

**Minutes of the Meeting of the Executive Committee,
WJFF Radio Catskill Board of Trustees**

January 2, 2019 at 6:30pm Phone Conference
515 603-3186 code 1054135#

Committee members present: James Lomax, Thane Peterson, Kathy Geary, Pat Pomeroy

Committee members absent: none

Staff Present: Dan Rigney

A quorum being present, James Lomax called the meeting to order at 6:30 pm.

Motion: Approve the Minutes of the WJFF BOT Executive Committee meeting from 2/26/2018 (Pomeroy/Peterson)

In favor: James Lomax, Thane Peterson, Pat Pomeroy

Opposed: None

Abstaining: Kathy Geary

Motion: Approve the Minutes of the WJFF BOT Executive Committee meeting from 1/15/2018 (Peterson/Pomeroy)

In favor: James Lomax, Thane Peterson, Pat Pomeroy

Opposed: None

Abstaining: Kathy Geary

Motion: Approve the Minutes of the WJFF BOT Executive Committee Emergency meeting from 11/13/2018 (Geary/Lomax)

In favor: James Lomax, Thane Peterson, Pat Pomeroy, Kathy Geary

Opposed: None

Abstaining: None

Minutes from the WJFF BOT Executive meeting from Nov 12, 2018 are still being prepared.

A discussion was held to review the agenda for the upcoming BOT meeting on Jan 9, 2019. Thane will present the Treasurer's report. Dan Rigney reports that the Year End Campaign produced \$9,100 and that Business Underwriting in the last quarter of 2018 is \$23k. The deficit from last year will be smaller than anticipated.

Dan Rigney reports that an appeal is being made regarding the CPB determination that WJFF is "in transition" regarding the NFFS income benchmarks for 2017 and 2018. Due to the government shutdown response will be slow. CPB is offering a webinar on NFFS funding requirements on Feb 6, 2019 and board members will be encouraged to sign up to participate online in the webinar. Dan reports that our book keeper is making an

effort to track NFFS income going forward. Here's the link for the webinar:
<https://www.cpb.org/stations/isis/training/session/what-nffs>

Discussion was held concerning the CAB appointments and the extension of term limits for members from two years to three years. Tasa and Gloria are the current members, their terms expire in 2020. Members whose terms expired at 2 yrs will be asked to return for another year: Lydia, Larry, Sheila Dugan, Judy, Linda Reik, Sandy Oxford. The CAB must have at least 7 members according to CPB regulations.

Dan Rigney proposed that Andrea Nero Eddings make a presentation at the upcoming CAB meeting regarding their roles and responsibilities. It was suggested that Steve Davis should be informed about the presentation prior to the meeting since he is the BOT liaison.

Discussion was held regarding electing *interim* BOT members prior to the elections in June 2019. They would serve 4 - 5 month terms which expire in June 2019. There are currently 11 BOT members with a requirement of a minimum of 7 and a maximum of 15 members. Pat Pomeroy suggests that since she and James Lomax's terms are expiring in June 2019 that qualified members specifically for President and Vice President need to be recruited. She suggests contacting people who have previously served on the BOT and are once again eligible to serve, specifically Mike Fisher. Donna Fellenberg's husband was also considered and Barbara Demarest will also run again. Thane Peterson plans to run for Treasurer and Kathy Geary plans to run for Secretary.

Discussion was held regarding the General Manager Year End Review. Tim Bruno is the chair of the personnel committee and has prepared a report based on the surveys by the BOT members and station volunteers. Dan will receive the report and prepare his response before it is presented to the full BOT in the February 2019 meeting.

Pat Pomeroy reports that the next Liberty Planning Board meeting is on Jan 8, 2019 to approve the sale of the back parcel of the Liberty property. Pat will attend the meeting.

Thane Peterson presented ideas about communicating progress and plans about the station move from Jeffersonville to Liberty. He suggests frequent updates on-air, in newsletters and possibly in a website blog to keep the public and volunteers informed. He plans to present a motion to the full BOT.

Kathy Geary discussed the need for ENCO technical training for a small group of volunteers. The Programming director is currently the sole resource in these areas with engineering support from an outside consultant when needed for emergency situations. The signal goes down for instance. The ENCO system is the backbone of the broadcast content and delivery and programming is executed with it. Dependence on a single person for such a vital function for a radio station is not sufficient to ensure long term viability.

Dan Rigney reports that the staff is making plans for regular volunteer meetings and training being offered for on-air hosts regarding broadcasting guidelines.

The meeting was adjourned at 7:44pm.

Minutes submitted by Kathy Geary, Secretary

Motion to adjourn: (Peterson, Geary) Meeting adjourned at 7:45 pm.