

Minutes - WJFF Board of Trustees April 20, 2016

6:30 – Callicoon Town Hall

Trustees present: K.Gref, M.Maroni, T. Peterson, J. Lomax, B. Demarest, K. Hulit, A. Larsen, L. Grosberg , J. Bachman , M. Springhetti, K.Hilton, T. Faronii-Butler

Trustees Absent: J. Nordstrom, P. Pomeroy

The meeting was called to order by John Bachman at 6:32

Approval of Minutes

Minutes of the 3-16-16 Meeting and the 4-7-16 Special Meeting were approved with revisions.

Agenda Revisions

Add Executive Session at the end of the meeting for a personnel matter

Add Operating Reserve/Rainy Day Fund to New Business

Public Comment

A member of the public spoke about the generator on WJFF property.

General Manager's Report

General Manager reviewed his report. In answer to a question, he stated that he had contacted the CPB regarding plans for announcing public meetings.

Treasurer's Report

Ken presented a 1st quarter report on station financials. He also asked for feedback on the usefulness of the format.

The Finance Committee will look at whether there should be a formal policy on the amount of cash reserve which should be maintained.

Anne questioned whether actions taken on maturing CD's should have been done as board motions rather than as actions proposed to the Board and then taken by the Treasurer. Ken will propose a motion at next month's meetings to memorialize those actions proposed to the board and taken to finance the tower move.

Executive Committee Report

John will contact Brian to find out what has taken place on signing the agreement regarding the property donation.

Personnel Committee Report

Motion to go in to Executive Session to discuss a personnel matter related to an individual employee. (Hulit/Demarest)

Note: The General Manager (supervisor of the employee under discussion) was asked to stay for the executive session. Anne Larsen objected to his presence. She cited advice given by counsel 2014 setting of compensation of the Program Director by the board. (Article 10 Bylaws). Other members of the Board felt that the GM's presence was pertinent to the discussion and that it was necessary for him to attend. The chair ruled that the GM should attend the Executive Session.

Motion to go out of Executive Session (Hulit/Hilton)

Board of Trustees authorize an 8% upward adjustment to the salary of Andrea Nero Eddings, WJFF Office Manager, retroactive to January 1, 2016 and that the salaries of Adam Weinreich, General Manager and Jason Dole, Program Director be maintained at their current levels for 2016, based upon a salary comparability study conducted by the Personnel Committee."

In favor: unanimous

Note: The comparability chart will be appended to the minutes

DCOC Report

Planned events for Bethel Woods on 9/18 and Foodstock on 9/24. A powerpoint is being put together on the station.

Strategic Planning

Next session is on 4/30 at 11:00 at Michaelangelo's Restaurant

Nominating and Governance

Applications are available for the board-elected seats. There will be ads in River Reporter and Sullivan Democrat and notices have been sent to online news. On-air promos will also be run. Application deadline is 5/13.

CAB

Met (with quorum on 4/18/16).

Old Business

Use of Engineers

Motion: WJFF will not employ an engineering consultant who either owns, or works as engineer of record for, broadcast facilities with 40dbu contours contacting or overlapping WJFF's 60dbu, either via primary, booster or translator signal. The purpose of this restriction is to prevent hiring anyone whose interests might conflict with those of

**WJFF, so as to hire those who are disinterested parties, providing impartial advice.
(Larsen/Gref)**

In favor: Maroni, Larsen, Gref

**Opposed: Demarest, Hulit, Hilton, Faronii-Butler, Grosberg, Peterson, Springhetti,
Lomax, Bachman**

Policy on Policies

There has been discussion over the course of the last two years regarding whether policies are in effect upon a simple majority vote or whether there should be a multi-step process. As a result there has been confusion about whether decisions are immediately in effect or not. In order to clarify this:

Motion: Policies are considered immediately in effect upon approval by the Board of Trustees. (Demarest/Maroni)

In favor: Maroni, Larsen, Gref, Grosberg, Peterson, Lomax, Bachman, Demarest, Hulit

Opposed: Hilton, Faronii-Butler

Abstain (lack of understanding): Springhetti

Facilities Study

In order to move forward on the use of the property gift, work needs to be done on costs and potential revenues.

Motion : The Board authorizes the Executive Committee to appoint a workgroup to report back to the Board of Trustees by its July meeting with the following:

1. Estimates of costs of completing renovations of Jeffersonville facilities to accommodate WJFF's facilities needs outlined in the Strategic Plan. This alternative would include the feasibility and costs for purchase or long-term lease of the property under the studio building and the upper parking area as well as an easement for use of the driveway. (Properties owned by Jeffersonville Hydro and Anne Larsen and Malcolm Brown). In addition, estimates of cost to operate the station from this location.

