

# Minutes

# WOOL-FM BOARD

July 11, 2005

7:00 PM

Studio, 33 Bridge Street, Bellows Falls

**Meeting called by:** Dot Read

**Type of meeting:** Board Meeting

**Facilitator:** Dot Read

**Note taker:** Bob Ross (assisted by Anneke Toomey & Martha Schmidt)

**Attendees:** Dot Read, Gary Smith, Bob Ross. Tony Elliott, Don Malcolm,, Anneke Toomey, Anna Bowler, Ezra Veitch, Tom Abare, Martha Schmidt, Nancy Stefanik, Bob Skold, David Leibtag, Jim Baldwin

## Agenda Topics

MINUTES - Discussed minutes June 13, 2005. Minor spelling changes. Anneke/ Tony. Approved unanimously. Bob will send to Gary to post.

TREASURERS REPORT – Tony submitted report. Grant money has been spent before June 30 grant deadline. Report submitted doesn't reflect the donations received late June.. Anneke moved/ Gary 2<sup>nd</sup>. Approved unanimously.

### ELECTION RESULTS - ELECTION OF BOARD OFFICERS (2005– 06)

Dorothy Read - President

Don Malcolm- VP

Robert Ross- Secretary

Tony Elliott- Treasurer

Tony moved to accept slate/Anneke 2<sup>nd</sup>. Unanimous

### YOUTH POLICY RECOMMENDATIONS FROM PROGRAMMING COMMITTEE

General discussion that youth (under 18) are welcomed as members and DJ's but should not be given any special privileges that may put the station at risk. Consensus reached on the five issues presented and may be voted on at next meeting after all have a chance to digest. Consensus items are:

1. Testing procedure is the same for all (Open book ok). 2. A verbal test is allowed for all. 3. No unsupervised youth are allowed without an adult present. 4. Town curfew & rules, state rules on truancy must be followed. (Dot will ask Stewart). 5. Students can only miss school for a show if it is approved by parents & by school administrator.

Bob drafted a parental indemnification letter that must be signed before students can begin training or work in studio. Board will review.

## .GENERAL DISCUSSION OF COMMITTEE STRUCTURE–

After much discussion, the consensus was to develop a common structure for all committees. Work was done in defining committees and what their functions would be. Board members should be members of committees but not necessarily serve as chairs. Chairs to be recommended to board by the committee members for approval. General voting rules and minimum committee membership rules were proposed to provide structure and allow flexibility in committees. Consensus should be the goal of committees but common member voting privileges outlined if voting is necessary to enact recommendations for board. Grievances that cannot be resolved within committees may be presented to the board by chair or aggrieved party for review.

## GENERAL AGREEMENT FOR ALL COMMITTEES

- 1) Size- function of the committee will determine size.
- 2) Chair responsibilities
  - a. Call meetings with advance notice to membership
  - b. Get out an air-ready PSA 5-7 days before the meeting, with date, time, and contact info of chair. (Non-members of GFRBC wishing to attend may at discretion of chair.)
  - c. Maintain a list of active committee members and file reports of meetings and action items to board.
  - d) All action items go to board via email and to budget committee (if applicable) at least five days before the board meeting.
- 3) Membership – All committees are open to GFRBC members. If voting is necessary, members are eligible to vote after attending two consecutive meetings. Missing two consecutive meetings may remove person from committee voting but will be at discretion of committee chair. Some committees may limit the number of voting members for practicality and expedience.
- 4) Board liaison: Each committee should choose one to report back to board.
- 5) Records: All committees shall maintain a record of meetings and a log of volunteer hours and in-kind donations submitted to finance committee for use by grant writers.
- 6) Decision-making - Actions and recommendations from committees for board review/approval should be by consensus if possible or by standard voting procedure.
- 7) Committee reports – Submitted monthly to the board. All budget requests should go to budget committee and board at least five days before the next board meeting. All action items and recommendations submitted to board at least five days in advance of meeting. Should include an outline of opposing ideas if not reached by unanimous vote or by consensus.

