

WJFF Radio Catskill Board of Trustees

(Minutes approved, March 18, 2015)

Wednesday, January 21, 2015

Callicoon Town Hall

Jeffersonville, NY

Trustees Present: John Bachman, Barbara Demarest, Tasa Faronii-Butler, Mike Fisher, Kevin Gref, Sonja Hedlund, Ken Hilton, Anne Larsen, Midge Maroni, Patricia Pomeroy, Peter Sharpe, Martin Springhetti.

Trustees Absent: John Gordon, Lawrence Grosberg, Joel Sanchez.

Also Present: Adam Weinreich, General Manager; Andrea Eddings, Volunteer Coordinator/Membership Director; Barbara Gref, 25th Anniversary Work Group; Laurie McFadden, Attorney; and several members of the public.

1. Call to Order

A regular meeting of WJFF's Board of Trustees was called to order by Sonja Hedlund at 6:36 p.m. A quorum of the Board was established.

2. Approval of Meeting Minutes

A motion was made by Martin Springhetti to approve the minutes, as amended, of October 15, 2014, regular meeting of the Board of Trustees. All in favor; none opposed. Motion carried.

A motion was made by Barbara Demarest to approve the minutes, as circulated, of the November 19, 2014, regular meeting of the Board of Trustees. All in favor; none opposed. Motion carried.

3. Revisions to Agenda

No revisions to the circulated agenda were made.

4. Comments from the Board President

Board President, Sonja Hedlund, commented on the New Year and WJFF's 25th Anniversary. [See attached comments.]

5. Public Comment

A member of the public commented regarding Board communication with staff, perceived low morale and frustration of the staff, the need for collaboration and trust between Board and staff as well as the need for clearly defined roles. Another individual commented that WJFF has a capable staff that and that the Board should only speak as a board not as individual trustees.

6. Standing Committee Reports

a. Finance Committee

I. 2015 Budget

Barbara Demarest made a motion to approve the 2015 budget as circulated with an anticipated shortfall of \$15,700. All in favor; none opposed. Motion carries.

II. Adjustments to the approved budget

A motion was made by Anne Larsen to increase the "Broadcast Durable" expense amount to \$15,000.

Discussion: Anne Larsen spoke in favor of the increase on the basis of not having spent the budget amount in recent years, saying the expenditures were overdue and that volunteers have approached the board to raise concerns about the state of equipment. John Bachman questioned where the additional income would come from. Adam Weinreich stated that the "wish list" expenditures for the current studio improvements would equal the \$7,000 amount in the approved budget. Mike Fisher suggested that it would be better to err on the side of approving more and spending less.

Ken Hilton opposed; Barbara Demarest abstained; All others voted in favor. Motion carried.

A motion was made by Anne Larsen to increase the "Dues / Fees Programming" expense amount to \$55,000, reinstating the \$7,000 reduction that was based on the presumption of cancellation of Public Radio International.

Discussion: Anne Larsen pointed out that reducing the budget by the amount of the PRI fees, it would be making a programming decisions by budget and that it would be unfortunate to sever long-standing ties with PRI as the result of a budget consideration. Midge Maroni suggested that she would like to see the Program Committee consider other PRI programming. Program Committee chairperson, Valerie Mansi, said that severing the relationship with PRI was a suggestion for the Board and came about as a result of This American Life no longer being carried by PRI.

Midge Maroni, Peter Sharpe, Kevin Gref, Anne Larsen, Mike Fisher, and Ken Hilton voted in favor; John Bachman, Barbara Demarest, and Martin Springhetti opposed; Sonja Hedlund, Patricia Pomeroy, and Tasa Faronii-Butler abstained. Motion failed to carry.
[Note: The divided vote here was misinterpreted during the meeting as in favor, incorrectly asserting that the motion passed. See re-vote below.]

A motion was made by Barbara Demarest to drop NFCB Membership to save \$4,000 on the "Dues / Publications" expense line. Ken Hilton, Barbara Demarest, Martin Springhetti, Patricia Pomeroy, Michael Fisher, Peter Sharpe and Sonja Hedlund voted in favor; Tasa Faronii-Butler, Anne Larsen, Kevin Gref, Midge Maroni, and John Bachman opposed. Motion carried; NFCB membership will be dropped in 2015.

A motion was made by Barbara Demarest to correct the Honesdale Studio expenses line, reducing the amount to \$7,000. Midge Maroni abstained; All others voted in favor. Motion carried.

Attorney, Laurie McFadden, suggested that the earlier vote related to "Dues/Fees Programming" may not have constituted a majority. A re-vote

was suggested.

A motion was made by Anne Larsen to increase the "Dues / Fees Programming" expense amount to \$55,000, reinstating the \$7,000 reduction that was based on the presumption of cancellation of Public Radio International.

Discussion: There was debate and discussion about whether a vote in favor of the motion would imply that the additional money would necessarily be spent on PRI fees. It was generally agreed that the additional money would be available for PRI but that it would not necessarily be spent on PRI fees. Attorney, Laurie McFadden, pointed out that the Program Committee, as an "advisory committee", cannot bind the Board but can only make recommendations to the Board. Anne Larsen suggested that the Board would make any decision about a contractual obligation with PRI.

Midge Maroni, Sonja Hedlund, Kevin Gref, Anne Larsen, Mike Fisher, and Tasa Faronii-Butler voted in favor; John Bachman, Barbara Demarest, Ken Hilton, and Martin Springhetti opposed; Peter Sharpe and Patricia Pomeroy abstained. Motion failed to carry.

[Note: This is a second motion, identical to the earlier motion regarding "Dues/Fees - Programming"]

A motion was made by Anne Larsen to increase the "Independent Contractors: Legal" line to \$10,000.

Discussion: Trustees discussed setting a policy for who can talk to the lawyer, making judicious use of the organization's lawyer's time and being disciplined about spending the budget line; the question was raised about the process of hiring the attorney and possibly putting the contract out for bids. Peter Sharpe suggested that a rider be added stating that only the Executive Committee gets access to the lawyer. It was also suggested that the legal counsel does not need to be present for entire Board meetings. The point was raised, in favor of increasing the amount, that the tower situation facing the station may involve negotiating a lease agreement or other issues requiring a lawyer.

Tasa Faronii-Butler, Patricia Pomeroy, Anne Larsen, Kevin Gref, Midge Maroni, Sonja Hedlund, Mike Fisher voted in favor; Peter Sharpe, Ken Hilton, Barbara Demarest, Martin Springhetti, and John Bachman opposed. Motion carried.

A motion was made by Kevin Gref to increase the "Promo & Publicity" expense line to \$2,000 to allow token gifts to performers & interviewees. All in favor; none opposed. Motion carried.

A motion was made by Anne Larsen to raise the expense line for "Volunteer Appreciation" to \$2,000. Barbara Demarest opposed; John Bachman, Martin Springhetti, and Peter Sharpe abstained; all others voted in favor. Motion carried.

A motion was made by Kevin Gref to add an expense line for "Broadcast Engineer" to provide technical training for more complex issues including

mixing board operation with multiples mics, field recording techniques, and working with venues.

Discussion: Adam Weinreich expressed concern that the Board would be dictating the creation of a new training program rather than addressing a need expressed by the staff; Sonja Hedlund replied that the Board would just be making the funds available where they weren't before. Mike Fisher was concerned about differentiating this role from that of other contracted engineers and the Program Director. His suggestion that the words "technical training" be amended to the motion to clarify the role was accepted. Adam Weinreich expressed that he felt this is one of the roles that the Program Director was hired to fill. Anne Larsen stated that the budget is one of the ways in which the Board expresses its priorities.

John Bachman opposed; all others voted in favor. Motion carried.

III. Other issues

Barbara Demarest asked Trustees to submit an estimate for the IRS 990 form of the average monthly hours given to Board responsibilities.

Sonja Hedlund reported that after unsuccessful attempts to sell the Row Boat Asset on Ebay, the row boat was made available locally for bids and was sold to the highest bidder, Dave Demarest, for \$2,000. Barbara Demarest disclosed her spousal relationship to the high bidder. No objections were raised.

Barbara Demarest reported on difficulties reallocating current investments as directed by the Board.

Patricia Pomeroy made a motion to leave investments in the current Vanguard investment vehicle. All in favor; none opposed. Motion carried.

[See attached Treasurer's Report.]

b. Nominating and Governance Committee

Midge Maroni presented the "Code of Editorial Integrity" prepared by the Affinity Group Coalition and the Station Resource Group. She suggested that the Board consider affirming either the full document or the one-page summary document. Anne Larsen gave some background details on the coalition that developed the documents. The suggestion was made by one trustee that this be part of the strategic plan process; others suggested that WJFF should develop its own policy rather than affirming one of the presented policy documents. No action was taken.

c. 25th Anniversary Work Group

Barbara Gref reported on the activities of the WJFF's 25th Anniversary Work Group including the development of a budget for all anticipated expenses as well as income and fund raising opportunities. She also gave an overview of celebration events that are planned throughout the year. She asked that the Board deputize the Work Group and Adam to carry out the various events proposed. The Work Group together with Adam Weinreich and Barbara Demarest will develop a budget for 25th Anniversary activities to be presented at the February meeting of the Board.

Mike Fisher made a motion to give conceptual approval to the 25th Anniversary

events and activities proposal as presented by Barbara Gref. All in favor; none opposed. Motion carried.

d. Community Advisory Board

Lawrence Ravdin reported that a quorum of the Community Advisory Board met on January 12th.

Pat Pomeroy reported that CAB member Sandra Cuellar Oxford was elected president of the Sullivan County NAACP and suggested that the Board send a note of congratulations.

[See attached CAB report prepared by Tasa Faronii-Butler.]

e. Personnel Committee

Anne Larsen reported that Committee accepted with regret the resignation of member Joel Sanchez due to family commitments. The Committee also reviewed and revised the "Goals and Objectives for the Program Director" and also reviewed the draft "Radio Catskill Employee Handbook."

A motion was made by Kevin Gref stating that the Board of Trustees of WJFF/Radio Catskill approves the Goals and Objectives for the Program Director as recommended by the Personnel Committee.

Discussion: John Bachman expressed misgivings about the process for developing the Goals and Objectives; Patricia Pomeroy suggested that the Organizational Chart be re-examined as part of the Strategic Plan process.

Vote: All in Favor; none opposed. Motion carried.

A motion was made by John Bachman stating that the Board of Trustees of WJFF/Radio Catskill approves the Draft Radio Catskill Employee Handbook as recommended by the Personnel Committee and further directs that this Employee Handbook be posted on the WJFF homepage for public comment.