2. Estimates of costs of renovations of the property to be donated to the station in Liberty to accommodate WJFF's facilities needs outlined in the Strategic Plan. In addition, estimates of cost to operate the station from this location.

3. Estimates of revenue from the sale or lease of property owned by the station including the Jeffersonville studio, the Green House, the Catskill Harvest Market building, the residence located on the Liberty property, acreage at the Liberty property.

4. Any other pertinent considerations

This information will be submitted to the Board of Trustees as an element in the Board's consideration of the facilities plans for the station going forward. (Demarest/Hilton)

In favor: Demarest, Hulit, Hilton, Faronii-Butler, Grosberg, Peterson, Springhetti, Lomax, Bachman

Opposed: Maroni, Larsen, Gref

Executive Session

Motion: Go in to Executive Session to consider a personnel matter related to an individual employee. (Hilton/Hulit)

Motion: ***Come out of Executive Session***

No action taken

Public Comment

None

Meeting was adjourned at 10:42

General Manager's Report for 04/20/2016

Spring Gathering Pledge Drive

Started at 7:00am on Friday, April 1st with a \$13,000 head start from Sound Supporters and a \$4,000 mailbag. On Monday, April 11th at 4:45pm we tallied \$50,000 and ended the drive. Leftover pledges brought us to just over \$51,000 on the tally sheet. During the drive we held five "Roundtable Discussion Panels" featuring local gardeners, artists, poets, and museum curators. More than a dozen community members participated in and hosted these discussions. Then we welcomed more than two dozen musicians into the studio for a Live Music Weekend featuring rock, opera, classical and more. Full analysis forthcoming after all pledges have been entered and Network for Good check has been deposited.

Mixing Console

Earle is scheduled to install a new Radio Systems Millennium mixing console in the Jeffersonville Master Control studio starting on April 14th. It is expected to take 2 days and volunteers will run their shows and shifts out of the Production or Honesdale studio during that time. The new console is bulletproof and very simple, with rubberized buttons, LED lights and faders rated for millions of cycles. Additionally, the new board has more channels than the old one, allowing more microphones, and more faders dedicated to a single purpose. Functionally, the new board is identical the old one. Aside from looking a little different, it operates in exactly the same way as our old console. Staff will arrange schedules to be on-hand to introduce volunteers to the new console, and will also produce a short video for volunteers who are not regularly in the studio. Once it has been removed, the old Master Control console will be salvaged for parts to refurbish the existing Production console.

Volunteer Appreciation Day

April 20th is National Volunteer Appreciation Day. WJFF plans to celebrate its volunteers with snacks, food and drink in our Jeffersonville studio as well as on-air and on-line announcements.

5/21 Volunteer Trip to UPAC

UPAC has made discount tickets available to WJFF volunteers for the Ira Glass appearance on Saturday May 21st. Tickets are \$25 each (discounted from \$45) and must be reserved by April 29th. Volunteers will be asked to carpool and may each bring a guest for the same discount price. To purchase tickets email andrea@wjffradio.org.

Auction

Next WJFF event: "Something for Everyone" Auction, Saturday June 4th @ Jeffersonville F.D. Now soliciting donations of antiques, art, home goods, kitchen and garden wares, electronics, small furniture and more. Please direct all donation queries to Adam. Green House will be used for storage and should only be considered as a last resort for meeting space until after the auction.

STL Update

Earle is confident that a Microwave option is possible, but has not yet gotten back to me with equipment costs. Once we have determined the equipment we need, we can seek price quotes for hanging it on 2 towers. Earle has also repeatedly cautioned that the station used to use a T1 line in the past, and it was problematic. He strongly recommends against it. While we wait for a microwave link to come together, Earle recommends contacting Digital Radio Engineering for ideas to temporarily increase the quality of our STL over the DSL line. Following our engineer's recommendation, I will be reaching out to Bud Williamson for advice.

April 20, 2016

WJFF Financial Report on the 1st Quarter of 2016

In an effort to better inform the Board of Trustees and other friends and members of WJFF I'll be providing quarterly financial summaries through the 2016 fiscal/calendar year. This is the first of those reports.

