



BOARD OF DIRECTORS MEETING

Wednesday, 14 October 2009

- Meeting held at 33 Bridge Street Bellows Falls
 - In attendance: Tony Elliott, Maya Costley, Gary Smith, Bob Ross, Bill Holtz, Dot Read, Dickie Colo, Heather Lane
 - Notetaker: Gary Smith
-

1. Call To Order: 7:06pm

2. Meeting Minutes 8.5.09 Bob moved and Dot seconded that we accept without change the meeting minutes from August 5, 2009. Motion passed unanimously.

3. Treasurer's Report Tony gave a report of our finances. No action by the board taken.

4. Old Business:

- a. Silent Auction:** Gary noted that there was no public notice that the Silent Auction had once again been postponed. It was determined that the new date for the Silent Auction will be November 20th. Bob re-volunteered to lead activity on this rescheduled event and will begin after November 6th. In the meantime, Dot will write a press release, Gary will make posters and distribute to board and hosts by email. Bill will make big posters to put up.
- b. Underwriting:** Gary reported on the progress with Underwriting noting that 250 underwriting solicitations went out to the members of the Great Regional Chamber of Commerce. Gary obtained the mailing list from Roger Riccio at the Chamber. So far, with no follow-up, we had two requests for on-air underwriting from the solicitations: The Colonial Theater in Keene and NBN Enterprises, Inc., and adult store in Bellows Falls.
 - i.** Gary has already created audio spots for the Colonial and these have been positioned on-air in day-parts and according to the terms of our underwriting proposal. Gary has invoiced the Colonial and expects payment shortly.
 - ii. NBN is a more complicated issue.**
 - 1.** In email discussion about the topic between meetings, the Board is seen to be divided on the issue of who can have access to our listeners.
 - 2.** A variety of suggestions have been made to make this determination and most of these suggestions involve a prohibition on vice. It's decided that, while individual exceptions can be made, decisions need to be made based on policy and after some discussion, it's determined that our policy will hinge on the potential underwriter's access to all members of the community.
 - 3.** In the case of NBN, this policy will prohibit their participation because the restrict access to adults.
 - 4.** Gary volunteers to draft a brief policy guideline to add to our existing underwriting statements and to submit this to the board via email.
 - 5.** Gary will also communicate with NBN to explain our policy and to decline their underwriting.

- c. Archiving System: Facing the probability that the WOOL archiving system is now at more than 95% capacity, Tony has volunteered to move certain material off the servers and free up space for future archiving. Previously, the board had agreed to purchase greater storage capacity but owing to our very tight finances at the moment, the purging method seems a more cost-effective means of keeping our system in operation. We'll revisit the added storage in a future meeting. We appear to be rescinding the approval of that expense though voting action was taken.
- d. Training:
 - i. Myra Ashcroft has asked for training and Heather has volunteered to train her.
 - ii. Dan Baciogalupo is requesting training and Dickie Colo volunteers to train him when Dan makes a legitimate request via email.
 - iii. Mike Sanderson, a student of Craig Divis, is requesting mentoring and Gary will speak with Craig about the details of this request.
- e. Programming:
 - i. New Shows: Beau Bowler has requested an expanded time-slot and would like to have the kids from the Compass School join his show. In the past the Board has asked that the Compass programs record their shows and broadcast them at a time when other students can listen. Mr. Bowler has asked that this provision be waived so he can work with the kids live on air under tighter discipline than has been seen in the past. The Board agreed to Mr. Bowler's request and will monitor the show for quality and for the adherence to a learning environment.
 - ii. Cancelled Shows: Ryan Miller's *The Coughing Hour*, a recent addition, needed to be cancelled because of Ryan's own scheduling conflicts.
- f. Football Broadcasts: The broadcast of football games was suspended owing to technical problems. Don will try to remedy the problems in time for the next season.
- g. Printed Program Schedule: The program schedule, slotted for printing and distribution to a variety of zip codes for Fall 09 is still undelivered. We have collected \$1000 from CT River Transit to underwrite the schedule and we have promised a run of 4000 in fulfillment of that underwriting. At the present time we cannot afford to keep this promise because the cost printing and distributing by mail is at least 50% higher than the underwriting commitment. Tony proposes postponing this distribution until such time as we can afford this marketing either by increased advertising on the schedule or other fundraising. Without vote, the Board agrees that postponing is the best solution [Notetaker unclear: will we vote to reschedule this printing once our finances are solvent?] Gary agrees that, when time allows, he will print 300 copies of the schedule to send to our membership database.
- h. Host Agreements Sent: The new comprehensive Host Agreements have been sent by USPS to all our on-air hosts. Hosts have been asked to return these to the station by November 1st.