Discussion: Barbara Demarest asked whether the harassment policy would open us to a lawsuit in the case of harassment between volunteers; Laurie McFadden, Attorney, who had reviewed the handbook, suggested that the harassment policy, as written, reduces our liability because its clear that WJFF has a policy. Ken Hilton stated that he found the tone of the Employee Handbook curt and mean-spirited, that it creates multiple bosses for the General Manager. He expressed concerns about changes in the By-laws regarding the role of the Board and trustees as well as empowering the Personnel Committee to conduct staff review and evaluation, a task he feels should not be in the hands of a committee but rather a responsibility of the full Board. He also expressed the fear that the handbook confirms a personnel policy that undermines the authority of the General Manager, hurts the efficiency and effectiveness of the station and erodes the morale of staff and volunteers. Attorney, Laurie McFadden responded that she does not see in the handbook what Ken Hilton is seeing but rather that it serves to put employees on notice regarding equal opportunity, nature of employment, and performance evaluations as a duty of the Board. She also spoke of her experience as a non-profit lawyer and having reviewed other employee handbooks, using the Lawyers' Alliance recommendations as a guide.

Vote: Patricia Pomeroy, Anne Larsen, Kevin Gref, Midge Maroni, Sonja Hedlund, Mike Fisher, and John Bachman voted in favor; Ken Hilton, Barbara Demarest, Tasa Faronii-Butler, Martin Springhetti, and Peter Sharpe opposed. Motion carried.

[See attached Personnel Committee report.]

Anne Larsen requested that the Employee Letters of Agreement between WJFF and Adam Weinreich, General Manager and between WJFF and Jason Dole, Program Director be included in the minutes in order to reflect the agreed upon salaries. Herein are the Letters of Agreement:



Sonja Hedlund
President, Board of Trustees
WJFF Radio Catskill

Adam Weinreich
Cochecton, New York 12726

October 15, 2014

Dear Adam:

WJFF-Radio Catskill officially offers full-time employment to you, as General Manager. Compensation will include salary of \$50,000, retroactive to first day of employment, with salary review annually; employer contribution to employee's individual health insurance plan and employer contribution to employee's 401k retirement plan.

You will be eligible for 10 days of paid vacation annually, for the 1st through the 5th year. After five years, this increases to 15 days of vacation. Vacation time may not be carried over to the next year. You are eligible for 5 sick days per year; time may be carried over to the next year. You are eligible for 5 personal days per year; time may not be carried over

The clock for compensation, including benefits, starts at initial date of employment in this position. Vacation and personal days will be coordinated with the Program Director to ensure appropriate staff coverage at WJFF at all times. Upon separation, only vacation time will be compensated.

In addition to your daily responsibilities at WJFF, you understand and agree that this position comes with an additional commitment for 24/7 on-call availability in the case of emergency, including transmitter malfunction, and includes a commitment to work weekend and evening hours as needed.

You must notify the Board of Trustees of any outside employment and may not engage in any employment that is competitive with WJFF-Radio Catskill, or adversely affects your abilities to perform your duties at WJFF, as determined by the Board.

You understand and agree that all work product created within the scope of your employment by WJFF-Radio Catskill, including, without limitation, media productions, photographs, videos, audio recordings, slogans, tag lines, graphics,



fundraising campaigns, etc., and any intellectual property rights arising therefrom (collectively “Work Product”) are works-made-for-hire and the sole property of WJFF-Radio Catskill and may not be used elsewhere without the written consent of the Board. If for any reason any Work Product is not considered a work-made-for-hire, you irrevocably assign and agree to assign any and all of the right, title and interest thereto, including any and all proprietary rights, to WJFF-Radio Catskill.

You are employed on an “at will” basis, which means that both you and WJFF have the right to terminate at any time and for any reason or for no reason, with or without cause, and with or without notice.

A complete description of the duties of this position is attached to this agreement. Employment is subject to the Board of Trustees bylaws, six-month and annual evaluations, and the written job description. The clock for scheduled evaluations starts as of date of this letter.

Accepted and agreed to this day: _____

Adam Weinreich

Sonja Hedlund, Chair
WJFF Radio Catskill Board of Trustees

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Sonja Hedlund
President, Board of Trustees
WJFF-Radio Catskill

Jason Dole
White Sulphur Springs, New York 12787

October 15, 2014

Dear Jason,

WJFF-Radio Catskill officially offers full-time employment to you, as Program Director. Compensation will include salary of \$41,500, retroactive to first day of employment, with salary review annually; employer contribution to employee's individual health insurance plan and employer contribution to employee's 401k retirement plan. Health benefits will be at current level held by General Manager. 401k will be at the same proportion of salary as that of the General Manager.

You will be eligible for 10 days of paid vacation annually, for the 1st through the 5th year. After five years, this increases to 15 days of vacation. Vacation time may not be carried over to the next year. You are eligible for 5 sick days per year; time may be carried over to the next year. You are eligible for 5 personal days per year; time may not be carried over.

The clock for compensation, including benefits, starts at initial date of employment in this position. Vacation and personal days will be coordinated with the General Manager to ensure appropriate staff coverage at WJFF at all times. Upon separation, only vacation time will be compensated.

In addition to your daily responsibilities at WJFF, you understand and agree that this position comes with an additional commitment for 24/7 on-call availability in the case of emergency, including transmitter malfunction, and includes a commitment to work weekend and evening hours as needed.

You must notify the Board of Trustees of any outside employment and may not engage in any employment that is competitive with WJFF-Radio Catskill, or adversely affects your abilities to perform your duties at WJFF, as determined by the Board.

You understand and agree that all work product created within the scope of your employment by WJFF-Radio Catskill, including, without limitation, media productions, photographs, videos, audio recordings, slogans, tag lines, graphics, fundraising campaigns, etc., and any intellectual property rights arising therefrom

wjff90.5fm

(collectively “Work Product”) are works-made-for-hire and the sole property of WJFF-Radio Catskill and may not be used elsewhere without the written consent of the Board. If for any reason any Work Product is not considered a work-made-for-hire, you irrevocably assign and agree to assign any and all of the right, title and interest thereto, including any and all proprietary rights, to WJFF-Radio Catskill.

You are employed on an “at will” basis, which means that both you and WJFF have the right to terminate at any time and for any reason or for no reason, with or without cause, and with or without notice.

A complete description of the duties of this position is attached to this agreement. Employment is subject to the Board of Trustees bylaws, six-month and annual evaluations, and the written job description. The clock for scheduled evaluations starts as of date of this letter.

Accepted and agreed to this day: _____

Jason Dole

Sonja Hedlund, Chair
WJFF Radio Catskill Board of Trustees

f. Transmitter Site Advisory Committee

Mike Fisher reported on the most recent meeting and activities of the Committee. Adam Weinreich presented additional information about the first reports from engineer, Doug Vernier, regarding potential new antenna locations. He also reported on efforts to discover the potential for reinforcing the current tower. Ken Hilton asked if we had a timeline; Sonja Hedlund replied that we have nothing in writing from the County. Attorney, Laurie McFadden spoke about the current agreement with the County and the possibility of an amendment to the current agreement or memorandum of understanding that would guarantee the necessary time in the event that WJFF needs to leave the tower. Anne Larsen expressed concern about telegraphing to the county that we've given up on staying on the County's tower. Mike Fisher expressed that finding a viable engineering solution is better than a political solution. [See attached report.]

g. Facilities Committee

Martin Springhetti stated that there had not been a quorum at the January meeting of the Facilities Committee.

Sonja Helund introduced the subject of WJFF's Studio Lease arrangement. Kevin Gref was asked to recuse himself from the conversation due to conflict of interest. Attorney Laurie McFadden presented a review of the history as well as the risks of the current lease agreement between WJFF Radio Catskill and Jeffersonville Hydroelectric ("Jeff Hydro"). Patricia Pomeroy expressed concerns about eminent domain. Laurie McFadden recommended initiating a conversation with the Grefs regarding the lease agreement.

A motion was made by Martin Springhetti to appoint John Bachman and Adam Weinreich to have a preliminary conversation with Barbara Gref regarding the lease arrangement between WJFF and Jeffersonville Hydroelectric.

Discussion: Midge Maroni pointed out that WJFF and Hydropower are inextricably linked. Sonja Hedlund and Mike Fisher expressed concern that new equipment is ready to be installed but that process is being held up by discussion of the lease. Peter Sharpe expressed concern about making capital improvements to a rental property. He also suggested that the conversation needed to involve Anne Larsen and Malcolm Brown as their property line also bisects the building. Patricia Pomeroy suggested that all the property issues could take years to resolve but that she has no problem allocating a certain amount of money in the mean time to make improvements to the studios.

Vote: Midge Maroni abstained; all others voted in favor. Motion Carried.

A motion was made by Patricia Pomeroy to instruct the General Manager to proceed with the necessary steps to accommodate studio improvements up to \$5,000 limit of expenditures. All in favor; none opposed. Motion Carried.

h. Development and Community Outreach Committee

Barbara Demarest reported on recent events and fundraising efforts. [See attached report.]

A motion was made by Barbara Demarest stating that the Board of Trustees of WJFF Radio Catskills thanks Jill Padua for her extraordinary efforts as the

producer of the 2014 Holiday Cabaret and her many contributions as a member of the Development and Community Relations Committee in 2013 and 2014. All in favor; none opposed. Motion carried.

7. Old Business

a. Strategic Plan

Tasa Faronii-Butler suggested that many of the issues raised during the meeting would be fleshed out during the development of a strategic plan. She stated that she would like to reach out to Helen Budrock and Denise Frangipane to move the strategic planning process forward.

8. New Business

A motion was made by Mike Fisher requesting that the secretary send a card of sympathy to Joel Sanchez on behalf of the Board. All in favor; none opposed. Motion carried.

A motion was made by Anne Larsen requesting authorization to apply for an Innovation Award grant from Sullivan County Not-for-Profit Leadership Summit. All in favor; none opposed. Motion carried.

9. Public Comment

Andrea Eddings commented on the role of the Board, expressed frustration with Board involvement in day-to-day operations, and requested clarification of the organizational structure. A member of the public expressed concern about spending money on the current studios.

10. Adjournment

A motion to adjourn was made by Mike Fisher. All in favor; none opposed. Motion carried. Meeting adjourned at 10:01 p.m.

