

## WJFF Radio Catskill Board of Trustees

[Minutes approved, 5/21/2014]

**Saturday, April 26, 2014**

**WJFF Green House**

**Jeffersonville, NY**

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

**Trustees Absent:** Kurt Knuth.

**Also Present:** Adam Weinreich, General Manager; Laurie McFadden, Attorney; Beverly Sterner, CAB representative, Barbara Gref, By-Laws Work Group Representative.

**Audience:** 4 members of the public.

### A. Call to Order

A regular meeting of WJFF's Board of Trustees was called to order by Sonja Hedlund at 10:12 a.m.

### B. Previous Meeting's Minutes

*A motion to accept the minutes as circulated from the March 19, 2014, meeting of the Board of Trustees was made by Patricia Pomeroy; all in favor. Motion carried.*

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

CAB Report moved ahead to follow presentation of draft by-laws revision. No trustees had conflicts of interest to disclose.

### D. By-Laws Revision

Attorney Laurie McFadden presented proposed revision of by-laws Articles VII - End and provided clarification on new New York State laws pertaining to non-profits. A number of suggestions were made and agreed upon regarding committees. Those changes will be reflected in the final draft language of the by-laws.

*A motion was made by Barbara Demarest to accept the final draft language of the By-laws, as amended, to be made available for public comment via the WJFF website and at the WJFF studios. All in favor; none opposed. Motion carried.*

### E. Community Advisory Board Report

The CAB report was presented by Beverly Sterner, Co-chair of the CAB. There are 9 remaining members of the CAB. The CAB is continuing to recruit new members. The request was made to have Anne Larsen serve as facilitator of the May meeting of the CAB to resolve organizational matters.

*A motion was made by Patricia Pomeroy to ask Anne Larsen to serve as facilitator at the May meeting of the CAB to help resolve organizational matters. All in favor; none opposed. Motion carried.*

### F. General Manager's Report

Adam Weinreich reported on the recent Fund Drive, upcoming events including Foodstock, and the volunteer election of Board Trustees. [See attached report.]

#### G. Comments from the Public

A comment was made that it was felt that the cost of underwriting announcements was too low. Other comments were made regarding the CPB fine and the severance agreement with the former Station Manager, Winston Clark.

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

No report was given, separate from the General Manager's Report.

#### I. Treasurer's Report

Patricia Pomeroy presented the latest financial report. She also gave updates on investments, the annual financial audit, Green House zoning, and the infamous row boat asset. [See attached report.]

***A motion was made by Barbara Demarest to give to Adam Weinreich, Sonja Hedlund, Patricia Pomeroy, and John Bachman the ability to sign for and manage the Vanguard Investment accounts. All in favor; none opposed. Motion carried.***

#### J. Correspondence

A letter was received from King Zillionaire. [See attached correspondence.]

#### K. Committee Reports

1. *Program Committee* - No report was given.

2. *Fund Raising / Community Outreach Committee*

Barbara Demarest reported on outreach to donors, the results of recent fundraising efforts, and membership on the committee. [See attached report.]

***A motion was made by Steve Harris to appoint Anne Larsen and Jill Padua to the Fund Raising and Community Outreach Committee. All in favor; none opposed. Motion carried.***

3. *Facilities Committee*

Martin Springhetti presented ideas regarding Green House access as well as plans for an upcoming Spring clean-up day. [See attached report.]

4. *Nominating Committee*

Patricia Pomeroy reported on the Nominating Committee's work in anticipation of the Annual Meeting of the Board in June.

#### L. Old Business

CPB Letter of Determination / Fine

***A motion was made by Martin Springhetti to send letters to the Trustees who were seated on the Board during the time covered by the CPB audit and to the WJFF member list informing them of the CPB's final determination as well as a press release regarding the same to the local newspapers; the CPB's letter of determination will also be sent to the volunteer email list at the same time. 8 trustees voted in favor; one abstained; two trustees present at the start of the meeting were absent from the vote. Motion carried.***

[See attached materials.]