5. New Business:

- a. Time Between Meetings: It has been mentioned by several Board members that 60 days is too much time between meetings. Accordingly, it was agreed, without vote, that we would once again meet every month.
- b. Ramp Art Raffle: WOOL has been asked by Robert McBride to offer its mailing list to the RAMP Art Raffle in exchange for 25% of donations from our constituents to RAMP. Gary will create a "rack card" to include with the RAMP mailing. It's agreed by the Board that we will offer our mailing list in this way for this one-time use.

c. Affirmation of Online Voting: Dot moved and Bill seconded that we affirm our online decision to accept both the Underwriting Structure and the Sexual Harrassment Policy as expressed in documents now on file. The motion was approved unanimously. A copy of these two documents are attached to these minutes.

d. Membership Drive: The printed annual mailing to WOOL contributors past and present was assembled during the meeting and will be mailed by Gary by Friday following the meeting.

6. Next Scheduled Meeting: The next Board Meeting will be on Wednesday, November 11, 2009 at 7pm.

7. Motion to Adjourn: Tony moved, Bob seconded the motion to adjourn the meeting 9:02 pm.



WOOL100.1fm
BLACK SHEEP RADIO

Underwriting at Black Sheep Radio

The more you underwrite, the less you pay.

		A. Monthly	B. Quarterly	C. Annually
	Announcements			
PLAN ONE	10 announcements / week	\$100.00	\$275.00	\$1,000.00
	Total Announcements	40	120	480
	Price per announcement	\$2.50	\$2.29	\$2.08
PLAN TWO	20 announcements / week	\$180.00	\$500.00	\$1,800.00
	Total Announcements	80	240	960
	Price per announcement	\$2.25	\$2.08	\$1.88

Why underwrite?

1. Underwriting shows support for community radio.
2. Underwriting brings your message to our listening audience
3. Underwriting is tax deductible

How is underwriting done?

1. You choose your budget from the table above. The more you underwrite, the less you pay per announcement.
2. The WOOL staff will work with you to craft an on-air announcement that suits your needs
3. Announcements tell the audience about your business and contain
 - **Your company name, location, telephone number, and web address.**
 - **Your established corporate slogan as long as it's not promotional.**
 - **A "value neutral" description of your products or services.**
 - **Trade names of the products and services you offer.**

Is this just advertising?

While serving a similar purpose, underwriting differs from advertising in the way it is regulated. The rules governing our broadcasting license prohibit messages from sponsors that contain calls to action, promotional or qualitative language, price information, or inducements to buy or sell.

When will my announcements air?

We will air each of your announcements between 6:00 am and 9:00 pm when most of our listeners are tuned in. At our sole discretion we may air additional repetitions of your announcements during other broadcast hours but we will not necessarily report these additional repetitions to you and make no guarantees of this additional repetition.

We greatly appreciate your support and will work with you to reach our audience with your message.

For more information visit us online at www.wool.fm or contact gary@blacksheepradio.org

Policy On Sexual and Other Unlawful Harassment

Great Falls Community Broadcasting Company's Mutual Respect Policy

Great Falls Community Broadcasting Company is founded on the belief that all members of the community are worthy of respect and consideration and, as such, our bylaws (Article X) forbid discrimination based on race, color, religion, sex, sexual orientation, creed, or national origin. Our administrative policies state clearly that we do not tolerate disrespect of members of the community and a grievance procedure is outlined in our regulations to address transgressions of this fundamental policy.

Specific among transgressions, Sexual Harassment and Harassment in general are illegal under the laws of the State of Vermont; GFCBC will work diligently to eliminate any such behavior in our work environment.

Definition of Harassment

Harassment includes unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the work effectiveness of our employees, contract workers, and volunteers. GFCBC prohibits harassment for any discriminatory reason based on Article X of our By Laws and also any harassment conforming but not limited to the following categories:

- Verbal: sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats, or suggestive or insulting sounds.
- Visual/Non-verbal: derogatory posters, cartoons or drawings; suggestive objects or pictures, graphic commentaries, leering, or obscene gestures.