President's Statement
First Board Meeting of 2015

Mission Statement

WJFF is a non-commercial educational radio broadcaster whose mission is to make available to its community a broad range of ideas and ideals useful to a full and enlightened life. It also aims to involve the community in preserving and transmitting the community's cultural heritage and artistic expressions in addition to those of the global community and to promote understanding among people of diverse social and cultural backgrounds.

As this is our first Board meeting of the New Year, I'd like to start off by thanking each and every one of you for the many hours of work, thought and dedication you have given to Radio Catskill – in your roles as Trustees and also for the many additional volunteer hours you've contributed to the Station in such a wide range of capacities.

It's abundantly clear that we all share a love for WJFF and a desire to have it be the best station by a dam site that it can possibly be. Even if we may not always agree on the best ways to accomplish that, we are aligned in our commitment to the Station.

I'd like to take a moment to outline some of my goals for the coming year.

One set of goals applies to how we work as a board, goals for the entire board of trustees and also to myself as President.

The second are the key tasks facing the board in 2015.

It is my hope that adherence to these goals will help us to operate more smoothly, accomplish more and reduce wear and tear on us all.

I am asking you to join me in adopting these goals and working with me, as your President to achieve them.

1. My first goal relates to how we operate and govern as a Board. A committed and collegial Board is what gives an organization its strength. If we undermine that, we undermine Radio Catskill. We are required by law and our governing documents to conduct our business in certain ways. As a Board we act as one, except to the extent we delegate authority to committees or individuals for specific things.

It is not helpful – nor proper – for an individual Trustee to act on his or her own unless authorized by the entire board or, as appropriate, by me, particularly if such actions or messages are contrary to our mission, our practices, our governing documents or items we have voted upon or are under discussion.

Our decision-making is governed by our bylaws and we are legally obliged to follow them. We cannot put them aside if a provision is inconvenient. We all participated in the bylaw revision and review process. We were advised by an attorney skilled in assisting not for profit organizations like WJFF. We approved the revised bylaws unanimously. Many of the provisions come straight from the law. It does not move us forward as a Board to revisit the bylaws now; I ask that we put such discussion aside so we can focus on the many pressing matters before us.

I've asked officers to look into ongoing board education and training in order to make our jobs easier. Training sessions, including webinars on nonprofit law and governance, compliance with the CPB and the Federal Communications Act would add to our productivity and efficiency. The more knowledge and skill we have the better, and I'm asking you all to participate fully in these training events.

2. My second goal relates our interactions as Trustees. We are all here as dedicated volunteers with the common goal of doing our best for Radio Catskill. We bring with us different work and life experiences and different points of view. We all have something valuable to contribute, but will not always agree. Ideally our varied perspectives should enrich our discussions to the ultimate benefit of the station. But all too often this has not been the case and I think we need to address this issue in order to overcome it and to be able to communicate with one another with respect and courtesy.

Tone: There have been objections to the tone of certain written documents and spoken words. Often tone is a matter of perception. Listening to recordings of our meeting, from time to time I have noticed tones of frustration, anger, disrespect. This can become habitual – I think we need to try to understand what might be causing it and each of us work to lift the tone of our discussions.

Choice of Words: It's simple – we must talk to one another with respect and courtesy. Rude outbursts, name calling, sexist language have no place at Radio Catskill.

Listen Before Responding: We need to do each other the courtesy of listening without jumping in with interruptions or contrary views. If you listen to all that someone has to say – the comments may turn out to be more to your liking than you initially expected.

Say Your Piece – Once: On the flip side – none of us should hog the floor or say our piece over and over. We all want an opportunity to express our opinions – and then we should let others talk.

Give your co-Trustees the Benefit of the Doubt: They are volunteers just like you are. They have many things on their plates. They also want the best for the station. If we remember that at the beginning of each meeting it might help us.

As I see it here is the work we need to do together in 2015:

- Secure the WJFF transmitter on a tower.
- Expand our financial base, through member donations, fund raising events, and grants etc.
- Complete approval of all necessary policies, including the development of a strategic plan.
- Bring Jeff broadcasting studios to a high level of efficiency and quality.

Thank you for listening. I look forward to working with you all in the coming months.

I know we can accomplish good things together for the good of the best hydro powered station by a dam site.

In closing – a had a phone conversation today with a CPB staffer. She said that a non scientific random sampling of stations around the county had recently been done. She said this about WJFF:

“WJFF was one of the very few stations surveyed that had all the things that the CPB is looking for on our web page.”

Sonja Hedlund, President

WJFF Board of Trustees

	A	B	C	D	E	F	G
1	WJFF Radio Catskill - DRAFT Operational Budget 2015						
2	INCOME	2015 Budget	2014 Budget	2014 Actual	2013 Budget	2013 Actual	
3							
4	Benefit Income	32500	32000	36378	32000	35852	
5	Benefit Underwriting	2000	2000	475			
6	Underwriting	25000	35000	18965	35000	20943	
7	Car talk donations	6000	4000	11477	8000	3805	
8	Corporate Grant	2000	2000	500	2000	0	
9	Foundation Grant	10000	10000	3000	10000	13900	
10	Other Grants	10000	10000			4320	
11	Government Grant	80000	90,000	84912	93200	93988	
12	YR Grant - Sullivan	2000	2000	2497	2000	3000	
13	Match	1000	500	107		200	
14	Membership	150000	155,000	141109	155000	117888	
15	Sound Sustainer Member	15000	10000	15032			
16	Misc	250	250	204	500	431	
17	Paid PSA	2000	4000	200	2500	3075	
18	Interest Income	5000	5000	5709	13000		
19	Merchandise	2000	2000	3699			
20	Draw from savings	26200					
21	TOTAL INCOME	370950	363750	324264	353200	297402	
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2	EXPENSES	2015 Budget	2014 Budget	2014 Actual	2013 Budget	2013 Actual
3	Bank Charges	3300	3300	3800	3300	3273
4	Benefit Expenses	6500	4500	8013	3500	6955
5	Board Training	2000	2000	591	0	1114
6	Bonus (YE Cleaning & Sanitation)	300	150	150	150	900
7	Broadcast Fiber Optic Cable	7000	7000	6637	7000	6679
8	Broadcast Equip (durable)	15000	15000	15000	8000	2874
9	Broadcast Supplies (consumable)	2000	2000	2000	4000	1245
10	Conference (registration)	1000	1000	819	2000	716
11	Conference (travel)	1500	2500	336		970
12	Donor Appreciation	1000	1000	0	1000	
13	Donation	250	100	400	250	650
14	Dues / Fees Programming	48000	55000	58107	55000	51394
15	Dues & Publications	1500	1500	4240	4000	5677
16	Engineering Expenses	(see Other Prof)	1200	2000		3024
17	Fundraising/Membership Drive Expenses	3000	3000	4937	5000	3704
18	Honesdale Studio	7000	8000	8543	8000	7096
19	Household Supplies	1000	1000	660	1200	856
20	In lieu of tax (Jeff Hydro Property Tax)	1100	1100	708	1100	950
21	Independent Contractors					
22	Accounting & Bookkeeping	5000	5000	3688	12000	4959
23	Auditor	8000	8000	8250	8000	8000
24	Underwriting	2000	2000	2782	0	
25	Engineering	5000	5000	0	5000	0
26	Other Professional (add'l eng. Etc)	2500		3175		480
27	Legal	10000	5000	14464	2000	10968
28	News Reporting	6500	6500	6500	6500	6000
29	Youth Radio (staff & vol.)	2000	7000	4084	7000	8075
30	Acct db	0	0	0	0	1525
31	Insurance		19000		19000	
32	Health	14000		12964		11908
33	Liability	7000		6711		6686
34	Other	1100				
35	Internet	5000	5000	4969	2400	4838
36	Office Equip	2000	2000	1192	2000	511
37	Office Supplies & Expenses	2000	2000	4730	2500	2081
38	Payroll	0	130000		126000	
39	Company expense	9000		7144		8885
40	Gross	123000		93392		105229
41	NYSUI	2200		1012		2182
42	Workers Comp	1500		1452		639
43	Pension Exp	4700	2000	0	5000	833
44	Postage & Shipping	1500	2300	6623	3500	2444
45	Membership Premium Expense	2000				
46	Promo & Publicity	2000	1000	7037	1000	1237
47	RE Taxes	3000	3000	2849	3000	2848
48	Repairs & Maintenance	10000	8000		8000	
49	Green House			342		1758
50	Studio/office			5552		5265
51	Sewer Tax	1000	1000	1005	1000	1005
52	Sunshine	250	500		500	65
53	T-Shirt & Mugs		1500	3889	1500	
54	Software	3000				
55	Soundings	5000				
56	Sunshine	250				
57	Telephone	3000	3000	3592	3000	3435
58	Technical Training	1000				
59	Travel - mileage	1000	2000	20	3500	
60	Travel - entertainment	1000		443		162
61	Utilities	21000	22,600			
62	Jeff Hydro			2464		2370
63	Tower & Monticello Elect			12493		9863

	H	I	J	K	L	M
64	Green House Electric			421		346
65	Other Electric				17000	
72	Water					
73	Green House			255		141
74	Water Other			397	250	526
75	Gas Jeff Studio			5517	350	3218
76	Gas Green House			1571		545
77	Other Misc			921		212
78	Volunteer Appreciation	2000	1000	1269	2000	436
79	Depreciation Exp					26448
80	<i>TOTAL EXPENSES</i>	<i>370950</i>	<i>353750</i>	<i>350110</i>	<i>367000</i>	<i>344200</i>
81						

WJFF

Treasurer Report

January 21, 2015

YEAR-END 2014

Year-end Quick Books reports were sent to the Board of Trustees on January , 2015

BUDGET 2015

The Proposed Budget worksheet has been updated to reflect 2014 Actuals and was distributed to BOT on 1/19.

Budget for 2015 will be presented to the BOT for adoption in two parts:

1. Vote on the full budget as submitted by the Finance Committee

Resolved: WJFF 2015 Operational Budget, with an expected \$15,700 shortfall, be adopted.

2. Vote on each revision proposed at the November 20 special budget BOT meeting (unless withdrawn by proposing board member).

Resolved: The WJFF 2015 Operational Budget as adopted be amended as follows: The revenue/expense item be changed to (proposed amount) bringing the net to (calculated amount) shortfall/surplus.

2014 Audit / Tax Return

- Knack Pavloff will be performing the audit again this year.
- Trustees hours need to be turned in.
- Board of Trustees need to review the proposed 990 filing at the May 2015 meeting.

Radio Catskill, Inc.

