

**WOOL Board of Directors Meeting**  
**Great Falls Community Broadcasting Company**  
33 Bridge Street Bellows Falls VT 05101  
Wednesday, 12 October 2022  
6:00 – 7:39 pm  
MINUTES

**BOARD:** Bruce Sterling, Melissa Brown, Don Dawson, John McCann, Martin Royle, Skye Payne (minutes)  
**HOSTS:** Tony Elliott (Former Board Member & Host), Alan D'Amico, Josh Goldstein, Eric Kallio, Evan Parks  
**Absent:** Gary Smith

**1. ANNOUNCEMENT** (*Bruce*)

- Tony Elliott has offered to help the Board out temporarily, although not taking on a full Board member position.

**2. REVIEW MINUTES from SEPTEMBER 2022** (*Skye*)

- Discussion of possible change to posting of meeting minutes needing to be more timely
  - Send minutes to Board members within 2 days after the meeting
  - Board members make any comments or revisions within 7 days of that posting.
  - *Draft* version of minutes will be posted at that point
    - Bruce expressed concern about posting erroneous or confusing Board Minutes to the WOOL websites. It is important that all Board members get to comment on Draft minutes before they are posted and those minutes are labeled clearly as “Draft” minutes before being approved at the next month’s Board meeting.
    - Board minutes are posted on the website at the point that the Minutes are finalized.

**MOTION:** Don moved to accept September minutes as written. John seconded. Passed unanimously.

**MOTION:** Melissa moved to adjust the timing of posting a draft of the minutes to the WOOL website to be within a week after the Secretary’s draft is sent to Board members. Martin seconded. Passed unanimously

**3. TREASURER’S REPORT** (*Bruce*)

- Review August 2022 WOOL P&L Report and Balance Sheet submitted by Gary to the Board last month.
  - Tony mentioned that Treasurer’s Report is accepted not approved by the Board
  - Tony was asked if he were willing to act as Interim Treasurer during Gary’s Absence, he said he may be willing but wants to talk it over with Gary first.
  - Tony will get back to the Board about possible treasurers’ duties.

**MOTION:** Don moved to accept Balance Sheet and Profit & Loss Statement as written. Martin seconded. Passed unanimously.

**4. OLD BUSINESS** → No old business was brought up

**5. ADMIN & TECH SUPPORT**

- Console and Studio to Transmitter Link (STL) Update (*Tony*)
  - This is recommended by many other radio stations which also use internet for connectivity
  - This tech should allow streaming without drop-outs

- Check with Gary to see who can supply and install the STL to support WOOL's needs – Tony has volunteered to consult with Gary on the STL
- Tony pointed out John does a yeoman's job taking care of numerous computer and programming issues but may be overloaded (Only so much you can do flying down the road in an ambulance trying to get WOOL back on the air). It may be helpful to allow others to pick up on some of the technical aspects of the studio.
- Next step is Tony talking to Gary, with Evan and John involved too, with installation from the studio to the Mountain - the cost of the STL has been approved by the Board and budgeted by the Treasurer.
- PC3 Replacement Estimate from Evan (*Evan*)
  - PC3 is old and becoming less effective and problematic, it needs to be upgraded or replaced.
  - The computer replacement estimate provided by Jeff Ramen includes a generous donation of time and equipment.
  - Evan recommends it would eventually be good to have at least one spare machine available of when one of the older machines fail
  - Automation machine is as critical as PC3
  - The new machine being thought about can do more than one job so provides more back-up
  - Need to have more people trained in how it all works to distribute the load in offering help to hosts
  - Evan is offering to do more investigation of other alternatives to technical issues with existing equipment.
    - It was suggested do some fundraising first before making new major purchases
    - It was also suggested to develop a staged approach to adopting and purchasing new equipment
  - The Board thanked Evan for his work on dealing with computer and technical issues.

**MOTION:** Don moved to approve \$900 to pay for replacement to PC3 as presented in Evan's and Jeff's estimate. Melissa seconded. Passed unanimously.

