

WOOL Board of Directors Meeting
Great Falls Community Broadcasting Company
33 Bridge Street Bellows Falls VT 05101
Wednesday, 09 November 2022
6:06 – 7:30 pm

MINUTES

Attendance: Bruce Sterling, Gary Smith, Don Dawson, Tony Elliott, John McCann, Evan Parks, Martin Royle, Skye Payne (minutes)

Absent: Melissa Brown

1. REVIEW MINUTES from OCTOBER 2022 Meeting (*Skye*)

- The issue of posting minutes was clarified that the minutes will be posted to the website as they are finalized, not as a draft. This has been the protocol for the past 20 years and does not need changing.

MOTION: Don moved to accept the October minutes as revised and to maintain the established posting procedures. Martin seconded. Passed unanimously.

2. TREASURER'S REPORT (*Gary/Tony; see Attachment*)

- The Board discussed the report submitted, and the mystery underwriter – it seems that this should be called a donation, as she may have been unclear about what “Underwriter” meant.
- There are small amounts that “need to be cleaned up in QuickBooks” that Gary and Tony will attend to.
- There were a few months for which the increased rate for Tower was not paid, but this has been caught up now, though there was not specific response from Tower. “Better to err on the side of caution” by paying it.

MOTION: Don moved to accept the Treasurer's Report as presented. Bruce seconded. Passed unanimously.

3. ADMIN & TECH SUPPORT (*Don & Martin*)

- STL Update (*Gary*)
 - Board already voted layout of approximately \$4,000.00 for STL project. That money is reserved and budgeted and will be paid out when ready.
- PC3 Replacement Update (*Bruce/Evan*)
 - Evan will pick it up in Newport when it is ready
 - Evan also said the old PC3 has a lot of old programs stored
 - It would be good to save it and not clutter up the new PC3
 - Don says he may have a hard drive that could be used for storage
 - Another external sound card has been purchased and installed on the automation machine which had outlived its ability to update
 - Discussion of replacing PC3 right away v. replacing Automation computer then PC3 →
 - Evan explained that plan is to replace PC3 then see if other computer is up to the job –
 - Can have 2 machines with the same software because have 2 licenses so always have a spare
 - Evan would like to see solid state hardware for faster recovery
 - Tony added that original request was to buy 2 machines due to ages of those currently in use – but that depends on some more fundraising – which Evan is beginning – Don agreed to help
- WOOL mail and voicemail report (*Bruce*) → Nothing to report
- NCE License Update (*Gary/Bruce; see Attachment*)
 - The Board confirmed we are a non-sectarian station which prohibits on-air ministry pursuant to the NCE license through FCC

- Gary presented a memo regarding this for the Board to review how the restriction came about
- Bruce mentioned that the Host Manual does not address it because written prior to the change
- Host Manual is in the process of being updated and will include this

4. **MARKETING** (*Don and Martin*)

- Don has an upcoming interview with Pete's Farm Stand as a local business
- Gary hopes to get cards out for fundraising in the New Year, not to be smothered in all the other Holiday cards
- Don and Martin will plan on the Newsletter next going out in the beginning of 2023

5. **PROGRAMMING**

- New Hosts – New Shows, Hosts, or Trainings (*John /Bruce*)
- Host and Show to Approve (*John*)
 - Rowan Norlander-McCarty is being trained who wants to do a show *Curb Wax*
 - Previously had about 8 years experience in high school and college and seems to know what he is doing
 - Scored well on the test and John was able to clarify with him what he had missed
 - Rowan wants Sun evening 6-8pm slot, which would mean moving a Sun jazz show
 - Stage 33 has some concerns about having someone doing a show while they are doing a live show – Rowan is willing to work with that
- Erin Petrie Dougherty: Completed application and paid - Begins training November 21
- Francis Barsky: Bruce will follow up
- Pia Rabin: wanted to do a religious show but Bruce explained the sectarian programming license
- Spinatron 3rd Quarter Report has been filed – Don will email Hosts to enter music on Spinatron as required

MOTION: John moved to accept Rowan Norlander-McCarty for the Sunday evening slot. Bruce seconded. Passed unanimously.

6. **MEMBERSHIP REPORT** (*Bruce*)

- Two new members just renewed today with updated addresses

7. **NEW BUSINESS**

- 2022 Annual Meeting (*Everybody*)
 - Gary plans to nominate Tom Weiss from the floor to be on the Board
 - Discussed the procedure for the gathering – the meeting is to let members know what has been going on during the past year and to get Board members officially elected
- Website needs updating – Board will discuss further at next regular meeting

8. **ADJOURN**

MOTION: John moved to adjourn. Don seconded. Passed unanimously.

NEXT MEETING: 6:00 pm, Wednesday, 14 December 2022 Live /Zoom

TREASURER'S REPORT

TO: Board of Directors
FROM: Gary Smith, Treasurer
DATE: 8 November 2022

Ladies and Gentlemen,
 Here is the financial information for the month ending Oct 31, 2022

Bank Accounts	Beginning	Ending
M&T Checking	\$13,860.14	\$11,488.90
Paypal	\$ 4,553.49	\$ 4,875.25
Total Bank Accounts	\$18,413.63	\$16,364.15
Variance from Balance Sheet		\$ 176.65

Income and expenses are available in the following pages.

- 1. Tower Rent:** TCTI confirmed the rent increase and a check for the balance of \$28.88 was sent by Tony
- 2. Revenue:** Revenue was light during the period. As you might all imagine, it's time to formulate fundraising goals and plans or we will soon be in difficulty. Maybe a big ticket item auction that can be handled online without all the effort of a little ticket item thing.
- 3. STL:** I have passed all the pertinent information to complete the STL transition on to Tony who has agreed to see it through. The money is earmarked in our treasury for this expense as you know. Ten items sold for over \$500 beats our average take at an auction. We can discuss what these could be.
- 4. MYSTERIOUS UNDERWRITING:** We received \$190 in underwriting from Diana Monson of Indiana long time ago. I wrote to her and asked what it was for but never heard back. Anythng?
- 5. ANNUAL REPORT:** With Tony Elliott's help we prepared financials for the annual report which are now all included.
- 6. TREASURER FOR NOW:** I'll do my best to enact this job properly going forward and it may require occasional help from Tony or others. We need some continuity for now and we'll try to build a succession plan that is methodical

Respectfully submitted,

Gary Smith
 Treasurer