Profit & Loss Prev Year Comparison

January through December 2014

	Jan - Dec 14	Jan - Dec 13
Ordinary Income/Expense		
Income		
Benefit Income		
Butterfield/Hern Concert	1,358.35	0.00
Cafe Risque	6,490.00	0.00
Chili Cookoff	0.00	233.00
Farm to Table Dinner	5,060.00	5,586.00
Farm to Table Dinner 2	0.00	4,165.00
Folk Concert	1,520.00	0.00
Foodstock	5,908.00	10,661.50
Halloween Party	0.00	1,937.00
Holiday Show	2,066.00	2,375.99
Ice Cream Social	0.00	240.00
Messiah Sing	148.00	0.00
Music Sale	7,108.50	5,220.00
Octoberber Fest	156.00	0.00
Peter Seeger Concert	1,360.00	0.00
Summer Dance Party	0.00	699.00
Wonderful Things Auction	4,928.15	3,832.00
Yardstock	275.00	902.80
Total Benefit Income	36,378.00	35,852.29
Benefit Underwriting	475.00	4,320.00
Business Underwriting	18,965.02	20,943.50
Car Talk Donations	11,477.75	3,805.50
Contribution	0.00	43.00
Corporate Grants	500.00	0.00
Foundation Grants	3,000.00	13,900.00
Government Grants		
County	2,497.39	3,000.00
CPB		
Restricted	19,702.00	0.00
CPB - Other	65,210.00	93,988.00
Total CPB	84,912.00	93,988.00
Total Government Grants	87,409.39	96,988.00
Interest	5,709.03	0.00
Match	107.50	200.00
Members		
CPB Penalty Fund	1,130.00	0.00
End of Year 2013	11,311.00	4,010.00
End of Year 2014	2,460.00	0.00
Member - Renewed membership	9,010.00	0.00
Member(Sound Supporters)	15,032.75	4,714.75
Pledge Drive 1	38,343.00	0.00
Pledge Drive 2	33,173.25	49,187.00
Pledge Drive 3	43,130.25	46,243.00
Members - Other	2,549.68	13,733.31
Total Members	156,139.93	117,888.06
Miscellaneous		
Printer Can	41.00	0.00
Sale of T-Shirts etc.	3,699.00	0.00
Tax Refund	0.00	85.32
Miscellaneous - Other	162.90	345.95
Total Miscellaneous	3,902.90	431.27
Paid PSA	200.00	3,075.00
Total Income	324,264.52	297,446.62
Gross Profit	324,264.52	297,446.62

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Accrual Basis

Radio Catskill, Inc.

Profit & Loss Prev Year Comparison

January through December 2014

	Jan - Dec 14	Jan - Dec 13
Expense		
Bank Charges		
Checking	0.26	0.00
Credit Card Fees	3,692.23	3,008.43
Bank Charges - Other	107.36	264.71
Total Bank Charges	3,799.85	3,273.14
Benefit expenses		
Butterfield/Hern Concert	551.00	0.00
Cafe Risque	1,144.19	0.00
Chili Cookkoff	0.00	78.56
Christmas Show	0.00	175.00
Fall Folk Fundraiser	120.00	0.00
Farm to Table Dinner 11-9-2013	1,890.00	1,346.87
Foodstock Expense	300.00	0.00
Halloween Party	0.00	187.43
Holiday Show	1,259.67	300.47
Messiah Community	619.39	0.00
Music Sale	370.33	376.58
Octoberfest Dinner	36.00	0.00
Open House	83.53	0.00
Pete Seeger Benefit Concert	410.00	0.00
Wondedrful Things Auction	1,183.11	7.00
Benefit expenses - Other	45.50	4,483.49
Total Benefit expenses	8,012.72	6,955.40
Board Training	590.76	1,114.86
Bonus	150.00	900.00
Broadcast Cable	6,637.49	6,678.55
Broadcast Equipment	15,000.00	2,874.19
Broadcast Supplies	2,000.00	1,245.00
Conference Expenses	819.20	716.60
Depreciation	0.00	26,448.30
Donation	400.00	650.00
Dues		
African-American P R C	450.00	0.00
APM Fees	12,873.80	11,477.04
FAIR	125.00	125.00
Google Play	0.00	25.00
Ken Mills Agency	750.00	1,000.00
NPR Dues	27,927.76	26,034.50
Pacifica	5,178.75	1,035.75
PRI Dues	4,850.01	0.00
PRI Fees	3,040.00	10,296.71
PRX Fees	1,812.00	0.00
Window To The World	500.00	500.00
Dues - Other	600.00	900.00
Total Dues	58,107.32	51,394.00
Dues & Publications		
NFCB	4,000.00	5,396.68
Dues & Publications - Other	240.00	280.00
Total Dues & Publications	4,240.00	5,676.68
Engineering Services	2,000.00	3,024.31
Fundraising Expense	4,936.58	3,704.86
Honesdale Studio		
Electricity	3,500.00	1,225.00
Rent	3,850.00	4,200.00
Honesdale Studio - Other	843.40	1,671.09
Total Honesdale Studio	8,193.40	7,096.09
Household Supplies	660.20	856.27
In Lieu of Taxes/Jeff Hydro	708.18	950.32

Radio Catskill, Inc.
Profit & Loss Prev Year Comparison
January through December 2014

	Jan - Dec 14	Jan - Dec 13
Independent Contractors		
Accounting & Bookkeeping	3,688.25	12,959.22
Accounting/Database	0.00	1,525.00
Auditor	8,250.00	0.00
News Reporter	6,500.00	6,000.00
Professional Announcer	100.00	0.00
Public Relations	3,075.00	480.00
Underwriting	2,782.40	0.00
Youth Radio	4,084.25	8,075.50
Total Independent Contractors	28,479.90	29,039.72
Insurance		
Health	12,963.90	11,908.14
Liability	6,710.75	6,685.75
Total Insurance	19,674.65	18,593.89
Internet	4,969.12	4,837.53
Legal & Professional Fees	14,464.27	10,967.89
Loss	0.00	0.00
Office Equipment	1,192.29	510.76
Office Supplies & Expenses	4,729.89	2,081.18
Payroll		
Company expense	7,144.31	8,885.25
Disability Insurance	0.00	45.74
Gross	93,391.72	105,228.96
NYSUI	1,012.03	2,182.42
Workers Compensation	1,452.50	638.39
Total Payroll	103,000.56	116,980.76
Pension expense	0.00	833.00
Postage & Shipping	6,623.32	2,443.73
Promotion & Publicity		
Anniversary Calendar	5,497.76	0.00
Promotion & Publicity - Other	1,539.43	1,237.54
Total Promotion & Publicity	7,037.19	1,237.54
RE Taxes	2,848.76	2,847.89
Refund to contributor	5.00	0.00
Rent - PA	350.00	0.00
Repairs & Maintenance		
Green House	342.36	1,758.26
Repairs & Maintenance - Other	100.42	29.64
Repairs & Maintenance - Other	5,451.57	5,234.74
Total Repairs & Maintenance	5,894.35	7,022.64
Sewer Tax	1,004.60	1,004.60
Sunshine	0.00	64.78
T-Shirts & Mugs	3,889.16	-33.00
Telephone	3,592.03	3,435.00
Travel		
Conference	335.97	0.00
Travel - Other	19.69	970.28
Total Travel	355.66	970.28
Travel & Entertainment	443.30	161.92
Uncategorized expenses	913.41	211.75
Utilities		
Electricity		
Green House	420.94	346.43
Hydro	2,463.52	2,370.03
Monticello	1,767.46	0.00
Tower	10,725.80	9,863.04
Total Electricity	15,377.72	12,579.50
Fuel - Green House	1,571.35	545.44
Gas	5,516.66	3,218.10

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Accrual Basis

Radio Catskill, Inc.
Profit & Loss Prev Year Comparison
January through December 2014

	<u>Jan - Dec 14</u>	<u>Jan - Dec 13</u>
Water		
Green House	254.85	141.00
Water - Other	397.39	526.50
Total Water	<u>652.24</u>	<u>667.50</u>
Total Utilities	23,117.97	17,010.54
Volunteer Appreciation	1,268.68	436.19
Total Expense	<u>350,109.81</u>	<u>344,217.16</u>
Net Ordinary Income	-25,845.29	-46,770.54
Other Income/Expense		
Other Income		
Interest Income	511.31	177.28
Investment Income	0.00	4,016.99
Unrealized Loss-Investment	0.00	-9,275.45
Total Other Income	<u>511.31</u>	<u>-5,081.18</u>
Net Other Income	<u>511.31</u>	<u>-5,081.18</u>
Net Income	<u><u>-25,333.98</u></u>	<u><u>-51,851.72</u></u>

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

	Jan - Dec 14	Budget
Ordinary Income/Expense		
Income		
Benefit Income		
Butterfield/Hern Concert	1,358.35	
Cafe Risque	6,490.00	
Farm to Table Dinner	5,060.00	
Folk Concert	1,520.00	
Foodstock	5,908.00	
Holiday Show	2,066.00	
Messiah Sing	148.00	
Music Sale	7,108.50	
Octoberber Fest	156.00	
Peter Seeger Concert	1,360.00	
Wonderful Things Auction	4,928.15	
Yardstock	275.00	
Benefit Income - Other	0.00	32,000.00
Total Benefit Income	36,378.00	32,000.00
Benefit Underwriting	475.00	2,000.00
Business Underwriting	18,965.02	35,000.00
Car Talk Donations	11,477.75	4,000.00
Corporate Grants	500.00	2,000.00
Foundation Grants	3,000.00	12,500.00
Government Grants		
County	2,497.39	2,000.00
CPB		
Restricted	19,702.00	
CPB - Other	65,210.00	
Total CPB	84,912.00	
Government Grants - Other	0.00	90,000.00
Total Government Grants	87,409.39	92,000.00
Interest	5,709.03	5,000.00
Match	107.50	500.00
Members		
CPB Penalty Fund	1,130.00	
End of Year 2013	11,311.00	
End of Year 2014	2,460.00	
Member - Renewed membership	9,010.00	
Member(Sound Supporters)	15,032.75	10,000.00
Pledge Drive 1	38,343.00	
Pledge Drive 2	33,173.25	
Pledge Drive 3	43,130.25	
Members - Other	2,549.68	155,000.00
Total Members	156,139.93	165,000.00
Merchandise	0.00	2,000.00
Miscellaneous		
Printer Can	41.00	
Sale of T-Shirts etc.	3,699.00	
Miscellaneous - Other	162.90	250.00
Total Miscellaneous	3,902.90	250.00
Paid PSA	200.00	4,000.00
Total Income	324,264.52	356,250.00
Gross Profit	324,264.52	356,250.00
Expense		
Bank Charges		
Checking	0.26	
Credit Card Fees	3,692.23	
Bank Charges - Other	107.36	3,300.00
Total Bank Charges	3,799.85	3,300.00