#### M. Executive Session

***A motion was made by Patricia Pomeroy to enter closed executive session in order discuss***

*matters requiring the confidential advice of counsel . All in favor; motion carried. The board entered executive session at 1:40 p.m.*

*A motion to return to open session was made by Patricia Pomeroy. All in favor; motion carried. The board returned to open session at 2:02 p.m.*

Neither during nor following the executive session was any action taken on the part of the Board of Trustees.

N. Adjournment

*A motion was by John Bachman to adjourn the meeting. All in favor; none opposed. Motion carried; meeting was adjourned at 2:05 p.m.*

General Manager's Report  
April 26, 2014

**Spring Pledge Drive**

- Overall pace: slower than normal, but..
- Came very close to our goal
- Spring Gathering: Huge success
- Unexpected mail-in pledges continue to arrive, likely people waited to do their taxes before donating

**Foodstock**

- Vendors continue to sign on
- Advance ticket sales starting to ramp up
- Poster blast scheduled for early next week
- Villa Roma trading event space for underwriting, further minimizing cash expenses.
- Still seeking vendors, ticket sales.

**Program Director**

- Job posted on NFCB, GRC, Current
- First day: July 1? Push off a month or two to save some salary expenses?
- Still unclear: Relationship of PD to PC. Would recommend PC acts as PD's ears and sounding board, functioning similar to current.

**Volunteer Election**

- 2 seats, 68 eligible volunteers
- List and instructions sent to listserv, posted in studios.
- Timeframe:
  - May 16: Applications Due by 5pm
  - May 23: Ballots mailed out
  - June 13: Ballots due
  - June 18: BoT Mtg, winner(s) confirmed

**Dylan Night**

- Tentatively scheduled for Friday May 24<sup>th</sup> either in Jeffersonville or Livingston Manor

- May 24<sup>th</sup> Also happens to be the first night of Mysteryland Weekend..

### **Mysteryland**

- Memorial Day weekend
- Applied for press and photo passes for Jason Dole and Mike Barnofsky to cover the event from their unique perspectives.
- Suggest holding some sort of “free burgers and dogs” event at Jeff studio that weekend, especially if weather is favorable.

### **Pete Seeger Celebration**

- Brought in \$800 after expenses
- Packed house
- Volunteer-powered
- Same crew has offered to help produce more concerts this year

### **Jazz Fest**

- Airing WWOZ’s live coverage of 2014 New Orleans Jazz and Heritage Festival during select hours this weekend and next weekend.

### **New Local Show: Genre Meltdown**

- Tuesdays 8-9pm
- Hosted by new volunteer Simon Efrein who came to us by way of Kevin McDaniel.

### **Youth Group Collaboration**

- Idea: bring area Youth programs together. So far: WJFF, Bethel Woods, Manor Ink.
- Adult coordinators will meet first.

### **Energy Assessment**

- NYSEG cataloged our light fixtures. They propose to replace all CFL bulbs with LED, and re-fit our tube fluorescents for newer-generation fixtures.
- They estimate a 72% energy savings

- They will foot 70% of the bill. (27 LED bulbs and 4 fluorescent fixtures)
- Total WJFF contribution: \$470

### **Underwriting Packages**

- Working with Barbara Demarest to look at underwriting policies and pricing. Feeling that current underwriting is substantially underpriced, especially at higher tiers.

### **Volunteer Party**

- Huge fun
- Great food
- Awesome venue
- Hilarious movie

### **Green House**

- All plumbing restored
- Thanks, Kevin!!

### **Okay**

- That's all for this time!

## Treasurers Report

April 26, 2014

1. P&L statements and Balance report – submitted by Barbara Donatelli, Bookkeeper
2. Vanguard Investment Account – needs new resolution and signers – to be complete 4/26/14
3. Knack Pavloff letters – accountant bids
4. Update on Green House zoning change
  - a. Letter from Village of Jeffersonville Code Enforcement Officer
  - b. Need Surveyor (George Fulton) to site house on lot
  - c. Need Architect or engineer to prepare report on compliance w/Village code for business use, including handicapped ramp, etc.
5. Row Boat – asset – suggested raffle
  - a. NYS Racing & Wagering Board Application