- Public File FCC Online Reporting (*Skye*)
  - Issues logs for the 3<sup>rd</sup> Quarter were posted to meet the Oct. 10 due date
  - 4<sup>th</sup> Quarter logs have started to come in
  - Agreed to send a memo from the Board to all hosts to remind them that submitting Issue Log's is required
  - Skye will send the recent logs to the host group to provide examples for all hosts
- Sound Exchange (*John*)
  - Selects other programming when there is a missing program
  - 3<sup>rd</sup> Quarter Report is due – John is working on it
  - RF mentioned having a problem with Spinatron: if he enters a song that is also the name of the album, it will only record the album, not the individual song
- WOOL Mail and Voice Mail Report (*Bruce*)
  - Call from woman wanting a mentor for a student from the Bellows Falls Union High School - Skye will follow up with the school
  - Denver CO woman called about swag – “Cindy from Denver”; Bruce will contact her and provide swag if purchased.
- Computer Back-Ups Update (*Bruce*)
  - Contacted Mark – not entirely done yet – has held off knowing a new computer may be on the way.
    - Evan suggested using cloud back-up rather than physical memory storage, so that if machine goes down, the data is not lost.
    - 2T cloud storage would cost about \$12 a month
    - Gary reluctant previously to add another monthly expense

- Discussion of boosting funding support for ventures like this – Evan is on it! May break out his Black Sheep costume for Halloween fundraising.
- Black Sheep Radio Trademark Renewal (*Bruce*) Trademark obtained in October 2019 – good for 5 years – so no action needed now
- Remote Producer Training Plan / System (*John*) → Tabled

## 6. MARKETING (*Don and Martin*)

- WOOL Awareness Campaign and WOOL Newsletter Launch Update
  - *Radio Waves* newsletter first issue has gone out - looked professional - simple enough to keep going
  - Will pick names out of a hat to select the host to profile in each issue
  - Will create a regular *What's Happening at WOOL* box – short, simple, immediate

## 7. PROGRAMMING

- New Hosts – New Shows, Hosts or Training (*John, Bruce*)
  - Erin Petrie - Application sent and paid online – has had experience on NJ community station and in college – John will contact her
  - Pia Rabin – reached out to Don through his show about being a DJ – Don will contact her
  - John has been training Rowan who is very knowledgeable already as he has 8 years experience from high school and college – likely to be live in another month or so
  - Melissa offered to help with training on her show
- Schedule changes (*John*)
  - Discussion of host who has 2 spots but not new programming, so may reduce to one spot – Don will follow up with the host
  - Trevor, Host of 'Ocean of Sound' has announced that his last show will be at the beginning of November, opening up another slot on Monday night.

## 8. MEMBERSHIP REPORT (*Bruce*)

- Since Sept 21, 6 new members through PayPal – likely following the Chester Fall Festival – including one sustaining - Previously reported total of 137 members – now total of 143, 60 of which are sustaining
- Discussion of underwriters which Don will follow up on as he gets the contact information

## 9. NEW BUSINESS

- FCC Registration Issue (*Bruce*)
  - Mark advises it is not an urgent issue, can be dealt with at another time.
  - The FCC set up a modernized system, but we were not familiar with it yet
  - We have notice that license was renewed but the actual final license has not been received. When it is received it needs to be posted to website, studio and at top of mountain – follow up with Mark
- 2022 Annual Meeting (*Don, Pete, John*)
  - Have to have it before the end of the year to comply with By-Laws – need to set a date, can be held by Zoom – main thing is vote in the slate of Board members
    - Need to present financials – will check with Gary & Tony to compile a report
    - Don will prepare the annual summary cover page
    - Aim for Sun Nov 20 or Nov 13 depending on feedback from Board members

## 10. OTHER BUSINESS

- Spinatron audit – need to see who is using it and who needs training – Evan will help with training
- Discussed getting a WOOL Zoom account and a list of current WOOL members email addresses.
- Cards will be sent to members not yet renewed to see if they are interested in rejoining

## 11. ADJOURN

**MOTION:** Martin moved to adjourn. Don seconded. Passed unanimously.

**NEXT MEETING: 6:00 pm, Wednesday, 9 November 2022**