WJFF Board of Trustees (BoT) Meeting Minutes October 27, 2010

-ADOPTED February 23, 2011-

Present: BoT members: Steve Van Benschoten, Dawn Dorcas, Rose Brown, David Barnes, Robert Rosengard, Stephen Schick, David Dann, Lisa Lyons, and Michael Propst. Absent: Fern Hagedorn. Also present: Winston Clark, Station Manager.

Volunteers: John Nordstrom, and Angela Page

Meeting called to order at 6:39 pm by Steve Van Benschoten at Jeffersonville Village Hall.

Motion made to approve the September 22, 2010 meeting minutes by Rose Brown and seconded by Robert Rosengard; all in favor.

Motion made to attach the reconciliation summary to the October BoT Meeting Minutes when available by Robert Rosengard and seconded by Lisa Lyons; all in favor.

Questions and Comments from the Public.

No questions or comments at this time.

Station Manager's Report by Winston Clark:

Winston Clark will offer information as appropriate instead of making a report at this time.

<u>Committee Reports</u>:

<u>Programming Committee Report:</u> The next meeting is November 9, 2010, 10:00am at the Green House. The final draft for the weekend schedule is projected to be done by the 2nd week of December and the changes in effect on January 1st. The volunteers need to do a review of the Volunteer Manual. A PDF copy is being put on the website and will be sent to the list serve. The manual needs to be updated. Steve Van Benschoten would like to reconvene the original committee (Mary Hall, Sabrina Artel, Sonja Hedlund, Rose Brown, Graham Rice) to consider revisions.

Facilities Committee report by Dawn Dorcas:

The next work day is scheduled for November 7th, the Green House roof has been replaced, and the Sullivan Renaissance money has been received. Angela Page encouraged the BoT to educate themselves about mold, toxins, and cleaning a building that has had water damage. Steve Van Benschoten and Winston Clark have reviewed the report from Rainbow International and will discuss how to proceed. Steve Van Benschoten reported that a handicap ramp at the station is not under consideration at this time.

Finance Committee report by David Barnes:

Reviewed the WJFF Summary Financial Report as of October 18, 2010. WJFF's net projected cash position through October 18, 2010 is roughly equal to 8 months average expenses. Since October 18th, preparations have been made to invest in the Vanguard bond funds.

Nominating Committee report:

No report at this time.

Fundraising Committee report by Winston Clark and Rose Brown:

Upcoming events: Annual "Wonderful Things" auction on October 30th at the Jeffersonville Fire House. There is an on-line auction preview catalog on the station website. The annual record sale is on November 20th at the White Sulphur Springs Fire Hall. Winston will write a draft budget after the December fund drive.

Ad Hoc News Committee by David Dann: The first meeting was October 9th. The purpose of the meeting was to investigate the possibility of adding local news to WJFF's programming, to define the nature of that news programming, to identify potential sources of funding for news and to create a job description for a news director. The group discussed a number of issues related to creating local news at WJFF. The issues range from sources of funding to the hours required of a news director to the philosophy behind community news gathering.

Volunteer Report:

The volunteers suggested a mediator between the BoT and volunteers. Steve Van Benschoten clarified that the BoT does not want to circumvent the staff. All issues should be discussed with the staff and there is a grievance policy for volunteers detailed in the Volunteer Handbook. The BoT was asked to explain how a show is allowed on the air. Steve gave a brief description and encouraged volunteers to review the Volunteer Handbook for a more detailed description. The process will be posted on the website for all to review.

Old Business:

Steve Van Benschoten, Rose Brown, and Graham Rice are working to develop a Volunteer Agreement. The agreement will detail an understanding between the station and volunteers.

The Fall Pledge Drive is scheduled to start Thursday December 2nd.

The details for the Holiday Party will be finalized after the Pledge Drive; it is expected to be at the Art Barn again this year.

Questions and Comments from the Public.

No questions or comments at this time.

New Business:

The Role of BoT members elected by the volunteers is the same as BoT members not elected by the volunteers.

Discussed the structure and purpose of volunteer meetings.

A strategic planning session is being scheduled for the BoT on a Sunday in January. Discussed hiring an outside facilitator vs. running the meeting on our own.

Discussed the Internet Digital Millennium Copyright Act. This Copyright Act was signed into law in 1998 and states that radio station, in a three hour period should not play more than three songs by one artist. At this time, the law has not been enforced. The BoT decided to wait and watch for changes by other stations and not change the current operational practices.

Action Steps:

BoT help is needed at the auction. There will be a \$5.00 admission and a complimentary glass of wine will be offered upon admission.

Motion made to go into executive session at 7:48pm to discuss personnel and legal issues by David Barnes, seconded by Lisa Lyons; all in favor.

Motion made to go out of executive session at 846pm by David Barnes, seconded by Rose Brown; all in favor.

Next meeting: Wednesday, November 17th at 6:30pm at the Jeffersonville Village Hall.

Motion made to adjourn meeting at 8:47pm by Michael Propst, seconded by David Barnes; all in favor.

Respectfully submitted, Dawn Anne Dorcas Secretary