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

	Jan - Dec 14	Budget
Benefit expenses		
Butterfield/Hern Concert	551.00	
Cafe Risque	1,144.19	
Fall Folk Fundraiser	120.00	
Farm to Table Dinner 11-9-2013	1,890.00	
Foodstock Expense	300.00	
Holiday Show	1,259.67	
Messiah Community	619.39	
Music Sale	370.33	
Octoberfest Dinner	36.00	
Open House	83.53	
Pete Seeger Benefit Concert	410.00	
Wonderful Things Auction	1,183.11	
Benefit expenses - Other	45.50	4,500.00
Total Benefit expenses	8,012.72	4,500.00
Board Training	590.76	2,000.00
Bonus	150.00	150.00
Broadcast Cable	6,637.49	7,000.00
Broadcast Equipment	15,000.00	15,000.00
Broadcast Supplies	2,000.00	2,000.00
Conference Expenses	819.20	1,000.00
Donation	400.00	100.00
Donor Appreciation	0.00	1,000.00
Dues		
African-American P R C	450.00	
APM Fees	12,873.80	
FAIR	125.00	
Ken Mills Agency	750.00	
NPR Dues	27,927.76	
Pacifica	5,178.75	
PRI Dues	4,850.01	
PRI Fees	3,040.00	
PRX Fees	1,812.00	
Window To The World	500.00	
Dues - Other	600.00	55,000.00
Total Dues	58,107.32	55,000.00
Dues & Publications		
NFCB	4,000.00	
Dues & Publications - Other	240.00	1,500.00
Total Dues & Publications	4,240.00	1,500.00
Engineering Services	2,000.00	1,200.00
Fundraising Expense	4,936.58	3,000.00
Honesdale Studio		
Electricity	3,500.00	
Rent	3,850.00	
Honesdale Studio - Other	843.40	8,000.00
Total Honesdale Studio	8,193.40	8,000.00
Household Supplies	660.20	1,000.00
In Lieu of Taxes/Jeff Hydro	708.18	1,100.00
Independent Contractors		
Accounting & Bookkeeping	3,688.25	5,000.00
Auditor	8,250.00	8,000.00
Engineering	0.00	5,000.00
News Reporter	6,500.00	6,500.00
Professional Announcer	100.00	
Public Relations	3,075.00	
Underwriting	2,782.40	2,000.00
Youth Radio	4,084.25	7,000.00
Total Independent Contractors	28,479.90	33,500.00
Insurance		
Health	12,963.90	

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Accrual Basis

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

	Jan - Dec 14	Budget
Liability	6,710.75	
Insurance - Other	0.00	19,000.00
Total Insurance	19,674.65	19,000.00
Internet	4,969.12	5,000.00
Legal & Professional Fees	14,464.27	5,000.00
Office Equipment	1,192.29	2,000.00
Office Supplies & Expenses	4,729.89	2,000.00
Payroll		
Company expense	7,144.31	
Gross	93,391.72	
NYSUI	1,012.03	
Workers Compensation	1,452.50	
Payroll - Other	0.00	130,000.00
Total Payroll	103,000.56	130,000.00
Pension expense	0.00	2,000.00
Postage & Shipping	6,623.32	2,300.00
Promotion & Publicity		
Anniversary Calendar	5,497.76	
Promotion & Publicity - Other	1,539.43	3,500.00
Total Promotion & Publicity	7,037.19	3,500.00
RE Taxes	2,848.76	3,000.00
Refund to contributor	5.00	
Rent - PA	350.00	
Repairs & Maintenance		
Green House	342.36	
Repairs & Maintenance - Other	100.42	
Repairs & Maintenance - Other	5,451.57	8,000.00
Total Repairs & Maintenance	5,894.35	8,000.00
Sewer Tax	1,004.60	
T-Shirts & Mugs	3,889.16	
Telephone	3,592.03	3,000.00
Travel		
Conference	335.97	2,500.00
Mileage	0.00	2,000.00
Travel - Other	19.69	
Total Travel	355.66	4,500.00
Travel & Entertainment	443.30	
Uncategorized expenses	913.41	
Utilities		
Electricity		
Green House	420.94	
Hydro	2,463.52	
Monticello	1,767.46	
Tower	10,725.80	
Total Electricity	15,377.72	
Fuel - Green House	1,571.35	
Gas	5,516.66	
Water		
Green House	254.85	
Water - Other	397.39	
Total Water	652.24	
Utilities - Other	0.00	22,600.00
Total Utilities	23,117.97	22,600.00
Volunteer Appreciation	1,268.68	1,000.00
Total Expense	350,109.81	353,250.00
Net Ordinary Income	-25,845.29	3,000.00

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01/07/15

Accrual Basis

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

	Jan - Dec 14	Budget
Other Income/Expense		
Other Income		
Interest Income	511.31	
Total Other Income	511.31	
Net Other Income	511.31	
Net Income	-25,333.98	3,000.00

Radio Catskill, Inc.
Balance Sheet
As of December 31, 2014

	Dec 31, 14
ASSETS	
Current Assets	
Checking/Savings	
101 · Checking	143,801.90
Total Checking/Savings	143,801.90
Accounts Receivable	
1200 · Accounts Receivable	6,049.13
Total Accounts Receivable	6,049.13
Other Current Assets	
110 · CD Wayne Bank 2	12,189.37
135 · CD Jeff 111	54,642.88
154 · Vanguard Mutual Fund	127,681.20
Total Other Current Assets	194,513.45
Total Current Assets	344,364.48
Fixed Assets	
149 Prepaid Expense	350.00
145 · Broadcast Equip	150,429.88
151 · Buildings	
Krieger House	67,367.45
151 · Buildings - Other	39,444.26
Total 151 · Buildings	106,811.71
152 · Equipment	308,787.31
153 · Improvements	37,505.38
159 · Accumulated Depreciation	-423,234.95
Total Fixed Assets	180,649.33
Other Assets	
155 · Row Boat	17,000.00
113 · Grants Receivable	-100.00
Total Other Assets	16,900.00
TOTAL ASSETS	541,913.81
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
211 · Payroll-Fica	647.14
212 · Payroll-Fica-Co	479.67
213 · Payroll-FWT	1,894.24
214 · Payroll-Mcare	-166.55
215 · Payroll-Mcare-Co	-433.52
216 · Payroll-SWT	
216.01 · Payroll-SUI	-3,925.40
216 · Payroll-SWT - Other	4,210.51
Total 216 · Payroll-SWT	285.11
Total Other Current Liabilities	2,706.09
Total Current Liabilities	2,706.09
Total Liabilities	2,706.09

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01/07/15

Accrual Basis

Radio Catskill, Inc.

Balance Sheet

As of December 31, 2014

	<u>Dec 31, 14</u>
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	132,994.71
Net Income	-25,333.98
Total Equity	<u>539,207.72</u>
TOTAL LIABILITIES & EQUITY	<u><u>541,913.81</u></u>

Nominating and Governance Meeting, Feb. 5, Greenhouse

Attendance—Kevin Gref and Midge Maroni; by conference call: Larry Grosberg and Anne Larsen. *Absent*: Barbara Demarest and Sonja Hedlund.

Topic: Code of Ethics We agreed to begin by exploring two areas: fund raising; news and programming. We will explore other areas in the future.

Anne Larsen will work on fund raising area and we will ask Barb & Sonja to join in this effort. We don't plan to have emails to fly back & forth, but prefer to have each member gather some data and then share it with insights and opinions at the next meeting. Larry, Kevin and Midge will explore ethics that pertain to news and programming. They'll also bring ideas to entire group for sharing & exploring. Ideally we will draft guidelines in these two areas for Board review for March meeting, and go onto other areas. Ideally, we would like to have a final draft of a Code of Ethics prepared for Board review and vote at the May meeting. We intend to give more than the 7 days notice so members will have time to read and prepare for meeting.

Topic: NFCB membership

We'll ask station manager Adam Weinreich the expiration date of our NFCB membership so that we might search sight at membership rates.

Topic: Trustee applications and other postings

We will edit and refine applications for trusteeship by next meeting to share with Board, and post immediately following March meeting. We agreed application will include recommendation for applicants to read WJFF Mission Statement, Bylaws, and Attorney General's "Right from the Start" guidelines. If draft of Strategic Plan is available, we may ask applicants to read that too.

We request general manager, Adam Weinreich, post, distribute PSAs/ads regarding trustee elections that we provide at March meeting, and to provide on-air announcements as well. We ask that the general manager check publication deadlines in advance, so we will have postings in a timely fashion.

We also recommend posting by general manager of other policies, especially "Diversity Policy," in equal treatment to current circulation of "Employee Handbook."

Topic: Volunteer election for trusteeship

We will ask general manager Adam Weinreich and staff to develop time-line for posting applications from volunteers for trustee nominations.

Consideration by the Board:

Regarding trustees participation in volunteer elections: According to *Bylaws, Article V, Section 5, b., vii*, “Ineligibility of Current Trustees to Vote in Election by Voting Volunteers,” ‘Although current Trustees may meet eligibility requirements to be Voting Volunteers . . . they are nonetheless ineligible to vote in the Election by Voting Volunteers, due to their simultaneous and ex officio inclusion in the process for Election by the Board and their eligibility to vote in that election,’ we recommend that the Board adopt a policy that current trustees refrain from signing volunteers’ ballot petitions.

Topic: Trustee evaluations:

Since this committee is charged to “Conduct annual assessment of the performance of the Board and its Trustees,” we will ask Executive Committee at Feb. 10 meeting to forward survey and raw results of previously distributed trustee self -evaluation by Treasurer Demarest.

