



**WJFF Radio Catskill Board of Trustees
Meeting Minutes of the Personnel Committee
November 21, 2024 at 5:30pm**

Meeting Location (Online Meeting)

Approved on: 12/16/24

Committee Members Present: Jeff Barnes, Amy Brightfield, Tanya Kalivas, Krissy Smith

Board Members Present: Sally Stuart

Staff Present:

Members of the Public Present: None

Meeting was called to order at 5:30 pm Eastern Standard Time, Thursday November 21, with Sally Stuart as facilitator (Jeff in transit).

Topic 1: Two proposed new hires

Proposed Hire #1: **Reporter**

- This proposed new hire came about as a result of the Press Forward grant awarded to Radio Catskill. This position is aligned with Radio Catskill's strategic goal of increasing local information and news programming, and per Sally is an investment in our station to improve our service to the community. The reporter will have a "general" focus, with likely topics including health and environment. Tim is casting a wide net for the position, but ideally looking for someone locally-based. This job will involve 30 hours of work per week, and be offered health insurance.

Comments and suggestions:

Amy:

- Suggested (and sent to the group) language on being an entrepreneurial self-starter to the job description

- Feels this could be a fantastic job for someone from the city - however, Sally pointed out we'd want the person to be in the Catskills/Sullivan County/Northeast PA area very frequently
- Felt this could be a great second job for someone who graduated from Journalism school, and/or a freelancer, as long as other freelance job(s) didn't interfere in this one

Krissy:

- Noted that it's important the prospective Reporter hire has local connections and knowledge to be able to pursue the most relevant and best local stories
- Noted that the reporter needs to maintain a level of professionalism, as many people do not like being interviewed
- Suggested we talk to Leif about potential prospects

Tanya:

- Asked that Tim alter the job description to remove the "...benefits TBD based on interview" portion

Proposed Hire #2: **Radio Operations & Production Coordinator**

This role will be focused on operational and administrative tasks, offloading these from Radio Catskill's Programming Director. Sample tasks will include loading programming, announcements and underwriting so that they air properly. This role will help reduce hours currently spent by the Programming Director.

Comments and suggestions:

Amy:

- What do we mean by "make public appearances?" - Sally volunteered to ask Tim to clarify this in the job description.

TOPIC 2: Staff Health Insurance

Radio Catskill does not currently have a policy on which staff we offer health insurance to, and there are no regulations for entities of Radio Catskill's size. The Personnel Committee agreed to propose a 30 hour work week minimum as our policy for which staff are offered health insurance.

VOTES:

- Vote 1: With the stipulation that Tim should clarify in the job description what is meant by "make public appearances," all Personnel Committee members approved hiring of the **Radio Operations & Production Coordinator**
- Vote 2: With the stipulation that Tim will remove the "...benefits TBD based on interview" portion of the job description, all Personnel Committee members approved hiring of the **Reporter**
- Vote 3: All Personnel Committee members voted to approve the Radio Catskill policy of offering health insurance to staff who work a minimum of 30 hours per week

All votes passed unanimously. All motions were (Barnes/Smith)

MOTION to adjourn at **6:00 pm** (Stuart/Brightfield)

In Favor:

Abstained:

Opposed:

Submitted by Jeff Barnes