## COMMITTEE DUTIES/DESCRIPTIONS & BOARD MEMBERS SERVING

**FINANCE//BUDGET COMMITTEE** – Reviews incoming funds from membership, grants and fundraising. Reviews requests for money from committees and prioritizes with monthly report and recommendations to board. Prepares spreadsheets for board to look at. (Tony, Gary)

**TRAINING-** Comprised of trainers – Make suggestions to improve manual. Simplify training procedures. Administer tests to approve DJ's. Review gaps in training. Notify programming when people have passed tests. Review on-air performance of new DJ's, when possible, to check if they understand procedures and meet minimum standards. (Donald "Cuzin" Isaac" Malcolm)

**PROGRAMMING & SCHEDULING** - Set & juggle program schedules, develop programming guidelines, try to settle programming conflicts within committee, work with training committee to clarify procedures in training manual, work with producers for live broadcasts and taping at remote locations. Ezra will coordinate and engineer remote productions (Dot, Gary, Ezra, Anna)

**TECH COMMITTEE** – Maintain and repair equipment. Co-ordinate technical systems and plan for future needs and improvements in the studio and the equipment at the Fall Mountain shed. Make recommendations to board & budget committee for purchases (Tony, Ira, Ezra)

**FUNDRAISING COMMITTEE**– Coordinates membership, recruitment, special events, grants, merchandising, (Anneke)

**COMMUNICATIONS & PR**- Receives current information & activity from committee chairs and board to combine into general press releases. Send out occasional emails to member listserv, as needed. Acts on board direction to deliver consistent message to community (Bob)

**POLICY/BYLAWS** – All committees are asked to send policy requests to this committee. The committee will research how other stations and organizations handle similar issues. Research and recommendations will be sent to appropriate committee for review. Policy recommendations are to be presented to full board by sending committee or policy committee for review, modification, acceptance or implementation.. If policy recommendation is not unanimous within committees, dissenting opinion is shared with board prior to discussion and vote. Also, committee may make recommendations for revisions to bylaws, subject to board review or general membership vote, if any are required as the organization changes and develops (Anneke)

**MAINTENANCE COMMITTEE** – Keeping the facility clean and functioning. Recommendations for improvements (and cost) sent to finance committee & board. Meet with other building tenants to set up trash procedure and other all tenant issues. No board liaison. Suggested members – Bill Mammone & Ken O’Clare

**NOMINATING COMMITTEE** – Will help in populating committees, per request of committee chairs and board. Establish procedural recommendations for next general election (Anneke, Martha)

It was reinforced that all committees make their recommendations to the board as promptly as possible. They should not act on the committee recommendations until they have been reviewed (and possibly amended) by the full board.

It was asked how non-committee members have input in ideas developed in committee. The general consensus was that they try to add their ideas at the committee level to see if they can be integrated into the recommendations placed before the board. The goal is to keep the pace of progress moving forward quickly but not to stifle dissenting ideas. All ideas should be brought before the full board (5 or more days before the meeting) before a committee recommendation can be implemented. It’s important to incorporate all thoughts in the reports to the board.

Tony moved to adopt committee structure and definitions. Gary 2<sup>nd</sup>. Motion passes w/ Anneke abstaining.

## FCC LICENSE REPORT

August 27 is the final due date. We have received the new FRN # and password from the FCC are in position to file Form 319. Bob will coordinate with Ira & Tony to get the missing information. In order to file ASAP. Bob will send form out to others for review.

NEW EQUIPMENT QUESTIONS & EARMARKED DONATIONS – Recommendation that we forward to the tech committee the purchase of the Stanton dual CD recommended by Ira with funds donated by David L. General discussion of earmarked donations and if we should allow earmarking at all if it requires someone else to volunteer time to implement the donation. David was agreeable to the prior donation going into general balance and used as the tech committee recommends.

## LIBRARY:

1. Shelving: Tony/Gary Spend up to \$1500 to handle shelving issues. Tony/ Gary 2<sup>nd</sup>. Unanimous approval.
2. The Weeks & T-Bone Collections – We will need the shelf space very soon
3. Organization of our collection – Bob demonstrated Music Collector. He purchased a studio license for our use and received written permission from the developers to open the license to multiple computers for our studio cataloguing. It appears an easy-to-use cataloguing system that was well received. Bob volunteered to adapt the system to meet our needs, once they are defined by the Tech & Programming committees. Some software that may make the job easier has already been ordered and other possible software purchases will be researched.
4. Procedure for donations was tabled until next meeting.
5. Insurance issues – Our collection value appears to be covered by our existing policy.

## PR & FUNDRAISING ISSUES

Report from PR & Fundraising (there was no committee member willing to give a report at the membership meeting). Plan for fundraising, grants, membership level redefinitions (no more founding members)General Membership Issues: - People who purchase membership now only have it for 5 months. Is this true? Review of policy tabled until next meeting

Tony moved to adjourn. Gary 2<sup>nd</sup>. Meeting adjourned at 9:48 PM

**Special notes:** A special board meeting for tabled items from this agenda will be held July 25, 2005 @ 7 PM. Next regular board meeting will be August 8 , 2005 @ 7:00 PM.