

WOOL-FM Board of Directors Meeting

January 17, 2018

Present: Bill Holtz, Melissa Berry Brown, Dickie Colo, Ginger Driscoll, Cheryl Gay Sherwin, Gary Smith, Bruce Sterling.

Bill called the meeting to order at 6:10.

ACCEPTANCE OF MINUTES

Meeting minutes of 12/13/17 were reviewed. Gary moved to accept minutes as amended, Melissa seconded. Motion passed unanimously.

TREASURER'S REPORT

Treasurer's report was reviewed. Gary hopes to have all the outstanding date entered into Quickbooks by the next Board meeting. October through December is accurate. Our bank statement as of December 29, 2017 shows our closing balance as \$13, 586. Multiple memberships have since been deposited. As of January 14, 2018, our People's Bank account stands at \$16,303.78 and our PayPal stands at \$2, 630.89 for a grand total of \$18,933.67. Discussion followed regarding details of deposits will be on photocopied deposit slips, but not in QuickBooks. Details are also tracked elsewhere, whether it be memberships, merchandise, etc. Melissa moved to accept the October-December 2017 Treasurer's Report, Bruce seconded; motion passed unanimously.

Principal pre-payment (\$2,000) has been made to Town of Rockingham. (Thanks Gary!)

First Light donation request in the works. (Thank you Tony E.!)

Gary moved that we increase the amount for Lynn Rust, CPA to migrate data to \$350, Bruce seconded; motion passed unanimously. QuickBooks Online accounts are set up, one for Lynn Rust, CPA in Swanzey. They'll move QuickBooks data from studio desktop version to Online version. Then Gary will set up an account, enter 2017 and close the year. (Thanks Gary!) Another account will be set up for Alan Fowler. Alan will take over bookkeeping (paying bills/entering information in QuickBooks. (Thanks Alan!) Discussion followed regarding how confusing PayPal payments are--whether they are donations or membership payments.

OLD BUSINESS:

1. ADMIN AND TECH SUPPORT:

- Power off & station down for 30 minutes 12JAN2018 while Chris Sherwin got electrical panel upgrade.
- EAS needs fixing. Gary checking with Tony and possibly Ira.

2. PROGRAMMING:

--Prospective Hosts: None.

--Melissa has spoken to Dave Culver and the Tech Center student is no longer interested in an internship at WOOL since it is now snowboarding season!

--Sadly, Dickie announced that The B Side will be going on hiatus.

--Bruce was recently contacted by Patti McDonald. She is interested again in having a show. She would like to be retrained. Bruce will have an update for us at next month's meeting.

3. PUBLICITY AND BRANDING AND PUBLIC RELATIONS

--T-shirts have arrived!

--Underwriting: Rice Tree's underwriting has been recorded and is in rotation. Bruce received an inquiry email regarding six month's worth of underwriting at the end of December; Bruce responded but has not heard back. WOOL needs an Underwriting "Point Person".

--Orchard Hill Bakery -- Bill sent an email and we are in their lottery for a Pizza Night.

--Melissa suggested we participate in Trunk or Treat in October, either in Springfield or spearhead one here in Bellows Falls.

4. MEMBERSHIP

--Renewal requests were stuffed and sent on December 22nd. (Thanks Gary, Bruce, Bill, and Cheryl.)

--Elaine and Bruce have processed renewals that have been received. Thanks! As of 10JAN - 43 renewals totaling \$2,800. Checks were deposited in Peoples Bank. Database is getting updated. (Bruce)

-- Membership database. All contributions are going through Bruce/Elaine and tracked with new deposit database and through the member-database when appropriate. Donor is sometimes given a membership as a thank-you. New QuickBooks and Alan F should get all this information as well. (Bruce)

NEW BUSINESS

1. Public File Online Reporting -- March 1, 2018 is drop dead date. (Cheryl / Gary) Gary has set up an account to do it and he will retrieve passwords. We need authorizations (we'll scan them), our application (already in digital form) and a variety of forms submitted. Some are digitized already, others are not. Program Test Authority? Certified? How do we look this up? Issues List?

2. Voicemail Report (Bruce and Melissa)

-- None that required a follow-up .

Cheryl proposed adjourning the meeting, Bruce seconded - the vote was unanimous. Meeting adjourned at 8:04 PM.

Respectfully submitted,

Cheryl A. Gay Sherwin