**Radio Catskill, Inc.**  
**Profit & Loss Prev Year Comparison**  
 January 1 through April 15, 2014

	Jan 1 - Apr 15, 14	Jan 1 - Apr 15, 13
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Benefit Income</b>		
Foodstock	145.00	0.00
Music Sale	100.00	0.00
<b>Total Benefit Income</b>	245.00	0.00
<b>Business Underwriting</b>	6,234.76	7,843.50
Car Talk Donations	627.50	724.25
Foundation Grants	0.00	400.00
Interest	2,451.12	27.17
<b>Members</b>		
End of Year 2013	11,341.00	0.00
Member(Sound Supporters)	3,061.50	0.00
Pledge Drive 1	24,810.00	0.00
Pledge Drive 2	0.00	10,595.00
Pledge Drive 3	10.00	0.00
Members - Other	1,080.00	20,719.00
<b>Total Members</b>	40,302.50	31,314.00
<b>Miscellaneous</b>		
Printer Can	4.00	0.00
Miscellaneous - Other	100.00	325.00
<b>Total Miscellaneous</b>	104.00	325.00
Paid PSA	0.00	400.00
<b>Total Income</b>	49,964.88	41,033.92
<b>Gross Profit</b>	49,964.88	41,033.92
<b>Expense</b>		
<b>Bank Charges</b>		
Credit Card Fees	1,132.94	900.33
Bank Charges - Other	25.00	236.31
<b>Total Bank Charges</b>	1,157.94	1,136.64
<b>Benefit expenses</b>		
Holiday Show	582.56	0.00
Open House	63.50	0.00
Pete Seeger Benefit Concert	-1,040.00	0.00
Benefit expenses - Other	211.02	0.00
<b>Total Benefit expenses</b>	-182.92	0.00
<b>Board Training</b>	590.76	64.86
<b>Broadcast Cable</b>	2,217.38	2,240.25
<b>Broadcast Equipment</b>	1,780.20	1,780.20
<b>Broadcast Supplies</b>	304.40	268.21
<b>Dues</b>		
African-American P R C	450.00	0.00
APM Fees	3,117.48	2,691.96
Ken Mills Agency	250.00	250.00
NPR Dues	9,503.88	4,203.00
Pacifica	3,107.25	1,035.75
PRI Fees	1,744.00	1,068.00
Dues - Other	0.00	225.00
<b>Total Dues</b>	18,172.61	9,473.71
Dues & Publications	0.00	50.00
Engineering Services	0.00	650.00
Fundraising Expense	893.08	928.23
<b>Honesdale Studio</b>		
Electricity	1,575.00	0.00
Rent	700.00	1,050.00
Honesdale Studio - Other	283.80	513.93
<b>Total Honesdale Studio</b>	2,558.80	1,563.93



9:45 AM  
 04/15/14  
 Accrual Basis

**Radio Catskill, Inc.**  
**Profit & Loss Prev Year Comparison**  
 January 1 through April 15, 2014

	Jan 1 - Apr 15, 14	Jan 1 - Apr 15, 13
Household Supplies	182.70	260.00
In Lieu of Taxes	499.02	740.85
<b>Independent Contractors</b>		
Accounting & Bookkeeping	2,143.80	1,027.87
Accounting/Database	0.00	1,370.00
News Reporter	1,500.00	1,000.00
Professional Announcer	100.00	0.00
Public Relations	2,490.00	0.00
Youth Radio	2,038.25	1,596.50
<b>Total Independent Contractors</b>	8,272.05	4,994.37
<b>Insurance</b>		
Health	3,097.26	3,744.96
Liability	50.00	1,104.00
<b>Total Insurance</b>	3,147.26	4,848.96
Internet	1,699.96	1,088.97
Legal & Professional Fees	6,396.57	0.00
Office Equipment	943.29	46.59
Office Supplies & Expenses	1,202.84	580.41
<b>Payroll</b>		
Company expense	1,936.51	3,998.35
Gross	25,314.13	52,265.46
NYSUI	809.55	1,303.20
Workers Compensation	1,087.23	635.23
<b>Total Payroll</b>	29,147.42	58,202.24
Pension expense	0.00	833.00
Postage & Shipping	5,666.80	361.76
Promotion & Publicity	490.56	245.82
RE Taxes	1,266.75	1,271.60
Refund to contributor	5.00	0.00
Rent - PA	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	2,232.40	1,927.36
<b>Total Repairs &amp; Maintenance</b>	2,336.06	3,685.62
T-Shirts & Mugs	3,496.98	-33.00
Telephone	950.88	822.42
Travel	0.00	450.56
Travel & Entertainment	203.86	0.00
Uncategorized expenses	60.00	0.00
<b>Utilities</b>		
Electricity		
Green House	116.67	85.08
Hydro	625.46	516.51
Monticello	146.46	0.00
Tower	2,842.20	2,771.49
<b>Total Electricity</b>	3,730.79	3,373.08
Fuel - Green House	1,076.50	545.44
Gas	3,649.44	1,817.59
Water	240.91	138.90
<b>Total Utilities</b>	8,697.64	5,875.01
Volunteer Appreciation	0.00	23.25
<b>Total Expense</b>	102,507.89	102,454.46
<b>Net Ordinary Income</b>	-52,543.01	-61,420.54