—Submitted by Midge Maroni

—

CAB MEETING
January 12, 2015

REPORT to Board of Trustees
Submitted by: Tasa Faronii-Butler

In Attendance: Judy Heinle (chair), Sandra Oxford (co-chair), Sheila Duggan (sec'y)
Porfirio Vega, Larry Ravdin, Linda Fiske, Lydia Rolle, Leif Johanson,
Tasa Faronii-Butler

Called but unable to attend (weather): Deborah Robinson, Anastasia Solberg

Called but unable to attend (scheduling): Rodney Harder

Meeting called to order at 6:40PM

1. The meeting began with an introduction by each of the members present. This introduction highlighted dynamic group of individuals' diversity as evidenced through cultural differences, ethnicity, educational background, socio economic position, gender, race and age.
2. As CAB members reminisced on their introduction to and relationship with WJFF it was suggested these narratives be recorded and used in 25th Anniversary programming. Specifically, reach out to early programmers (ie: Judge Finn, Donna Singer, Carol Woods hosts of DOWN BY THE RIVER;)
3. Diversity statement was handed-out. Very lively discussion on the meaning of *diversity* and how this understanding affects WJFF presentation to the listening community, staff and various boards and committees. Some suggested changes in the wording of the statement were made. Consensus is to review the document, make edits and changes before presenting to BoT. No deadline was set for this action; however, completion of edits is expected by the next (01/21/15) board of trustee's meeting.
4. On the matter of diversity in age. CAB discussed the importance in encouraging more youth participation. more youth orientated programing. Sandra Oxford mentioned the enthusiasm in which the Youth Bureau approved WJFF proposals for funding YRP.
 - a. Recommendation: Station have a budget for Youth Radio Project.
 - b. Recommendation: YRP be expanded into the district school.
5. The issues concerning the TOWER elicited the most animated and impassioned discussion. WJFF ability to broadcast is critical to public safety. CAB members wished to use whatever influence they have as individuals and as a group to support remaining on the tower. They want to know:
 - a. *ASAP* the outcome of the 01/12/15 Tower committee meeting

- b. the talking points concerning the tower
- c. the options WJFF has with regard to future broadcasting
- d. the timeline remaining on the tower... leaving the tower
- e. the cost associated with the various options
- f. the next “groundswell” for meeting with all parties involved
 - i. Recommendations: 02/13, 02/20 next Public Safety meeting
 - ii. Recommendations: speak with Cora Edwards

6. Survey questionnaire was reviewed. The only suggestions followed the discussion of the use of station ID 94.5 W233AH. CAB member Profirio Vega says he uses the signal 94.5 in his business establishment (Jefferson Street in Monticello). The signal can also be picked up along Route 42 into Kiamesha.

- a. Recommendation: use full on-air ID (90.5fm 94.5fm W233AH)
- b. Recommendation: remove question from survey.

6. CAB agreed to develop a calendar of community events at which members can table. Profirio, Leif and Sheila will begin collecting and organizing information. The first CAB tabling event will be Monday January 19, 2015 MLK celebration hosted by NAACP at Stroeble Center in Monticello. It was not determined at the meeting who will represent WJFF.

7. Plans will be considered for an Earth Day 4/22 event.

Next f2f meeting is scheduled for 6.30 PM April 19, at Fat Boiz Restaurant in Monticello. CAB agrees to use e.mail and phone calls to communicate between meetings.

WJFF Personnel Committee Report to the Board, January 21, 2015

The Committee met on Wednesday, January 14, 2015 at 6pm. Three members of the Committee, John Bachman, Kevin Gref and Anne Larsen were present in the Green House; two members, Mike Fisher and Peter Sharpe were absent. Documents related to the Meeting are on the Board's Google Drive.

1. The Committee accepted with regret the resignation of member Joel Sanchez due to family commitments.
2. The Committee deferred three items on its agenda for discussion at the next meeting. The evaluation criteria item was deferred due to the absence of Mike Fisher, who led the evaluation effort last year and was considered an important resource for this discussion. The two items on compensation benefits were deferred pending receipt of the bookkeeper's full review, anticipated to be completed by our February meeting.
3. The Committee reviewed the draft Radio Catskill Employee Handbook to determine next steps. This Handbook was based on a draft prepared by the Committee, which had used previous WJFF employee and personnel policies. Station attorney McFadden had revised that draft to bring it in line with current legal requirements. In doing this, she had used a model published by the **Lawyers Alliance for New York** in December 2013. The Alliance is a 501c3 organization which advises nonprofits; annually it represents more than 600 nonprofit organizations.

The Committee reviewed the Alliance model handbook and found that the WJFF draft mirrored language in that document, particularly in concern to the Harassment Policy. We reviewed the WJFF Harassment Policy language, to address concerns of some board members. We found that the Handbook clearly states that all WJFF employees, contractors and volunteers are protected from harassing actions, while at the station or at any WJFF sponsored events, and even if these actions do not rise to level described in the legal definitions.

In response to concerns about the "at will" status, we found that the language about the "at will" status of Radio Catskill employees also mirrored Alliance language. Similar language was also found in a Model published in the **Pro Bono Partnership Employment Law Guide for Non Profits**, referenced as a Model Introduction to Employment Handbook by **the National Council of Nonprofits** on its website. This also met the recommendation given by the station's Directors and Officers Insurance consultant to the Committee that we explicitly state this "at will" status in our employee Letters of Agreement, in order to protect the organization. "At will" employment is the norm in nonprofits.

We discussed modifying the Handbook to soften its sometimes legalistic language. We decided that since this was a document intended to legally protect the employees, the Board, and the organization, altering the recommended language in these sections was unwise. We decided to ask the Board President to write a welcoming introduction to the Handbook that would discuss and describe the need for the formal and sometimes legalistic language used.

The draft Handbook is brought to the Board for its approval today.

4. The Committee reviewed and revised the **Goals and Objectives for the Program Director** with reference to comments supplied to the Committee via email by the Program Director. The Committee revised the Draft in response to those comments and that revised Draft is being presented to the Board today for its approval.

The revisions to the draft presented to the Board at its November meeting include: the substitution of the term "Target" for the term "Minimum" in several programming goals; the clarification of the Goal related to the CAB and Programming Committee; the change from live broadcast to taped special programs in the first Measurable Objective; and a reduction from the number 5 to 3 in two Programming Goals.

Committee members plan to meet with the Program Director to have a full discussion of his Comments and our response. This meeting will be scheduled prior to the next Board meeting.

Respectively submitted,

Anne Larsen

Chair, Personnel Committee

Draft
Notes of the Meeting of Transmitter Site Advisory Committee
Held via Conference Call
6:05 PM 12 January 2015

Present: Anne Larsen, Martin Springetti, Malcolm Brown, Kevin Gref, Mike Fisher
Guests: Midge Maroni (Board VP), Thane Peterson (Volunteer as member of the public)
Absent: Sonja Hedlund, Pat Pomeroy, Earle Neitzle Christine Ahern, Adam Weinreich

The meeting began with a discussion of the need for making progress and contracting with and with an engineer capable of analyzing the County documentation and advising if strengthening the current tower is feasible. Several engineers have been contacted, but none seem to have structural knowledge. The group arrived at a consensus that Doug Vernier has a broad background and the ability to bring in additional expertise as required.

The Committee voted unanimously to ask the President to direct the General Manager to contact Doug Vernier and go to contract, as soon as possible, to advise on the feasibility of staying on the County tower, to advise on the issues of erecting a tower immediately adjacent on County or purchased property and the suitability of other existing towers, as necessary.

The committee next discussed possible political solutions to remaining on the existing tower, should engineering prove it feasible. Asking for support from our State Senator and Assemblywoman and our Congressman was discussed. That the existing tower is 20 years old and only one of two not being replaced was discussed. The Committee believes that our preferred course of action is to remain on the existing tower with other options to be planned for, but only implemented if that proves impossible.

The Committee voted to plan for political action immediately following a positive report from the engineer. The action should be positioned as a partnership with the County in which we would provide lease support and be an integral part of the emergency response system. Should the existing tower not be able to be modified we should offer to partner on the expense of a new tower with the same positioning.

The next topic was a discussion of other, existing towers. The tower, which the County is leaving at Tennanah Lake, was discussed.

The need for the station engineer to be actively engaged (because we really need his input) was discussed.

The possibility of purchasing land for our own tower site was discussed. The group approved the following contacts to be made, after consultation with the President, who has already been in contact with them:

Mike Fisher will follow up with Earle on the existing condition of the former Gerry Tower Sites. Anne Larsen will research the Johns property, which has been the station engineer's prime location. Malcolm Brown will continue to pursue the Scheable property and contact Perrella. Midge Maroni will follow up with Duttweiler.

In order to maintain momentum, it was decided to meet again, via conference call, on 19 January at 6 PM. Kevin Gref will leave the meeting and ask that an announcement be made, on air, tonight, to meet notification requirements. Mike Fisher will email the General Manager and Program Director asking that a schedule of announcements be made for the next week. NOTE: Sonja, please determine if we will be using the same call in and conference numbers and relay to staff.

The meeting ended at approximately 7:10 PM.

Report to the Board of Trustees

Development and Community Relations - January 21, 2015

1. Event Results

Results for recent events are as follows:

- a. Best-ever Music Sale – Saturday of Thanksgiving Weekend turned out to be a great date. Announcements on vinyl collector websites seemed productive. 234 attendees. Net revenue = \$6638. Special thanks to John Bachman!
- b. Holiday Cabaret at the Cooperage on Dec 6. Five acts performed. Good turnout despite iffy weather. Sponsorships always entirely covered expenses. Help from many volunteers and trustees. Net revenue = \$1989.

Resolved: The Board of Trustees of WJFF Radio Catskills thanks Jill Padua for her extraordinary efforts as the producer of the 2014 Holiday Cabaret and her many contributions as a member of the Development and Community Relations Committee in 2013 and 2014.

- c. The Messiah Sing at SUNY Sullivan on Dec 21 had about 130 participants in addition to a conductor, 5 soloists, and many musicians. The prime mover was Tasa Faronii-Butler who proposed the concept, recruited the musicians and arranged the venue as well as performing. In addition to being first envisioned in the fall, the event was changed from admission to “free will donation” about a week before the performance. The public relations aspects of the event can be vastly improved in the future to let more people know about it. Net loss = \$671.

2. WJFF Calendar

1200 calendars were printed. They were offered as a fall pledge drive premium and were sold at the December events. They have been distributed to current and previous volunteers and staff, underwriters selected local businesses and institutions and donors. Costs were \$5,498.

3. Response to Year-End Appeal

The Year-end appeal was mailed about a week later than planned and therefore response targets were missed. There was \$2300 received by check and \$3275 received via web pledge in December (booked in January). An additional \$5125 was received by check in December making a total response to the year-end appeal \$8400, however the majority of that amount will be booked in 2015.

4. Year End Thank you letters

Letters thanking donors for their cumulative donation in 2014 are being prepared and will go out in January. Donors will be asked to file paperwork for Corporate Matching Gifts, if they are eligible.

