies	151.68	1,000.00
In Lieu of Taxes	499.02	1,100.00
<b>Independent Contractors</b>		
Accounting & Bookkeeping	1,642.00	5,000.00
Auditor	0.00	8,000.00
Engineering	0.00	5,000.00
News Reporter	1,000.00	6,500.00
Public Relations	1,710.00	
Underwriting	0.00	2,000.00
Youth Radio	1,581.00	7,000.00
<b>Total Independent Contractors</b>	<b>5,933.00</b>	<b>33,500.00</b>
<b>Insurance</b>		
Health	2,064.84	
Liability	50.00	
Insurance - Other	0.00	19,000.00
<b>Total Insurance</b>	<b>2,114.84</b>	<b>19,000.00</b>
Internet	1,100.97	5,000.00
Legal & Professional Fees	918.56	5,000.00
Office Equipment	943.29	2,000.00
Office Supplies & Expenses	792.82	2,000.00
<b>Payroll</b>		
Company expense	1,255.16	
Gross	16,407.51	
Workers Compensation	1,087.23	
Payroll - Other	0.00	130,000.00
<b>Total Payroll</b>	<b>18,749.90</b>	<b>130,000.00</b>
Pension expense	0.00	2,000.00
Postage & Shipping	5,616.85	2,300.00
Promotion & Publicity	259.79	3,500.00
RE Taxes	1,266.75	3,000.00
Refund to contributor	5.00	
Rent - PA	350.00	
<b>Repairs &amp; Maintenance</b>		
Green House	95.04	
Repairs & Maintenance - Other	8.62	
Repairs & Maintenance - Other	2,192.81	8,000.00
<b>Total Repairs &amp; Maintenance</b>	<b>2,296.47</b>	<b>8,000.00</b>
Telephone	731.90	3,000.00
<b>Travel</b>		
Conference	0.00	2,500.00
Mileage	0.00	2,000.00
<b>Total Travel</b>	<b>0.00</b>	<b>4,500.00</b>
Travel & Entertainment	203.86	
<b>Utilities</b>		
Electricity		
Green House	90.33	
Hydro	470.80	
Tower	2,842.20	
<b>Total Electricity</b>	<b>3,403.33</b>	
Fuel - Green House	1,076.50	
Gas	2,776.00	
Water	240.91	
Utilities - Other	0.00	22,600.00
<b>Total Utilities</b>	<b>7,496.74</b>	<b>22,600.00</b>

3:08 PM

03/17/14

Accrual Basis

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

	<u>Jan - Dec 14</u>	<u>Budget</u>
Volunteer Appreciation	0.00	1,000.00
<b>Total Expense</b>	<u>66,889.88</u>	<u>353,250.00</u>
<b>Net Ordinary Income</b>	-40,231.63	3,000.00
<b>Other Income/Expense</b>		
Other Income		
Interest Income	18.81	
<b>Total Other Income</b>	<u>18.81</u>	
<b>Net Other Income</b>	<u>18.81</u>	
<b>Net Income</b>	<u><u>-40,212.82</u></u>	<u><u>3,000.00</u></u>



**Radio Catskill, Inc.**  
**Balance Sheet**  
 As of March 17, 2014

	<u>Mar 17, 14</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
101 · Checking	134,483.34
<b>Total Checking/Savings</b>	<u>134,483.34</u>
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	8,375.25
<b>Total Accounts Receivable</b>	<u>8,375.25</u>
<b>Other Current Assets</b>	
110 · CD Wayne Bank 2	11,721.48
135 · CD Jeff 111	54,491.72
154 · Vanguard Mutual Fund	121,946.20
<b>Total Other Current Assets</b>	<u>188,159.40</u>
<b>Total Current Assets</b>	331,017.99
<b>Fixed Assets</b>	
149 Prepaid Expense	350.00
145 · Broadcast Equip	150,429.88
151 · Buildings	
Krieger House	67,367.45
151 · Buildings - Other	39,444.26
<b>Total 151 · Buildings</b>	<u>106,811.71</u>
152 · Equipment	308,787.31
153 · Improvements	37,505.38
159 · Accumulated Depreciation	-396,786.65
<b>Total Fixed Assets</b>	<u>207,097.63</u>
<b>Other Assets</b>	
155 · Row Boat	19,000.00
112 · Pledges Receivable	9,565.69
113 · Grants Receivable	-100.00
<b>Total Other Assets</b>	<u>28,465.69</u>
<b>TOTAL ASSETS</b>	<b><u><u>566,581.31</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
201 · Accounts Payable	1,303.20
211 · Payroll-Fica	297.50
212 · Payroll-Fica-Co	188.43
213 · Payroll-FWT	839.05
214 · Payroll-Mcare	-395.03
215 · Payroll-Mcare-Co	-417.10
216 · Payroll-SWT	
216.01 · Payroll-SUI	-1,883.15
216 · Payroll-SWT - Other	392.40
<b>Total 216 · Payroll-SWT</b>	<u>-1,490.75</u>
<b>Total Other Current Liabilities</b>	<u>325.30</u>
<b>Total Current Liabilities</b>	<u>325.30</u>
<b>Total Liabilities</b>	325.30

