October 25, 2017
Liberty Building
6:30 PM

Trustees Present: Bruno (phone), DeLeo, Geary (6:35pm), Higgins, Hilton, Hulit, McDaniel, Nordstrom (phone), Page, Peterson, Pomeroy, Springhetti

Trustees Absent¹: James Lomax

Staff Members Present: Andrea Nero-Eddings

CAB Representatives Present: None

A quorum being present, the meeting was called to order by Pat Pomeroy at 6:00 pm. Prior to the first order of business, Pat made a statement expressing appreciation for the robust search for a general manager/development director conducted by of the personnel committee and search group.

Approval of Minutes:
Kit reported that two amendments to the distributed draft minutes had been received in advance of the meeting and that revised minutes were being offered for approval. The amendments were read to the group.

Motion: Approve the minutes as amended. (Hilton/Higgins)
In favor: Bruno, DeLeo, Geary, Higgins, Hilton, Hulit, McDaniel, Nordstrom, Page, Peterson, Pomeroy, Springhetti
Opposed: None

Revisions to Agenda:
Pat Pomeroy requested that an update on the sale of the Green House be added to Old Business. The personnel committee report will take place at the end of the meeting since it will require two executive sessions.

Public Comment Period:
There were no members of the public attending the meeting.

Interim General Manager’s Report:
Pledge Drive: The pledge drive will start a week from Friday. Trustees sign up to come in to assist with on-air pitching and/or answering phones. Help is especially needed during drive time. The pre-pledge drive mailing was sent to 1700 people who have given in the past 4 or 5 years. Funds generated by the mailing will be added to the pledge drive tally. Gifts of $200 or more can be used as challenges.

Music Sale: The White Sulphur Springs Fire Hall has been reserved. Sale will take place the Saturday of Thanksgiving weekend. John Bachman is chairing the event with

¹ Because Leila McCullough’s requested leave of absence was granted retroactively to September 1st during a vote at this meeting, she was not considered absent from this meeting.
help from Nick Forte help. We are still looking for donations. Steve Richter and David Dann cleared all the trash out of the garage of the Liberty office building to make room for music sale preparation. Martin will turn on the heat, but will need to get an oil delivery.

Website: Because our old website crashed during data transfer to the new site, the new site had to be launched prematurely. It is not finished yet. The archive interface was lost. The priority is to get the archive up and running as soon as possible. John Bachman is working on the archiving and so is the program director. Question to be resolved is how far back the archive on the website should go. (The archives kept locally at the station were not affected.)

Treasurer’s Report:

The treasurer reviewed the latest balance sheets. He pointed out that we are behind in underwriting, benefit, and sound supporter income. However, we still have the income from our fall pledge drive, music sale, end of year campaign ahead, as well as $72,000 of our community service grant from the Corporation for Public Broadcasting to add to the balance sheet before the end of the year. However, we are also far behind in payroll spending so we may end the year in the black.

The treasurer recommended that we drop our line of credit, now that we have property against which we can borrow money should the need arise. (This would remove the current restrictions on the use of funds in our Vanguard account, which is currently collateral for the line of credit.)

2018 Budget: The treasurer announced that the finance committee has scheduled four budget workshops. Dates were announced. The treasurer proposed the following principles and goals for the 2018 budget:

- Not touch the $140,000 in our Vanguard account
- Double (increase to $500.00 per month our monthly contribution to pay back the rainy day fund
- Budget for three full-time employees
- Move to the Liberty property by the end of 2018.
- Expenses for Liberty to paid by the:
  - Funds remaining in our regular savings
  - The sale of the Green House
  - The sale of back portion of the property
  - Possible grant from Aileen Gunther
  - Capital campaign to make up the difference.

Investment report: The treasurer presented the finance committee’s annual investment report, which is attached to these minutes. It was suggested that dollar cost averaging be used if we move part of our portfolio into equities. It was also recommended that the
board receive twice yearly, rather than annual investment reports so that we have the opportunity to make adjustments in a more timely manner.

**Insurance report:** The treasurer presented the finance committee’s annual insurance report. It was suggested that, in future, we give employees the option of purchasing family coverage through our group health insurance plan, though 100% of the additional cost of family coverage would be paid by the employee.

**Committee Reports**

**Executive Committee:**
The Executive Committee met by conference call on October 4th, 2017 for the purpose of approving minutes from January, February, March and May of 2017. These minutes had been distributed to committee members following the each meeting, but approval of minutes had been left off the agendas of subsequent meetings. All minutes were approved without amendments.

In an email to the executive committee dated September 1st Leila McCullough requested that she be granted a leave of absence from September 1st, 2017 until the end of the calendar year.

**Motion:** The board of trustees grants a leave of absence retroactive to September 1st, 2017, to extend until the end of the calendar year to Leila McCullough. (Hulit/Page)

In favor: Bruno, DeLeo, Geary, Higgins, Hilton, Hulit, McDaniel, Nordstrom, Page, Peterson, Pomeroy, Springhetti

Opposed: None

**Finance Committee:**
Included in the treasurer’s report, above.

**Old Business:**
Green House: The title company requested a death certificate for the previous owner from whose estate WJFF Radio Catskill purchased the property. They are obtaining it from a court in New York City. It is anticipated that the new closing date will be in approximately two weeks.

Liberty Property Subdivision: Our intention is to divide the property into two lots and to offer the rear lot to the adjoining property owner before listing it on the open market. Comparable values have been obtained from Freda Realty, and a contact has been made with the adjoining property owner via a third party. Quotes related to a subdivision have been obtained from the surveyor. Recertification of the survey to WJFF Radio Catskill, which we would want to do even if we were not planning a subdivision, will cost approximately $1,000.00. The surveyor’s work specific to a subdivision would include: marking and staking the property, drawing a new map with the metes and bounds, etc., appearing before the planning board, making any changes requested by the planning board, and representing the station at a public hearing if don’t want to represent ourselves. This work would be billed at a rate of $125.00/hour, except
that appearances at planning board meetings or public hearings would be billed at a rate of $125.00/meeting. If the adjoining property owner is interested in purchasing the rear lot, that property owner would be offered input into the subdivision process and would share the cost of the survey.

**Correspondence:**
A letter was received from Barbara Demarest, questioning our use of “hydro-powered”. There was a brief discussion and Pat Pomeroy said she would respond to the letter.

**Personnel Committee:**
**Motion** to go into executive session to discuss a personnel matter.
(McDaniel/Geary)

**Motion** to come out of executive session. (Hulit/Higgins)

**Motion:** Authorize the board president to offer the position of general manager/development director to Dan Rigney at an annual salary of $50,000, with the benefits currently offered to our other full-time employees. (Peterson/Hulit)
In favor: Bruno, DeLeo, Geary, Higgins, Hilton, Hulit, McDaniel, Nordstrom, Page, Peterson, Pomeroy, Springhetti
Opposed: none

**Second Executive Session:**
**Motion** to go into executive session to discuss an individual personnel matter.
(McDaniel/Geary)

**Motion** to come out of executive session (9:58 pm). (Hulit/Higgins)

**Motion:** At such time as the station hires a permanent general manager, Andrea Nero Eddings’ title will be changed from Office Manager to Assistant General Manager, and her base salary will be increased at that time to the level that she is currently receiving as interim general manager. (Peterson/Hulit)
Opposed:  McDaniel
Abstaining: Page (insufficient information)

**Motion** to adjourn. All in favor. (9:56 pm)