

WFHB Board of Directors Meeting

October 24, 2016

Minutes

Closed session: 5:35 PM. Interview and voting on prospective new Board member.
Ended at 5:55 PM.

Started recording at 6:01 PM.

Board Attendance: Sheryl Mitchell, Jerry Stern, Tom Henderson, Jean Hollinger, Julie Thomas, Steve Pollitt, Pam Davidson, Emily Jackson, Jar Turner

Public Attendance:

Don Geyra, Sarah Vaughan, Cindy Beaulé, Darin Bagley.

New Board Member seating and Introduction.

Open for public comment: None at this time.

Review/approval of minutes from previous Board Meeting. Sheryl Mitchell (Board Secretary) will re-send minutes to Board Members for review and approval.

Reports:

a. Board President:

1. Underwriting Director Changes (action item, to be discussed later in meeting).
2. Ratification of new by-laws – Status – Survey Monkey to be used for voting after listenership survey data collection is complete. Will need 51% of total membership to pass.
3. Student consultant update:
 - * 57 surveyed at 4th Street and Garlic Festivals; Survey Monkey; Bloomerang
 - * Report to be presented at Quarterly Meeting – Saturday, December 3rd, noon to 2 PM, Monroe County Public Library, Room 1B

b. General Manager (report file attached)

Replacing carpet and fixing ramp in reception area (making it ADA compliant). Ivy Tech takes on the cost for ADA compliance. Ivy Tech's Paul needs three blocks of time (three days) to replace the front doors. They will cover the costs of the materials.

Jar wants training documents for every single job and position.

Etown is coming to BCT in April! Special guest will be Damian Jurardo. More details to come.

Tentative dates for Spring Fund Drive 2017: March 31-April 9 (to avoid Spring Break and Easter).

c. Executive Committee: Prepared the agenda for tonight's meeting.

d. Finance Committee:

- * Current cash and line-of-credit balances
- * CPB Threshold
- * Cash Flow Projection
- * Underwriting Director

e. Policy Committee:

Jar wants to identify various individuals who do specific tasks and roles (Roles & Responsibilities).

Roles & Responsibilities – policy document?

Perhaps a joint function with the Personnel and Nominating Committee?

f. Personnel & Nominating Committee:

Get the final Board candidate interviewed (& elected to the Board)

g. Facilities Committee:

Smithville phone and internet system

A/C “home run” to front reception desk

Will be running ethernet

Tom Henderson made a motion that we allocate no more than \$400 for the “A/C home run to front area”. Pam Davidson seconded the motion. All said aye. Motion passes.

Brown County tower transmitter transfer (end of November). Mike Drake from Stansifer Electronics will be doing the reinstall. FCC requires that we broadcast that our satellite transmitter will be down for about three days. Announce this on Spot Online, our website, and On-Air.

h. Other Committees:

CAB, Tech, Development

- CAB: Tom will chair the CAB creation committee (to solely create content and solicit members for CAB). Sarah Ryterband and Emily Jackson will be on the CAB creation committee. Need to find members for CAB! Krista Detor and her husband will be on CAB.

- Develoment: Mentioned in GM report.
- Tech: Logo, (mentioned in GM report)

Underwriting Director: Doug Storm wants to not do the \$400 draw, but just on a commission basis. Doug will do all of the administrative responsibilities. Doug will meet with Jar every two weeks, (just like Jim Manion and Joe Crawford). Discussion ensued.

Tom Henderson made a motion that we replace Doug Storm's current agreement with an agreement to not do a draw, instead he receives a 20% commission. We start fresh as of tomorrow (10/25/2016). To be revisited in in January 2017. Doug Storm is now the official Underwriting Director (he will have the administrative duties as well as obtaining the underwriting). Pam Davidson seconded. All said aye. Motion passes.

CPB Threshold: Currently, we can “fail” to meet the threshold twice. That could change.

Speak to Doug about getting advertising trades (newspapers, etc.).

“Training Document” of how we obtain trades and free items. How to record and document.

Pam Davidson made a motion to adjourn. Tom Henderson seconded. All said aye. Meeting was adjourned at 8:00 PM.

Board Actions:

We allocate no more than \$400 for the “A/C home run to front area”.

Doug Storm is now the official Underwriting Director (we replace Doug Storm's current agreement with an agreement to not do a draw, instead he receives a 20% commission. We start fresh as of tomorrow (10/25/2016). To be revisited in in January 2017).