Definition of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, and nonphysical conduct of a sexual nature. Sexual harassment includes a wide range of behaviors from the actual coercion of sexual relations to unwelcome offensive comments, jokes, innuendoes, and other sexual oriented statements and unwelcome emphasizing of sexual identity. Examples include but are not limited to when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment or participation
- Submission to or rejection of such conduct by an individual is used as the basis for workplace decisions affecting that individual or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work or creates an intimidating, hostile, or offensive work environment.

Consequences for Violating this Policy

An employee, contract worker, or volunteer who has been found to have violated this policy or otherwise acted inappropriately will be subject to disciplinary action, up to and including discontinuance of membership privileges, employment, and access to our facilities. Consequences will follow the grievance procedure of GFCBC as expressed in our training manual and amended from time to time.

What You Should Do if You Believe You Are Harassed

A clear statement to the person engaging in the offensive behavior is often all that is necessary to stop the conduct. Employees, contract workers, and volunteers who believe they are being harassed are encouraged to let the person engaging in the conduct know how they feel.

Should you feel you are being harassed and the situation is not rectified by direct person-to-person notice to the offending individual or you do not feel comfortable in making this notice to the offending individual, you should immediately report any incidents in person or by mail to the Secretary of the Board of Directors, GFCBC, PO Box 110, Bellows Falls, VT 05101 or, alternatively, to the president of the Board of Directors

All employees, contract workers, and volunteers are expected to be truthful, forthcoming, and cooperative in connection with any complaint investigation or report.

[cont'd.]

Investigation and Resolution Procedure

Informal Procedure: It may be possible to resolve a complaint through a voluntary conversation between the complaining party and the alleged harasser, which is facilitated by a member of the board or, from time to time, another committee or office of the organization. If the complaining party or alleged harasser is a minor under the rules of the State of Vermont, notice will be given to the parent or guardian identified in the participant's applications. The complainant and the alleged harasser are entitled to have a person of their choice accompany them to any meetings or depositions. If the complainant and the alleged harasser feel that a resolution has been achieved then the conversation will remain confidential and no further action will be taken.

If either party or GFCBC choose not to utilize the Informal Procedure, or feels the Informal Procedure is inadequate or unsuccessful, they may proceed to the formal procedure.

Formal Procedure: The Board of Directors shall complete a harassment complaint report based on the verbal allegations of the complaining party. This complaint form shall be kept in a centralized and secure location and is the confidential property of GFCBC.

- a. The complaint report shall detail the described facts and circumstances of the incident or pattern of behavior.
- b. An investigation shall be completed by the Board of Directors or designated authority within 21 calendar days of the first written complaint or report. Investigations will consist of personal interviews with all parties and with any other parties who may have knowledge of the incident(s.) In determining if allegations constitute harassment under the policies of GFCBC, GFCBC will consider all surrounding circumstances, relevant documents, the nature of the behavior, past incidents, the relationship between the parties, and the context in which the alleged infractions were said to occur. The validity of claims of harassment and infractions under this policy is based on all the facts and surrounding circumstances.
- c. The Board of Directors or their designee will make the final determination of the complaints and infractions validity and will take appropriate actions based on its grievance procedures. Actions taken with regard to complaints will be consistent with the requirements of the policies of state and federal law. The Board of Directors will maintain a written report of the proceeding in each complainant's case which remain the confidential property of GFCBC.
- d. The complainant and alleged harasser shall be informed of the decision of the Board of Directors or their designee within the aforementioned 21 day period and of the material terms of any disciplinary action.

Confidentiality

Great Falls Community Broadcasting Company recognizes that both the complainant and the alleged harasser have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the complainant, the individuals against whom the complaint is filed, and the witnessed will be respected as much as possible, consistent with the legal and ethical obligations to investigate and to take appropriate actions.

Extra-Organizations Procedures

In addition to or instead of filing a harassment complaint through this policy, a person may choose to exercise other options, including but not limited to filing a complaint with outside agencies or the court system.

A charge of harassment may also be investigated by the Vermont Human Rights Commission and the Office for Civil Rights of the US Department of Education.

Acknowledgment of This Policy.

All employees, contract workers, and volunteers participating in the operations of Great Falls Community Broadcasting Company are obligated to acknowledge their knowledge and understanding of the terms of this policy and to sign a copy of this policy as an indication of this understanding PRIOR to commencement of any activity within the direct control of Great Falls Community Broadcasting Company.