This report accompanies the March 31, 2016 WJFF Budget Documents:

Balance Sheet

Profit & Loss Budget vs. Actual

Profit & Loss Previous Year Comparison

I Balance Sheet Analysis (Current Assets – Checking 1/1/16 \$131,409)

	2016	2015
Current Assets – Checking	\$71,076.12	\$54,727.78
Current Assets – Savings	<u>\$25,947.77*</u>	<u>\$ 0</u>
Total Checking/Savings	\$97,023.89	\$54,727.78

Note that the 2016 savings include \$11,874.82 in a matured Wayne Bank CD, plus \$758.16 in Rainy Day Reimbursements (at \$252.72/month), plus \$13,314.79 remaining from the \$54,604.38 Jeff Bank CD that we used to cover the costs of the location of the new antenna on the new tower. I recommend that we continue to “park” these assets here for now. If needed, we can use them to cover unbudgeted expenses related to the “due diligence” evaluation of the CHM Property gift. If not needed, they'll represent a major step in restoring our Rainy Day fund.

* This CD totaled \$54,660.06 when redeemed at maturity.

Other Current Assets	2016	2015
Vanguard Mutual Fund	\$128,413.95	\$128,307.11
Wayne Bank CD	\$ 0	\$12,189.37
Jeff Bank CD	\$ 0	\$54,604.38
Accounts Receivable	\$6,663.72	\$6,561.38
Total Current Assets	\$232,101.56	\$256,390.02

	2016	2015
Fixed Assets	\$224,899.85*	\$183,554.58

*This includes \$41,345.27 for “transmitter relocation”

Total Assets	\$466,106.38	\$449,049.57
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*Note: Adam, Chrissy and I need to carefully examine what we’ve been carrying as “accounts receivable,” “pledges receivable,” and “grants receivable” under assets to determine if they are still valid assets. My guess is that some may have to be written off.

Note: The CHM property donation has, and will, require us to allocate significant “unbudgeted” funds. I’ve asked that Chrissy create a separate expense budget line (as we did last year for the tower relocation) so that we can closely monitor these costs. That line will be labeled “CHM property.”

II. Profit & Loss: Previous Year Comparison	2016	2015
Total Income to April 1	\$22,946.96	\$30,821.71
Total Expenses to April 1	\$81,634.88	\$108,424.86
Net Income to April 1	-\$58,687.92	-\$77,603.15

Key Differences?

Sound Supporter Income	\$11,217.78	\$5,580.00
End of Year Income	\$1,135.00	\$7,410.00
Broadcast Equip (durable)	\$3,409.19	\$12,322.92
Broadcast – Fiber Optic	\$603.24	\$2,219.67
Equip Maintenance	\$1,335.15	\$0
Engineering – Earle	\$1,818.64	\$0
Legal Fees	\$920.50	\$4,740.00
Total Payroll	\$36,143.46	\$35,830.09
Total Utilities	\$4,825.17	\$8,996.25

III. Profit & Loss: Budget vs. Actual Are there areas where our income or expenses to date seem out-of-line for our budget?

As of April 1, 2016 we've raised \$17,122.78 in membership income. \$11,217.78 of this came from Sound Supporters – approximately \$3700 per month. Our budget set the goal of a total of \$165,000 by end-of-year. As you know, we had a successful spring pledge drive, raising over \$51,000. Roughly, this totals about \$68,000, 42% of our way to the end-of-year goal.

Broadcast Cable (durable)	To date: \$3,409.19	Budget: \$4000
Total Repairs and Maintenance	To date: \$3,720.36	Budget: \$8000

IV. Financial Challenges on the Horizon

- 1) Unbudgeted costs of installing new boards in the existing studio
- 2) Unbudgeted costs related to improving our signal
- 3) Unbudgeted costs related to “due diligence evaluation” of the Catskill Harvest Market donation – surveying, engineering, environmental, legal fees
- 4) If we decide to sell the CHM it appears that we'll have to wait until after one year of ownership – thus facing a variety of costs: property taxes; realtor fees; clean-up and maintenance costs; etc. This will create a cash flow challenge for us.
- 5) If we decide to keep the CHM and move our studio there, we'll face some major costs:
Renovations; Clean-up; Installation of broadcasting equipment; Moving expenses; Repairs to the house and the barn (or demolition of the barn); etc.
Hopefully, the sale of the back 10 acres of CHM and the sale of the Green House would provide the cash needed for these expenses.
- 6) If we decide to remain in our present location (selling CHM), we'll face some major costs: The expense involved in installation of our new broadcasting equipment; Major renovations (and perhaps construction of a new addition) to the Jeff studio; Purchase of the two lots on which the studio stands. Presumably, the sale of the CHM (and maybe the Green House) would provide the necessary funds.