3:06 PM  
03/17/14  
Accrual Basis

**Radio Catskill, Inc.**  
**Balance Sheet**  
As of March 17, 2014

	<u>Mar 17, 14</u>
<b>Equity</b>	
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	174,921.84
Net Income	-40,212.82
<b>Total Equity</b>	<u>566,256.01</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>566,581.31</u></u>



March 6, 2014

VIA ELECTRONIC MAIL, HARD COPY TO FOLLOW

Mr. Adam Weinreich  
Station Manager  
WJFF-FM  
Radio Catskill, Inc.  
P.O. Box 546  
Jeffersonville, NY 12748

**Subject:** WJFF CPB Determination and Required Action Letter  
in Response to Report No. ASR1303-1304

Dear Mr. Weinreich:

The Corporation for Public Broadcasting's (CPB) Office of Inspector General (OIG) recently completed an examination of grants awarded by CPB to Radio Catskill, Inc., WJFF-FM (WJFF) for fiscal year 2011, Report No. ASR1303-1304. CPB Management reviewed the OIG's report and recommendations, as well as WJFF's responses. Below please find CPB's determinations with regard to those findings, and the actions that are required of WJFF to address them.

**I. OIG Recommendation #1: On-Air Announcement**

- A. The OIG recommends that WJFF:** *"make on-air announcements for at least three consecutive days once each calendar quarter that explain the station's open meeting policy and provide information on how the public can obtain information regarding specific dates, times, and locations of public meetings. Have the station provide copies of announcements aired, as well as the date and time of each airing over the next four calendar quarters."*
- B. CPB Determination:** CPB recognizes that WJFF has failed to provide evidence of making the required on-air announcements.
- C. Required Action:** CPB requests that WJFF provide CPB no later than August 1, 2014, a copy of each open meeting policy announcement aired during the period March 1 through June 30, 2014, and documentation evidencing the dates and times of each broadcast.

**II. OIG Recommendation #2: Open Meeting Announcements**

- A. OIG Recommends that WJFF:** *“announce all open meetings for seven days prior to the meeting and provide documentation of these announcements to CPB over the next four quarters.”*
- B. CPB Determination:** The OIG confirmed that WJFF must give notice to the public of open meetings at least seven days prior to the meetings, and not for seven days. CPB acknowledges that WJFF has not provided evidence of making the necessary announcements.
- C. Required Action:** CPB requests that WJFF provide CPB no later than August 1, 2014, a list of open meetings the station held during the four month period beginning March 1, 2014, and documentation demonstrating the open meetings were announced at least seven days in advance of the meetings.

**III. OIG Recommendation #3: Policies**

- A. OIG Recommends that WJFF:** *“establish written implementing policies that explain how the station will comply with open meeting, open financial records, CAB, EEO as well as, donor list and political activities requirements.”*
- B. CPB Determination:** As the OIG found, WJFF did not document how the station would comply with open meetings, open financial records, CAB, EEO, and donor list and political activities requirements in CPB’s Certification Requirements. WJFF’s lack of compliance is troubling in light of the fact that WJFF assured CPB in November of 2011 that it understood the requirements and would without delay take the necessary steps to become compliant. Since WJFF has already provided said documentation, and the OIG indicated their acceptance of the same, no additional action is required.
- C. Required Action:** No additional action is required.