Agreed and Understood

Signature / Name / Date



Thomas Abare
PO Box 475
Saxtons River, VT 05150

ANNUAL MEMBERSHIP RENEWAL
THANK YOU FOR YOUR SUPPORT.

Your Previous Contribution: **\$100.00**

Dear Thomas,

Since its inception, WOOL has been financed almost entirely by member contributions and by the occasional fundraiser. Our membership dues are as important as ever and we're here, once again, to ask you to renew.

WOOL is staffed by volunteers. This is the second year in which our on-air hosts each contributed extra to broadcast to our audience because, like you, they believe in the value of community radio. Our expenses include the rental of our antenna location on Fall Mountain, our licenses to broadcast copyrighted material, insurance, postage for regular mailings. Though we do miracles on an annual budget of less than twenty-five thousand dollars, we need every bit of help our members can offer. Please renew soon. If you'd like to purchase a gift membership for someone else, just let us know.

We get many emails from people appreciative of our broadcasts, including those far afield who listen online. From a shepherd in Wales who listens on his iPhone to an artist in Keene who found us on her car radio, we are praised near and far. We should all be very proud of this local resource and its significant accomplishments.

WOOL is growing while holding on to our initial ideals. We've begun broadcasting local football on Fridays and we're working with Great River Arts on radio journalism projects for students from area schools. We're now producing nearly forty shows locally. And we continue to provide our listeners with award-winning programs like Democracy Now and the Mimi Georges Show. We even bring you readings of Winnie the Pooh for the young and young at heart. You can see our updated Programming Schedule online at www.wool.fm and I'm certain you'll agree that we are a growing force in the region, bringing an interesting cultural experience, a unique perspective, and a local voice to the area's media offerings.

Please continue to support this worthwhile endeavor by renewing your membership today and sending your check or money order in the enclosed envelope. You can also visit us online at www.wool.fm to renew via Paypal. It takes just a few seconds but will return a year of quality programming. We are YOUR community radio station.

Members renewing after September 1, 2009 will remain gloriously current through December 31, 2010. We're grateful for your support and, on behalf of our directors, staff, and listeners, we send our heartfelt thanks.

Warmest regards,

Gary Smith
President, Great Falls Community Broadcasting Company
gary@blacksheepradio.org



**GREAT FALLS COMMUNITY
BROADCASTING COMPANY**
PO BOX 110 BELLOWS FALLS, VT 05101
MEMBERSHIP@WOOL.FM

PLEASE SEND THIS STUB WITH RENEWAL.

Amount Enclosed:

- Sustaining Membership* \$100.10
- Regular Membership \$25.00
- Senior / Student Membership \$10.00

*Includes a tee shirt! Tell us your size _____

Thomas Abare
PO Box 475
Saxtons River, VT 05150

Please make checks to
Great Falls Community Broadcasting
Your contribution is tax-deductible.
www.wool.fm

WOOL Balance Sheet

As of 10/11/09

10/11/09

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Account	12/31/08 Balance	3/31/09 Balance	6/30/09 Balance	9/30/09 Balance	10/11/09 Balance
ASSETS					
Cash and Bank Accounts					
BF Branch	4,487.17	5,098.95	2,969.63	1,873.28	1,798.28
Funds in Escrow	0.00	0.00	0.00	0.00	0.00
On line	269.86	80.84	0.00	311.04	320.45
TOTAL Cash and Bank Accounts	4,757.03	5,179.79	2,969.63	2,184.32	2,118.73
Other Assets					
Music Library	751.40	751.40	751.40	751.40	751.40
Studio Construction	3,452.41	3,452.41	3,452.41	3,452.41	3,452.41
Eq. located at Station	7,693.61	8,084.62	8,084.62	8,084.62	8,084.62
on Fall Mountain	6,343.25	6,343.25	6,343.25	6,343.25	6,343.25
TOTAL Other Assets	18,240.67	18,631.68	18,631.68	18,631.68	18,631.68
TOTAL ASSETS	22,997.70	23,811.47	21,601.31	20,816.00	20,750.41
LIABILITIES & EQUITY					
LIABILITIES					
	0.00	0.00	0.00	0.00	0.00
EQUITY					
	22,997.70	23,811.47	21,601.31	20,816.00	20,750.41
TOTAL LIABILITIES & EQUITY	22,997.70	23,811.47	21,601.31	20,816.00	20,750.41