We'll want to decide the future of the CHM property as soon as possible so that we can plan and implement plans for financing whichever eventualities we choose.

Executive Committee Report

The Executive Committee met on 4/4/16

Donation of Property

Asking Brian Rourke's help in preparing resolution for Board approval. Pat has been working on getting floor plans for the Catskill Harvest building. Once the Board has voted on accepting the gift, we will make the outlay for environmental study and any other due diligence items.

Appraisal of Jeffersonville Property

Pat received the appraisals for the 2 parcels as authorized by the Board. Both properties were appraised at the same price, \$16,000. The appraisals are on file at the office.

BOT Agenda

Place Policy Process and Gift Acceptance Policy on the agenda for the next BOT meeting. The motion on Engineering has been carried over from previous meetings. Personnel expects to have a report. Ken will present report on First Quarter Results. Pat will be away and plans to phone in. John will run the meeting.

Master Control Work

Adam and Earle are set to move forward on control board work right after the pledge drive. Committee approved.

Personnel Committee Report to the Board of Trustees for the regular April 2016 Meeting:

The personnel committee has reviewed the salaries of WJFF's staff. We looked at salaries from public radio stations in our CPB cohort, sought input from volunteer Jim Huntington, producer of the "Workshift" program, and, in the case of the office manager, used a program on a site that allowed more specific job-related inputs. Based on this comparability study, we will be making recommendations in executive session.

The personnel committee has finished conducting the performance review of the station manager. Its findings will be presented in executive session.

Going forward, next month we will be conducting a review of the procedures that were used to complete performance reviews with a view to improving the process. As a part of that review, we will be developing a timetable for future reviews.

Respectfully submitted,

Kit Hult

Development and Community Outreach Committee
Wednesday, January 13, 2016
Green House

Attendees: Jim Lomax, Ken Hilton, Adam Weinreich, Beverly Sterner. Tasa Faronil-Butler not present

Meeting was called to order at 4:45 PM

Minutes of the December 16, 2015 minutes were approved as submitted.

Community Out Reach

"Food for Thoughts" Dinner

This will be brought up at the January BOT meeting to find out which BOT members would be willing to do this. This will be coordinated with Ken. Ken Hilton discussed his desire for us to proceed with this program to reach out to major donors of the station. A BOT member would invite a donor(s), along with other WJFF volunteers of his/her choice, to have dinner and to ask that person for his/her opinion or advice on various topics pertaining to the station. Questions that may be explored could be asking the donor's opinion on what the station could do to better meet the needs of that person and his family. For younger adults and youth, it could be to gain their advice on how to attract younger listeners. The purpose is to engage the donor. Adam can assist in identifying our top donors and others who consistently give to the station.

Originally this function was to be part of the capital campaign but Ken is suggested that the campaign be delayed but these dinners should proceed.

House Parties

Beverly stated that she would like to continue to coordinate the house parties that were started last summer. These parties would feature a show host and the public would be invited to attend. The cost of these events are covered by the party host, but people would be encouraged to leave a donation. During the event there would be a discussion about what is going on at the station.

Event Request Form

Adam is designing a form that will be required to be completed for any event that is connected with the station. This will give information on the person(s) in charge, location, projected budget and who will be covering the cost, required resources, etc. In this way the staff can schedule these events and if needed produce on air announcements, post on website, etc.

Upcoming 2016 events

Adam went over the events (listed on December 16 DCOC minutes) and there were 2 events that we need to begin working on soon even though the events do not occur until August and September.

The Awards Ceremony will be held in August and will honor an outstanding community contributor, along with recognizing a WJFF volunteer. How the honorees are selected have not been decided. Jim Lomax will reach out to identify a volunteer who can head up this event.

June 4 Auction.

September 23 Food Stock.

Awards ceremony in August.

The other event that requires planning is Food Stock that will be held the end of September. Vendor applications need to go out now. Adam will be reaching out to an individual who hopefully can head this up.

Speakers Bureau

Last month Jim Lomax prepared an outline on the history of radio, corporation for public broadcasting and NPR. This will be used in preparing a narrative for a PowerPoint presentation that can be used by WJFF volunteers and staff when they are asked to present at local meetings or local organizations. This can be used for community education, fund raising or for identify potential underwriters for the station. Ken Hilton volunteered to create a narrative. It will then be combined with photos and other art work. The presentation should only be about 15-20 minutes in length.