**IV. OIG Recommendation #4: Closed Meetings**

- A. OIG Recommends:** *“ensure that when a meeting is closed in accordance with the exceptions recognized by the Act, WJFF makes a written statement containing the reasons for closing the meeting available to the public within a reasonable time after the closed meeting.”*
- B. CPB Determination:** CPB agrees that WJFF must comply with the OIG’s recommendations concerning closed meetings.
- C. Required Action:** CPB requests that WJFF provide to CPB no later than August 1, 2014, a list of each meeting closed during the four month period beginning March 1, 2014, evidence that WJFF made a written statement identifying the reasons for closing each and the manner in which the statement was made available to the public within a reasonable time after the closed meeting.

**V. OIG Recommendation #5: Penalty**

- A. OIG Recommends CPB:** *“Penalize WJFF for not taking appropriate corrective actions to comply with all Act requirements after being instructed by CPB to do so in November of 2011.”*
- B. CPB Determination:** On or about April 27, 2013, CPB adopted the “Implementation of CPB’s Grantee Noncompliance Policy” in order to support the equitable and fair distribution of CPB’s Community Service Grant (CSG) funds and to encourage compliance with the Communications Act, and the applicable CSG General Provisions and Eligibility Criteria. Under the policy a

grantee found noncompliant with the same, may be subject to a financial penalty and interest. Taking into consideration the number of compliance issues noted above, CPB's detailed discussion with WJFF in November of 2011 addressing the same issues, and recognizing that these are issues WJFF's board should have been made aware of, a penalty of \$15,000 is assessed against WJFF. The \$15,000 (penalty) will be added to the CSG pool and distributed to stations next year.

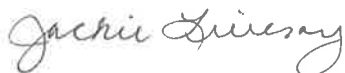
- C. Required Action:** Once CPB has finalized its FY2014 CSG calculations, which are expected to occur in the spring of 2014, CPB will reduce WJFF's second FY2014 CSG payment, by the \$15,000 penalty.

Please submit the documents requested above via PDF e-mail attachment to Kate Arno, Director, TV CSG Policy & Review at: [karno@cpb.org](mailto:karno@cpb.org).

If you wish CPB to consider additional information relating to this matter, please submit the same to us in writing within thirty (30) days of the date of this correspondence. Failing that, CPB will consider these determinations final and WJFF will be required to comply with the required actions set forth above. If WJFF fails to provide the above documents to CPB by the dates specified, CPB reserves the right to withhold payment of any CSG funds to WJFF and take any other action CPB deems appropriate, until the required actions are resolved to CPB's satisfaction.

While we understand the gravity of the required actions, we trust we will be able to work together to resolve them.

Sincerely,



Jackie Livesay  
Vice President, Compliance

CC:  
VIA ELECTRONIC MAIL

Mary Mitchelson, Inspector General, CPB  
William Richardson, Senior Director & Deputy Inspector General, CPB  
Vincent Curren, Executive Vice President & Chief Operating Officer, CPB  
William Tayman, Chief Financial Officer & Treasurer, CPB  
Westwood Smithers, Senior Vice President, General Counsel, CPB  
Ted Krichels, Senior Vice President, Station Development & Media Strategy, CPB  
Bruce Theriault, Senior Vice President, Radio, CPB  
Kevin Martin, Vice President, Station Grants & TV Station Initiatives, CPB  
Greg Schnirring, Vice President, Radio, CPB  
Whitney Waara, Vice President, Operations, CPB  
Deborah Carr, Director, CSG Radio Administration, CPB  
Erika Pulley-Hayes, Director, Business Performance, CPB  
Kate Arno, Director, TV CSG Policy & Review, CPB

Re: [wjff] Draft wjff bylaws [1 Attachment]

**Subject:** Re: [wjff] Draft wjff bylaws [1 Attachment]

**From:** Graham Rice <[redacted]>

**Date:** 03/18/2014 02:57 PM

**To:** "board@wjffradio.org of Trustees" <board@wjffradio.org>

**CC:** Adam Weinreich <adam@wjffradio.org>

Hello BoT,

Can you please tell us why there's been no consultation with volunteers before these new by-laws were drafted? Wouldn't the opinions of volunteers be assessed more effectively by extensive consultation first, then the presentation of a draft, then consideration of the responses, then a second draft being presented? Instead, the new by-laws have been written first and are to be presented at the BoT meeting tomorrow, discussed by volunteers for the first time, and then voted on the same evening!

Allbest,

Graham