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04/15/14

Accrual Basis

**Radio Catskill, Inc.**  
**Profit & Loss Prev Year Comparison**  
January 1 through April 15, 2014

	<u>Jan 1 - Apr 15, 14</u>	<u>Jan 1 - Apr 15, 13</u>
Other Income/Expense		
Other Income		
Interest Income	27.17	0.00
Total Other Income	<u>27.17</u>	<u>0.00</u>
Net Other Income	<u>27.17</u>	<u>0.00</u>
Net Income	<u><u>-52,515.84</u></u>	<u><u>-61,420.54</u></u>

**Radio Catskill, Inc.**  
**Balance Sheet**  
 As of April 15, 2014

	<u>Apr 15, 14</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
101 · Checking	117,473.68
<b>Total Checking/Savings</b>	<u>117,473.68</u>
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	7,816.92
<b>Total Accounts Receivable</b>	<u>7,816.92</u>
<b>Other Current Assets</b>	
110 · CD Wayne Bank 2	11,790.08
135 · CD Jeff 111	54,500.08
154 · Vanguard Mutual Fund	124,481.24
<b>Total Other Current Assets</b>	<u>190,771.40</u>
<b>Total Current Assets</b>	316,062.00
<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	-423,234.95
<b>Total Fixed Assets</b>	<u>180,649.33</u>
<b>Other Assets</b>	
155 · Row Boat	19,000.00
113 · Grants Receivable	-100.00
<b>Total Other Assets</b>	<u>18,900.00</u>
<b>TOTAL ASSETS</b>	<b><u><u>515,611.33</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
211 · Payroll-Fica	860.12
212 · Payroll-Fica-Co	859.12
213 · Payroll-FWT	2,579.89
214 · Payroll-Mcare	-31.77
215 · Payroll-Mcare-Co	-31.87
216 · Payroll-SWT	
216.01 · Payroll-SUI	-3,310.01
216 · Payroll-SWT - Other	2,659.99
<b>Total 216 · Payroll-SWT</b>	<u>-650.02</u>
<b>Total Other Current Liabilities</b>	<u>3,585.47</u>
<b>Total Current Liabilities</b>	<u>3,585.47</u>
<b>Total Liabilities</b>	3,585.47

9:43 AM

04/15/14

Accrual Basis

**Radio Catskill, Inc.**

**Balance Sheet**

As of April 15, 2014

	<u>Apr 15, 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	132,994.71
Net Income	-52,515.84
<b>Total Equity</b>	<u>512,025.86</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>515,611.33</u></u>

## Facilities Committee Report - April 26, 2014

Prepared by Martin Springhetti.

Thank you Adam for changing the light bulbs! The more efficient we become the smaller are carbon footprint...and the more money we save!

The Spring Celebration at the end of the pledge drive was a huge success...thank you Kevin! The Green House became the Green Room. It was a great place for participants to plan their event whether they were a musical group or a panel discussion. It was also a popular place to socialize and get some refreshments. We were lucky the weather mostly cooperated with us because the path from the Green House to the Studio can be hazardous. We already have several short sets of stairs on the steepest parts. I suggest that we add more stairs on the side of the house and make connecting walkways between them. A wooden walkway with handrails would be best but a gravel path would be a big improvement. We may be creating a liability when we have visitors use the current path. The idea of upgrading the path was first made in plans drawn by Don Downs in 2009. He is a retired architect and a current member of the Facilities Committee.