Time records sheet was postponed until the next DCOC meeting in February.

Meeting was adjourned at 5:35PM

Submitted by Jim Lomax, Chair DCOC

Development and Community Outreach Committee

Minutes Tuesday, March 29 Conference Call 6 PM

Attendees: James Lomax, Chair, Ken Hilton, Beverly Sterner, Tasa Faronii-Butler, Adam Weinreich. This meeting was held by conference call.

Meeting called to order at 6:03 PM

Minutes of January DCOC minutes were approved with no changes. These minutes will be sent to the secretary to be included in the April board packet.

- As part of her orientation to our group, Beverly Sterner had asked questions whether the DCOC was an advisory group or working one. It was explained that this is an advisory group that sends its recommendations on to the board and its requests are not binding for the BOT.
- As part of the discussion, Beverly suggested that a public relations working group be formed to advise the board and the Program and other committee how to effectively promote new and existing programs. There are volunteers that do have this type of experience. She was not suggesting that this become an official committee. This will be discussed at an upcoming DCOC meeting.

WJFF Table Events for 2016:

WJFF anticipates that it will participate in the following community events:

- Callicoon Farmer's Market – Sundays. Suggest every 4 to 6 weeks beginning in May through September (4-5)
- Bethel Woods Center for the Arts:

Saturday, May 21 Jimmy Sturr 7 PM concert – we will have a table in the lobby prior to the event

Play: Classics: Sunday, October 9, 2016 3 PM concert

Cabaret – date to be determined after schedule is announced.

- Trout Parade: June 11 – Midge Maroni to head this
- Kaungeonga Lake Celebration: June 18 Jim Lomax will head this
- Liberty Farmer Market: Fridays - plan 2

- Monticello Bagel Festival: August 14 (\$50) registration fee for non-profit – we will find out if they will do a promotion swap for us to feature non-profit groups that will be present or will just pay the fee.
- Bethel Woods Harvest Festival – to be determined in May if they will have an opening for non-profit organizations this year.

Jim Lomax mentioned that there be an effort to match the literature we distribute with the theme of the event. An example would be that our information packet will feature our classical music programs when we are at the Bethel Wood's Classic series. Also we will attempt to have one of our program hosts present whose radio program match the theme of the event.

Beverly suggested that we look at our existing informational material and perhaps create some new designs and a well-designed, clear program guide.

Additionally, the BOT members will be asked to participate in one or two of these table events. A signup request will go to the BOT. Also we will attempt to recruit new and experienced volunteers for each of the events.

Speakers Bureau promotion

Jim and Ken indicated that there is a completed PowerPoint presentation developed to be used as a tool to reach out to the community professional business and social organizations (e.g. retiree groups). We will be adding some pictures from the WJFF archives, but it is essentially ready to go.

Ken volunteered to create an outreach letter letting local organizations know about our speaker's bureau program. At this point in time, Jim Lomax and Ken Hilton will be available to give these programs, but other people within WJFF will be added as the demand increases.

WJFF House parties and "Food for Thought" Dinners -

The following document was presented by Beverly and Ken concerning these programs:

House Parties Featuring Show Hosts

The purpose of these parties, in general, is to build community.

Specifically, it will expand the WJFF community through ongoing (monthly) house parties in which the party host and fan of a particular program, has the opportunity of featuring the show host of that program in their homes at a party with other friends.

It offers a happy, relaxed event that builds connections – which have all kinds of positive reverberations:

Folks will have a chance to listen to and question the show host about the station and his or her experiences.

There will an opportunity to inspire and enlist volunteers of all sorts
It offers listeners a way of becoming active just by giving a party
Widens a potential financial base
Good public relations.
Acknowledges the tremendous contribution of Show Hosts.

Each month a new party and show host would be featured and promoted, especially but not exclusively at the time of that particular show.
The kind of party would be decided by the Party host, i.e. dinner party, pot luck, luncheon, breakfast, wine and cheese.
The invitees would include the personal friends of the party host and show host, along with those who have responded to the on air promos.
Limited space could also be announced.