5. Soundings

A production schedule has been put in place for distribution in time for the February birthday celebration. Van Morrow is editing and Jill Padua is doing layout. The staff and many volunteers are contributing content. The paper publication will be mailed to all donors ahead of any 2015 solicitations.

6. 2015 Calendar of Events

A 2015 calendar of station events is being prepared in conjunction with the 25th Anniversary celebrations. This will lay out pledge drive mailings, on air drives, events, tabling, etc. Locking in dates and venues will allow for better outreach and coordination.

7. Technology enhancements

Preliminary research has been done on donation tracking software and enhancements to the website for events announced as PSAs.

8. Project/event appropriation process

The committee discussed the issue of appropriation decisions being made by an advisory committee. The Event Planning form proposed in 2013 was reviewed and a draft policy will be created.

Station Snapshot on Jan 1, 2015

2014 Membership:

2014 Total: 1,282

2014 Membership: \$154,801

2014 New Members: 210

2014 Sound Supporters #/\$: X/X

2014 Geographic Distribution (by primary zip): X

2014 2nd Homeowners: 256

Vs 2013:

2013 Total: 1,210

2013 Membership: \$154,968

2013 New Members: 264

2013 SS #/\$: X/X

2013 Geo. Dist.: X

2013 2nd Homeowners: 250

Volunteers:

Total: 106

Geo. Dist.: X

Vs 2013

Total: X

Geo. Dist.: X

Programs: (“short segments” counted as programs)

Total: 90

Local: 40

Public Affairs: 4

(F&C, Connections, M.W., W.S.)

National: 50

Minority Focus/Producer: 7

(First Voices, TNJO, Fiesta, RTTS, Spanglish, Afropop, Concierto)

WJFF Donations by Location, November 2014 Pledge Drive

Jim Huntington

January 16, 2015

Location Definitions:

NY Listening Area – ZIP codes 109, 124-127

PA Listening Area – ZIP codes 183-185

NYC and LI – ZIP codes 100-104, 110-119

New Jersey – ZIP codes 070-089

NY Upstate – ZIP codes 120-123, 128-149

PA Other – ZIP codes 150-182, 186-196

NY Westchester and Putnam – ZIP codes 105-108

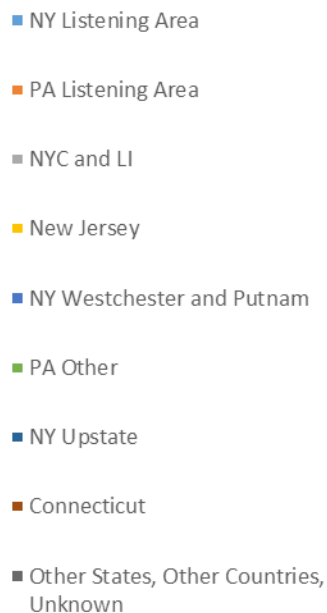
Connecticut – ZIP codes 060-069

Other States, Other Countries, Unknown – All other and missing ZIP codes

Number of Donations	On-Air	Mailing	Total
NY Listening Area	214	83	297
PA Listening Area	90	33	123
NYC and LI	35	21	56
New Jersey	8	5	13
NY Westchester and Putnam	7	4	11
PA Other	8	2	10
NY Upstate	6	2	8
Connecticut	2	3	5
Other States, Other Countries, Unknown	8	2	10
TOTAL	378	155	533

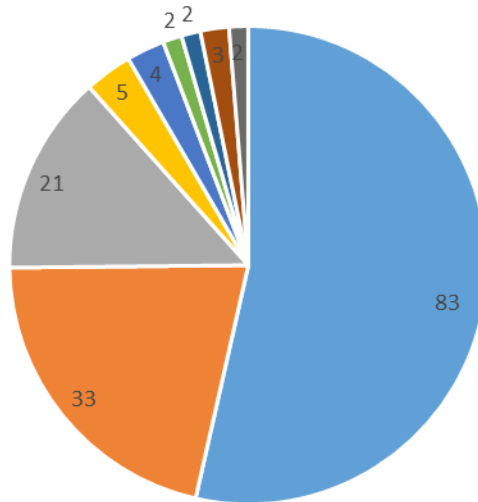
Value of Donations	On-Air	Mailing	Total
NY Listening Area	\$16,631.25	\$5,040.25	\$21,671.50
PA Listening Area	\$7,733.00	\$1,285.00	\$9,018.00
NYC and LI	\$4,513.00	\$1,915.00	\$6,428.00
New Jersey	\$607.00	\$495.00	\$1,102.00
NY Westchester and Putnam	\$715.00	\$280.00	\$995.00
PA Other	\$525.00	\$70.00	\$595.00
NY Upstate	\$345.00	\$110.00	\$455.00
Connecticut	\$35.00	\$115.00	\$150.00
Other States, Other Countries, Unknown	\$750.00	\$300.00	\$1,050.00
TOTAL	\$31,854.25	\$9,610.25	\$41,464.50

Number of Donations by Location, On-Air Only - Total 378



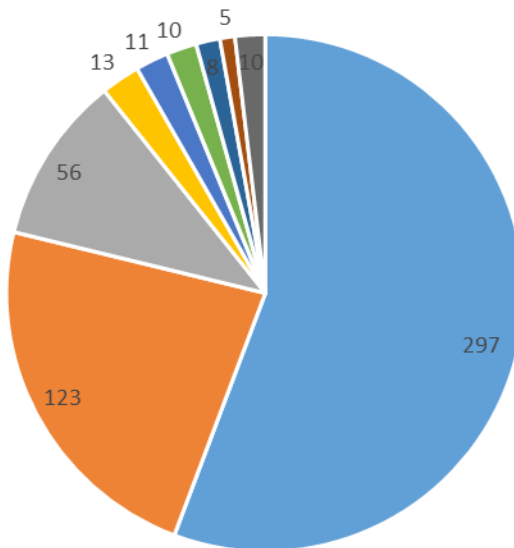
Number of Donations by Location, Mail Only - Total 155

- NY Listening Area
- PA Listening Area
- NYC and LI
- New Jersey
- NY Westchester and Putnam
- PA Other
- NY Upstate
- Connecticut
- Other States, Other Countries, Unknown



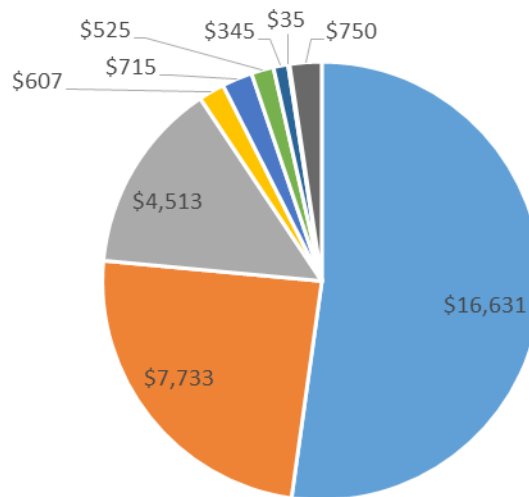
Number of Donations by Location, Air & Mail - Total 533

- NY Listening Area
- PA Listening Area
- NYC and LI
- New Jersey
- NY Westchester and Putnam
- PA Other
- NY Upstate
- Connecticut
- Other States, Other Countries, Unknown



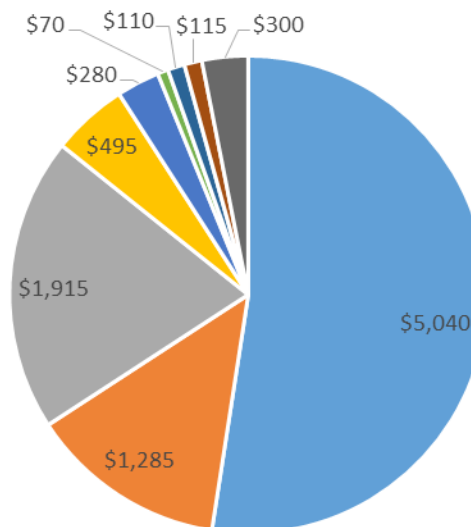
Donations by Location, On-Air Only - Total \$31,854.25

- NY Listening Area
- PA Listening Area
- NYC and LI
- New Jersey
- NY Westchester and Putnam
- PA Other
- NY Upstate
- Connecticut
- Other States, Other Countries, Unknown



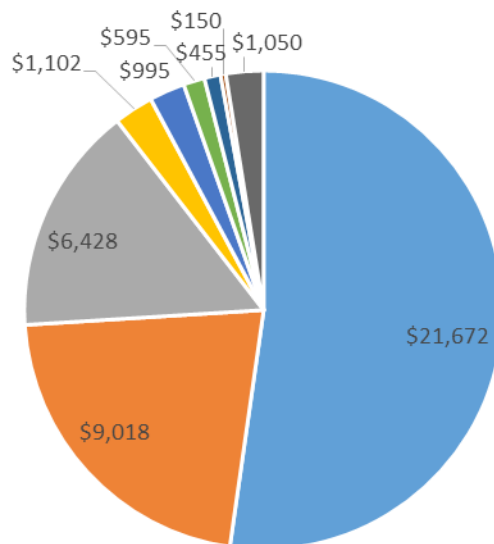
Donations by Location, Mail Only - Total \$9,610.25

- NY Listening Area
- PA Listening Area
- NYC and LI
- New Jersey
- NY Westchester and Putnam
- PA Other
- NY Upstate
- Connecticut
- Other States, Other Countries, Unknown



Donations by Location, Air & Mail - Total \$41,464.50

- NY Listening Area
- PA Listening Area
- NYC and LI
- New Jersey
- NY Westchester and Putnam
- PA Other
- NY Upstate
- Connecticut
- Other States, Other Countries, Unknown