This ties in with our increased use of the Green House. An upgraded path would make access to lower level parking easier. I am thinking that it is more important for us to make the Green House ADA handicap accessible than the second floor of the Studio. As you know, thank you Pat, we are in the process of trying to change the tax status of the Green House. We may have to hire, or otherwise engage, a licensed engineer or architect to draw up plans. The Facilities Committee would like to work with that person.

Adam brought up the idea of a spruce up day. It is a great idea and would give our friends who like to garden a chance to make WJFF flower this spring!

*“Do you like to garden? We need you to help make WJFF flower this spring! Here at the station we have window boxes that need flowers, beds that need turning, shrubs that need trimming, weeds that need pulling. We are going to do something about all this on Saturday, May 17<sup>th</sup> starting about 9:30am and finishing by 1pm. Bring your extra seedlings and favorite tool! Get dirty with us and make WJFF flower!”*

Since I do most of my gardening on a riding lawn mower I am open to any advise.

## FCRC Report to the WJFF Board of Trustees

April 26, 2014

### **Committee Composition**

Maureen Neville has resigned from the committee. Anne Larsen and Jill Padua have expressed interest in joining. Need Board resolution to confirm.

### **Membership**

#### ***Spring Drive***

Total of 435 donors in 1<sup>st</sup> quarter, 53 were new donors. 142 responded in advance of the on-air drive, 293 responded during the drive. 69 were web pledges. There are 30 new Sound Supporters for an annual total of \$5931 bringing Sound Supporters to a grand total of 95 at \$17,488 per year.

#### ***Outreach to lapsed donors***

Renewal request letters to the donors who last gave in the 1<sup>st</sup> quarter 2013 is in progress.

#### ***Sound Supporter Recognition***

Plan to hold a reception for Sound Supporters in August and send an appreciation gift at year end.

#### ***Cultivation of New Donors***

Donors new in 2013 will receive a phone call thanking them and asking for station feedback for purposes of donor cultivation in order to help improve the retention rate.

#### **“Membership” Level/levels**

Based on the discussion late in the last board meeting, the FCRC discussed whether a dollar level should be set for “membership” and if so, how much. No conclusion was reached.

**BOT issue: Should the BOT determine this? Should the FCRC make a recommendation? Should this be determined by station management?**

### **Event proposal process**

We will schedule a public meeting to allow anyone to propose a fundraising event for WJFF for summer 2014. Will use this to further refine the process for vetting events.

Jim Lomax is currently developing an event for September presenting a concert by the NYC Gay Men's Chorus at the Forestburgh Playhouse.

### **Scheduled events upcoming thru June**

Foodstock – May 10: On track

Dylan's Birthday – May 24: Looking at holding in eastern Sullivan Co this year

Yardstock – May 24-26: May not be able to do this year

Open House – June 7: Will need to staff

Trout Parade – June 7: What was done last year? Do we have a float in the parade or a table on the sidewalk?

Tractor Parade – June 15: Very popular event. Anyone have a tractor we can put a banner on? Table at the farmers market that day? Table on lower main street?

Roots & Rhythm – June 21: Need more info on the event.



April 21, 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-FM correspondence of April 4, 2014 regarding Audit Report  
No. ASR1303-1304

Dear Mr. Weinreich:

Thank you for your correspondence of April 4, 2014.

CPB was aware that WJFF-FM's station manager was recently replaced, and of the election of the new board of trustees in 2013. While this information suggests the station is more cognizant of the applicable community service grant certification requirements, it does not mitigate the fact that once the issues were brought to WJFF-FM's attention in 2011, WJFF-FM has neglected to implement corrective action until recently.

Your correspondence presented no new information to change CPB's determination. Therefore the decision set forth in our determination letter of March 26, 2014 stands and CPB will collect the \$15,000 penalty by reducing WJFF-FM's second FY2014 community service grant payment for the same.

We appreciate WJFF-FM's continued contribution to public media and look forward to working together productively in the future.

Sincerely,

A handwritten signature in blue ink that reads "Jackie Livesay". The signature is written in a cursive, flowing style.

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