2) Food for Thought Dinners

These would be designed for major WJFF donors, both thanking them for their on-going support and hoping to build upon their commitment to the station. This type of dinner was recommended to us by my daughter, a non-profit development professional who has used this model successfully for years in her work. Dinner parties are sponsored typically by individual trustees, though for WJFF they could easily be sponsored by any WJFF member. Major donors are invited to a dinner where they are asked to wrestle with a key question, issue or challenge facing the station. These are posed to each invitee in the invitation, prior to the dinner meeting itself and become the primary topics of discussion at the dinners. Notes would be kept of the discussion and shared later with participants and with the WJFF board and leadership. Such questions might include:

1. Examining the station's mission: Are we adequately fulfilling our mission? If not, what should change?
2. How can we make WJFF more important to the entire community?
3. How can we reach out to younger listeners?
4. What does WJFF do well? Where does WJFF fall short of its promise?
5. What innovative ideas can we employ to raise funds?

We propose holding these "Food for Thought" Dinners 3 or 4 times each year.

A discussion followed that this is an ambitious program especially concerning house parties. Beverly indicated that she will be responsible for recruiting house party hosts to sponsor these programs. Program hosts will be invited to participate. A program host can 'advertise' their participation in a particular house party when they are on air. It is not clear at this moment how general promotion will occur and will be worked out by Adam and the DCOC.

New Business:

- Currently there are two upcoming fund raising events that are being worked on by staff. The first will be the annual auction and the other is Food Stock. We have a new volunteer who will be heading Food Stock this year. More details to come.

Preparation for April 30 Strategic Planning session

One of the sections that will be addressed concerns community outreach. Jim Lomax indicated that all participants will be provided with a list of this committee's current activities concerning outreach.

Adam indicated that he would like to have a discussion concerning our newsletter. He would like to see a plan for creating an annual newsletter that is generic enough to be used throughout the year. The newsletter would be primarily distributed electronically with some print copies being available for distribution at events. He feels that it should be created by volunteers rather than staff. It was suggested that this could be headed up by the PR working group – again not to write but advise.

The meeting was adjourned at 7:25 PM.

Submitted by Jim Lomax, Chair DCOC.

2016 Table Event Worksheet - WJFF

Name of Event	Location of Event	Day, Date	Time Period of Event	#	Board Member
				People	Representative
Train Day	Honesdale, PA	Saturday, May 7	TBD	3	Thane Peterson
Jimmy Sturr Callicoon Farmer's Market	Bethel Woods Callicoon, NY	Saturday, May 21 Sunday, May 29	5:30 PM to 7:00 PM 11:00 AM to 2:00 PM	2	Lomax
Trout Parade Kauneogna Lake Festival	Livingston Manor Kauneogna Lake, NY	Saturday, June 11 Sunday, June 19	10:00 AM to 4:00 PM TBD	3 3	Midge Lomax
Callicoon Farmer's Market	Callicoon, NY	Sunday, June 26	11:00 AM to 2:00 PM	3	
Callicoon Farmer's Market	Callicoon, NY	Sunday, July 31	11:00 AM to 2:00 PM	3	Demarest
Monticello Bagel Festival	Monticello, NY	Sunday, August 14	9:00 AM to 4:00 PM	4	
Callicoon Farmer's Market	Callicoon, NY	Sunday, August 21	11:00 AM to 2:00 PM	3	Demarest
Callicoon Farmer's Market	Callicoon, NY	Sunday, September 11	11:00 AM to 2:00 PM	3	
Play Classics	Bethel Woods	Sunday, October 9	12 Noon to 2 PM	2	Lomax
Liberty Farmer's Market	Liberty, New York	Friday, Date TBD	TBD		
Liberty Farmer's Market	Liberty, New York	Friday, Date TBD	TBD		
Caberet Series	Bethel Woods	TBD	TBD		

Salary Comparability Study conducted by Personnel Committee April 2016				
Source	Office Manager		Program Director	General Manager & Development Director
simplyhired.com via Jim Huntinton	43,485 (74% of station mgr.)		48,000 (81% of station mgr.)	59,000
Most recent salaries of previous WJFF		Full-time Volunteer Coordinator:	n/a	Full-time Station Manager:

full-time employees		\$36,000		\$59,000
CPB SAS Data	Office manager position includes duties of "Member Services Chief": \$31,702 average	Office manager position includes duties of "Volunteer Coordinator": \$21,170 average	\$35,636 average	\$47,121 average
Payscale.com (for location-, organization- and experience-specific office manager employee)	36,000 (72% of station mgr.)			
Current actual salaries	29,000 (58% of gen. mgr.)		41,500 (83% of gen. mgr.)	50,000
Proposed salaries	31,320 (63% of gen. mgr.) 8% adjustment		41,500 (83% of gen. mgr.) No change	50,000 No change