WOOL Profit & Loss Statement

1/1/09 Through 9/30/09

10/11/09

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Category Description	1/1/09- 3/31/09	% of Total	4/1/09- 6/30/09	% of Total	7/1/09- 9/30/09	% of Total	OVERALL TOTAL
INCOME							
Donation-Charitable Donations	0.00	0 %	100.00	12.84 %	35.00	1.91 %	135.00
Sticker Sales	2.50	0.05 %	10.00	1.28 %	0.00	0 %	12.50
Tshirt sales	57.00	1.12 %	28.50	3.66 %	199.00	10.88 %	284.50
TOTAL Donation-Charitable Donations	59.50	1.17 %	138.50	17.79 %	234.00	12.79 %	432.00
Fundraiser							
Hunter Challenge	500.00	9.82 %	0.00	0 %	0.00	0 %	500.00
Hunter Match	686.10	13.48 %	0.00	0 %	0.00	0 %	686.10
MardiGras-09	2,357.00	46.31 %	0.00	0 %	0.00	0 %	2,357.00
TOTAL Fundraiser	3,543.10	69.62 %	0.00	0 %	0.00	0 %	3,543.10
Host Fee	100.00	1.96 %	125.00	16.05 %	135.00	7.38 %	360.00
Membership							
Regular	545.00	10.71 %	305.00	39.17 %	250.00	13.67 %	1,100.00
Student-Sr	40.00	0.79 %	10.00	1.28 %	10.00	0.55 %	60.00
Sustaining	801.50	15.75 %	200.10	25.70 %	200.20	10.94 %	1,201.80
TOTAL Membership	1,386.50	27.24 %	515.10	66.16 %	460.20	25.16 %	2,361.80
Other Inc-Other Income							
Program Guide	0.00	0 %	0.00	0 %	1,000.00	54.67 %	1,000.00
TOTAL Other Inc-Other Income	0.00	0 %	0.00	0 %	1,000.00	54.67 %	1,000.00
TOTAL INCOME	5,089.10	100 %	778.60	100 %	1,829.20	100 %	7,696.90
EXPENSES							
Insurance-Insurance	267.50	6.26 %	215.40	7.21 %	323.20	12.36 %	806.10
Maintenance	0.00	0 %	48.75	1.63 %	0.00	0 %	48.75
Office-Office Expenses	800.00	18.71 %	1,280.00	42.83 %	960.00	36.72 %	3,040.00
PayPal Fees	14.58	0.34 %	5.70	0.19 %	13.06	0.50 %	33.34
PR & Fundraising							
Postage and Delivery-Postage and ...	0.00	0 %	169.95	5.69 %	87.64	3.35 %	257.59
Printing and Reproduction-Printing ...	725.14	16.96 %	88.00	2.94 %	35.00	1.34 %	848.14
TOTAL PR & Fundraising	725.14	16.96 %	257.95	8.63 %	122.64	4.69 %	1,105.73
Programming							
Copyright & Licensing-BMI/ASCAP	1,266.00	29.61 %	0.00	0 %	0.00	0 %	1,266.00
Dues and Subscriptions-Dues and ...	100.00	2.34 %	100.00	3.35 %	100.00	3.82 %	300.00
TOTAL Programming	1,366.00	31.95 %	100.00	3.35 %	100.00	3.82 %	1,566.00
Rent-Housing Rent							
Tower	927.00	21.68 %	927.00	31.02 %	927.00	35.46 %	2,781.00
TOTAL Rent-Housing Rent	927.00	21.68 %	927.00	31.02 %	927.00	35.46 %	2,781.00
Supplies, Bus-Supplies	0.00	0 %	34.42	1.15 %	51.26	1.96 %	85.68
Utilities-Water, Gas, Electric							
Telephone-Telephone Expense	175.11	4.10 %	119.54	4.00 %	117.35	4.49 %	412.00
TOTAL Utilities-Water, Gas, Electric	175.11	4.10 %	119.54	4.00 %	117.35	4.49 %	412.00
TOTAL EXPENSES	4,275.33	100 %	2,988.76	100 %	2,614.51	100 %	9,878.60
OVERALL TOTAL	813.77	100 %	-2,210.16	100 %	-785.31	100 %	-2,181.70