

WJFF Radio Catskill Board of Trustees

Meeting Minutes

December 16, 2024 at 6:00pm

Meeting Location (Online meeting only due to inclement weather)

Approved on: 2/6/2025

Board Members Present: Don Almquist, Jeff Barnes, Dale Blagrove, Amy Brightfield, Katie Childs, Barb Demarest, Gerard Finn, Jill Fruchter, Leif Johansen, Tanya Kalivas, Pete Madden, Ilya Marritz, Krissy Smith, Sally Stuart

Board Members Absent: Heather Quaintance

Staff Present: Mimi, Tim

Members of the public present: None

A quorum being present, Sally called the meeting to order at 6:01pm.

General overview: Sally started by opening the meeting to anyone who has updates to share. Barb asked about the two new positions; as soon as we approve them, we will post the job listings. We have budgeted for the production assistant to start in January and the reporter to start in February.

MOTION to approve the Consent Agenda Items: Minutes of the following meetings: (Amy/Sally)

- 11.18.24 BOT Meeting Minutes
- 11.21.24 Personnel Committee Minutes
- 11.21.24 Outreach Committee Minutes
- 11.21.24 Finance Committee Minutes
- 12.09.24 Finance Committee Minutes

In Favor: Don Almquist, Jeff Barnes, Dale Blagrove, Amy Brightfield, Katie Childs, Barb Demarest, Gerard Finn, Jill Fruchter, Leif Johansen, Tanya Kalivas, Pete Madden, Ilya Marritz, Krissy Smith, Sally Stuart

Abstained: None

Opposed: None

General Manager's Report/Events/Fundraising: Tim/Mimi

Year-end appeal: One of our major donors came through for us with a generous donation. Another donor gave a gift specifically meant to be put towards equipment; it will be put towards a new computer for the production studio. (Katie recommends the purchases be in this calendar year to take advantage of pricing.) Mimi noted it's always a good idea to check in with lapsed donors; this has proven fruitful in the last fund drive and year-end appeal. Overall it

builds community to be in contact with donors; whether it's by note or phone call. Tim has sent thank you notes to all of our business underwriters.

Music sale: There was a solid showing. Not as many people as last year but they were spending money. On the whole Mimi is happy with the results from the music sale.

One Small Step party at The Arnold House: This was an inspirational event that raised so much good will. People who participated came and spoke. Our representative from StoryCorps in the city came to the party and enjoyed visiting the station. The event was covered in local newspapers.

2025 Budget (Katie)

The proposed 2025 budget circulated to board members and there was a special meeting that BOT members could attend if they had any questions. A few stats: We have \$485,000 in the bank as of the end of November. This is a 16% increase from where we were this time last year. We have 9.6 months of runway. We're looking at a 7.6% growth in operating budget; We're investing in staff, technology upgrades and facility support.

We are increasing our fund drive goals in light of the fact that this has been a strong year for cultivating donors. We've also increased marketing by 5 % which will help. A goal is to reach a 1 million operating budget over the next few years; once we hit that we're in a better position to qualify for more grants.

MOTION to approve the operating 2025 budget (Katie/Leif)

In Favor: Don Almquist, Jeff Barnes, Dale Blagrove, Amy Brightfield, Katie Childs, Barb Demarest, Gerard Finn, Jill Fruchter, Leif Johansen, Tanya Kalivas, Pete Madden, Ilya Marritz, Krissy Smith, Sally Stuart

Abstained: None

Opposed: None

FEMA next gen warning system grant

MOTION to approve procurements associated with the FEMA grant (Katie/Sally)

Nom and Gov notes/Bylaws (Pete)

Board self assessment is live, and nom and gov urges everyone to fill out the assessment before the end of 2024. (We have to do it by the end of the year to remain in compliance.)

The application to join the board is live; one person has filled it out.

Bylaws changes: They have "cured" and can be voted on at this meeting.

MOTION to approve the bylaws changes in the board packet. (Pete/Sally)

In Favor: Don Almquist, Jeff Barnes, Dale Blagrove, Amy Brightfield, Katie Childs, Barb Demarest, Gerard Finn, Jill Fruchter, Leif Johansen, Tanya Kalivas, Pete Madden, Ilya Marritz, Krissy Smith, Sally Stuart

Abstained: None

Opposed: None

A copy of the bylaws changes will be sent to Leif and he'll put them in the orientation area of the board drive.

Application for WJFF to join INN (the Institute for Non profit News)

This organization better serves our needs as we are evolving and growing our local news coverage. They offer many great benefits for the station. There are some practices we have to adopt as part of applying to be a member; Bios for board members and staff on the website is part of that.

A few more policy/by-laws changes are required for the INN application:

- A conflict of interest policy that covers all employees, not key employees as it currently stands.
- A donor transparency policy

We made tweaks to our donor transparency policy and our corrections policy and sent the new language around to the board.

MOTION to adopt the donor transparency language sent to the board members and to also adopt the corrections policy language. (Pete/Sally)

In Favor: Don Almquist, Jeff Barnes, Dale Blagrove, Amy Brightfield, Katie Childs, Barb Demarest, Gerard Finn, Jill Fruchter, Leif Johansen, Tanya Kalivas, Pete Madden, Ilya Marritz, Krissy Smith, Sally Stuart

Abstained: None

Opposed: None

Audit (Dale)

Our auditors requested that we increase their fee by \$500.

This is the first increase they've asked for in three years; We did an RFP before we hired this audit company and they were the least expensive for what we needed. Tim and Mimi report that they're easy to work with and always respond to our questions, requests quickly even when it's not during the official audit period. Katie says the additional \$500 is within our budget.

MOTION to hire MMQ, the audit firm we've been using with the \$500 increase in fee. (Sally/Amy)

In Favor: Don Almquist, Jeff Barnes, Dale Blagrove, Amy Brightfield, Katie Childs, Barb Demarest, Gerard Finn, Jill Fruchter, Leif Johansen, Tanya Kalivas, Pete Madden, Ilya Marritz, Krissy Smith, Sally Stuart

Abstained: None

Opposed: None

Committee updates

Jill is the new chair of the outreach committee. They're putting together some winter events. The audit committee is scheduled to meet Friday, December 20th at 9 am.

MOTION to adjourn at 7:14 pm (Sally)

All In Favor

Abstained: None

Opposed: None

Submitted by Amy Brightfield