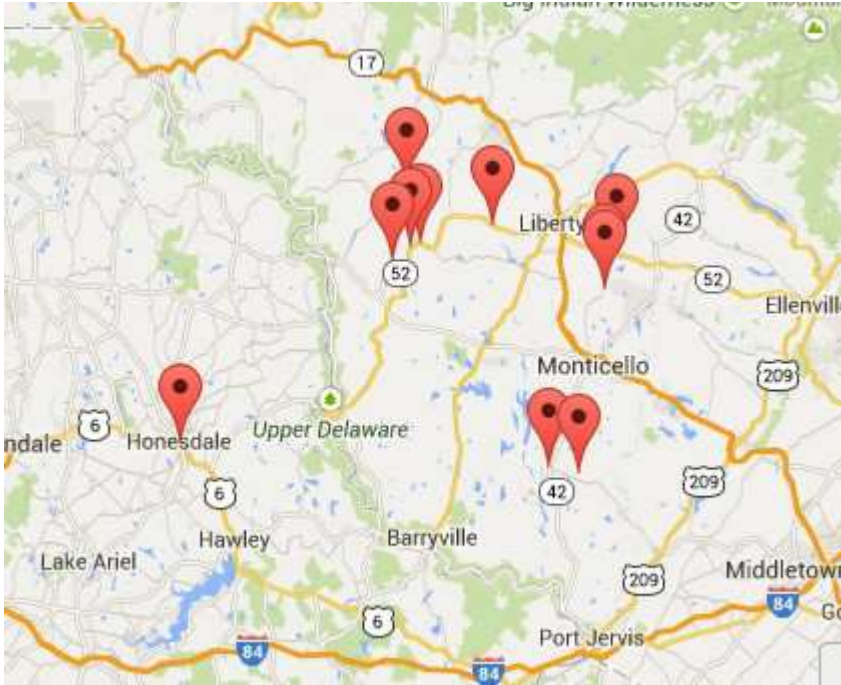
Number	ZIP Code	Location	City
30	18431	PA Listening Area	Honesdale PA
18	12723	NY Listening Area	Callicoon NY
18	12748	NY Listening Area	Jeffersonville NY
18	12754	NY Listening Area	Liberty NY
17	12758	NY Listening Area	Livingston Manor NY
15	12764	NY Listening Area	Narrowsburg NY
14	18428	PA Listening Area	Hawley PA
13	12747	NY Listening Area	Hurleyville NY
13	18415	PA Listening Area	Damascus PA
11	12776	NY Listening Area	Roscoe NY

I			
Value	ZIP Code	Location	City
\$2,875.00	12758	NY Listening Area	Livingston Manor NY
\$2,355.00	18431	PA Listening Area	Honesdale PA
\$1,250.00	18443	PA Listening Area	Milanville PA
\$1,195.00	12723	NY Listening Area	Callicoon NY
\$1,015.00	12764	NY Listening Area	Narrowsburg NY
\$1,010.00	18428	PA Listening Area	Hawley PA
\$995.00	12776	NY Listening Area	Roscoe NY
\$967.00	12748	NY Listening Area	Jeffersonville NY
\$945.00	12740	NY Listening Area	Grahamsville NY
\$865.00	12561	NY Listening Area	New Paltz NY

Largest Individual Donations				
Value	ZIP Code	Location	City	On Air or Mailing
\$1,000.00	12758	NY Listening Area	Livingston Manor NY	On Air
\$1,000.00	12758	NY Listening Area	Livingston Manor NY	On Air
\$1,000.00	18443	PA Listening Area	Milanville PA	On Air
\$500.00	10471	NYC and LI	Riverdale NY	On Air
\$500.00	11109	NYC and LI	Long Island City NY	On Air
\$500.00	12561	NY Listening Area	New Paltz NY	On Air
\$450.00	12763	NY Listening Area	Mountaindale NY	On Air
\$400.00	18405	PA Listening Area	Beach Lake PA	On Air
\$305.00	12458	NY Listening Area	Napanoch NY	On Air
\$300.00	10024	NYC and LI	New York NY	On Air
\$300.00	12786	NY Listening Area	White Lake NY	On Air
\$300.00	18428	PA Listening Area	Hawley PA	On Air
\$300.00	18469	PA Listening Area	Tyler Hill PA	On Air

Total Event Income:\$36,378
Total Event Expense: \$8,034
Net Event Income: \$28,340

Geographic Distribution



2014 Station Events listed in order by net proceeds.

Music Sale

Location: Fireman's Hall, White Sulphur Springs NY
Income: \$7,108
Expense: \$370
Net: \$6,738
Effort: 5/10

Foodstock

Location: Villa Roma Resort, Callicoon NY
Income: \$5,908
Expense: \$300
Net: \$5,608
Effort: 6/10

Café Risque Drag & Fashion Show

Location: Forestburgh Playhouse, Forestburgh NY
Income: \$6,490
Expense: \$1,144
Net: \$5,346

Effort: 6/10

Wonderful Things Auction

Location: Fireman's Hall, Jeffersonville NY

Income: \$4,928

Expense: \$1,183

Net: \$3,745

Effort: 10/10

Farm to Table Oktoberfest Dinner

Location: Hills Country Inn, Callicoon Center NY

Income: \$5,216

Expense: \$1,926

Net: \$3,290

Effort: 4/10

Fall Folk Fundraiser (Karen Savoca & Garnet Rogers)

Location: Foresburgh Playhouse, Forestburgh NY

Income: \$1,520

Expense: \$120

Net: \$1,400

Effort: 5/10

Pete Seeger Sing Along

Location: S.C. Museum, Hurleyville NY

Income: \$1,360

Expense: \$410

Net: \$950

Effort: 5/10

Maris Hearn Concert (Gabe Butterfield Blues Band)

Location: S.C. Museum, Hurleyville NY

Income: \$1,358

Expense: \$551

Net: \$807

Effort: 6/10

Holiday Cabaret

Location: Cooperage, Honesdale PA

Income: \$2,066

Expense: \$1,281

Net: \$785

Effort: 2/10

Yardstock

Location: WJFF Listening Area

Income: \$275

Expense: \$0

Net: \$275

Effort: 2/10

Messiah Sing

Location: SUNY Sullivan, Loch Sheldrake NY

Income: \$148

Expense: \$619

Net: -\$471

Effort: 5/10

Initial Analysis of Winter 2014 Pledge Drive

NOTE: Not counted = Outstanding Checks, Sound Supporters, Web Pledges

438 donors

53 of whom made their first-ever gift to WJFF during this drive

\$37,005 in one-time gifts

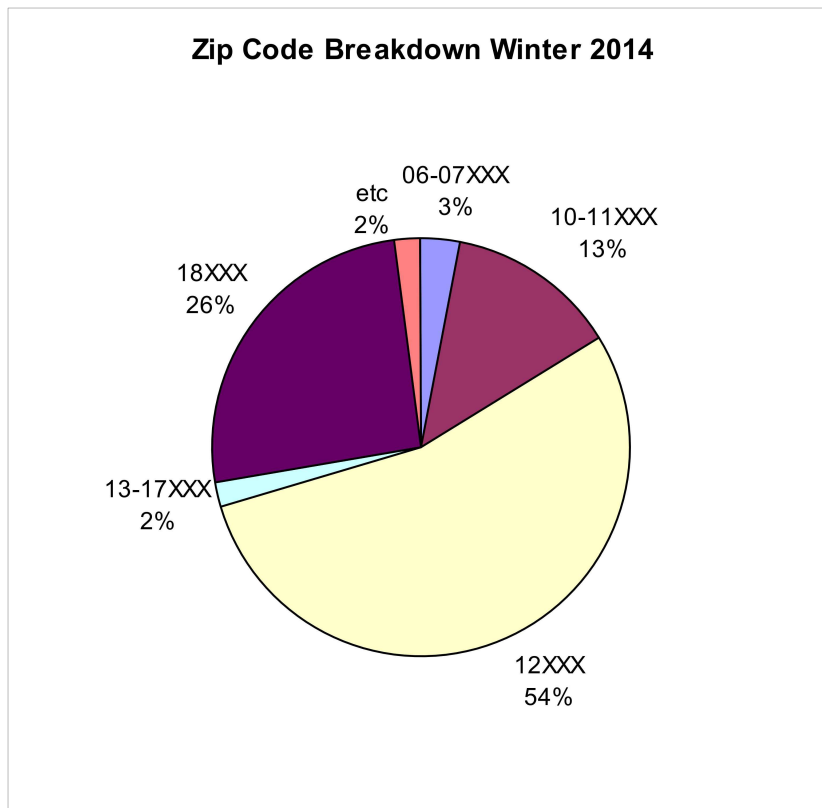
WEB PLEDGES: ~\$3,400 from ~49 people (not entered in DB yet)

Avg gift: \$84.49

Avg web pledge: \$69.38

Zip Code Breakdown (by primary address):

06-07XXX:	13 pledges
10-11XXX:	58 pledges
12XXX:	236 pledges
13-17XXX:	8 pledges
18XXX:	112 pledges
Etc:	9 pledges



82 donors have 2nd addresses

Zip Code Breakdown (by 2nd address)

06-07XXX:	2 members
10-11XXX:	37 members
12XXX:	33 members
13-17XXX:	1 member
18XXX:	7 members
Etc:	2 members

SOUND SUPPORTERS:

26 new sound supporters
\$433/month

TOTAL SOUND SUPPORTERS:

110
\$1,705/month
\$20,406/year

General Manager's Report for 01/21/2015

CPB Funding

CPB funding arrived and was deposited prior to end of FY2014.

CPB SAS

2014 CPB SAS (Station Activity Survey) is now open with a due date of Feb 15th. Results from nationwide 2013 SAS are available and I have attached data from ~50 Community Stations with annual budgets <\$499,000.

Telephone System Upgrade

Asking for revised quotes from two vendors to include a more capable conference phone for Green House and also wiring path from Studio Building to Green House.

Studio Equipment Upgrade

New equipment arriving, still waiting on shipment of two mixing consoles. Coordinating with Earle to spend time installing and wiring new gear. Sonja and Mike have asked me to begin coordinating with carpenters and other vendors to put together a package to complete all upgrades in "one fell swoop."

End of Year Mailing Result

\$8,400 received via mail-in and web pledges. Some of which will be booked into 2015. Analysis forthcoming.

Winter Pledge Drive Analysis

Attached as .xls document. Analysis performed by volunteer Jim Huntington. Reflects one-time gifts and web pledges made during winter drive. Does not reflect Sound Supporter income and outstanding pledges.

25th Anniversary Calendars

Mailed to nearly 500 former and current volunteers as well as all station underwriters. Calendars also distributed to many area businesses, local governments and schools.

Messiah Sing

Brought ~130 guests to SUNY Sullivan. High praise from attendees. Many requests for a repeat event in 2015. Event income -\$660. Additional costs offset with Paid PSA trade.

File System Reorganization

Kit Hult and Jane Blake assisting with a re-organization and re-vitalization of the station's filing system. Arranging by five broad categories, then alphabetized and date-sorted within: Financial, Governance, HR/Personnel, Programming, Equipment & Technology. Anticipated completion date April 1.

Station Snapshot

Attached document shows details for WJFF in FY2014. Recommend similar format "snapshot" every year going forward. Some data remains to be filled in.

2014 Fundraising Events Analysis

Attached as a separate document.