

Meeting minutes of the  
WEFT Board of Directors Meeting  
February 22, 2016, 7:00 pm  
Lincoln Building, 44 E. Main St., Champaign  
Rm 421

	Board Members		Guests
x	Vicki Niswander (VN), chair	x	Bruce Zimmerman (BZ)
x	Al Kurtz (AK), Vice Chair	x	Ed Mandel
x	Mark Niswander (MN), Secretary		
x	Sandra Ahten (SA), Treasurer		
x	Barb Trumpinski-Roberts (BTR), at-large		
x	Andrew Cardinal (AC)		
x	Don Davis (DD)		
x	Robert Gattermeir (RG)		

1. Call to Order -- VN @ 7:03
2. Introductions -- Not necessary
3. Approve Agenda -- Change: Move Treasurer report to item 6, RRT report to item 7. AK moves, AC seconds. Acclamation.
4. Public Comment -- None
6. Approve minutes from last meeting (1.25.16) -- AK moves, AC seconds. Acclamation
7. Treasurer's Report – SA reports on the conversion of AE files to QB. Laura, temporary bookkeeper, will assist using a trial version of AE. SA met with accountant and discussed problems with AE reporting and PayPal. Winter Appeal brought in \$9422.
8. RRT report – SA discusses podcasts having one feed to go live on April 1 with Black Lives Matter and Literary Life. Music shows can be archived for 2 weeks; BZ looking into making this a possibility at WEFT. Currently have 2 interns working (Podcast & News); the social media intern quit. U of I marketing class to survey WEFT listeners in April. Grant submitted for \$3700 to Urbana Art for part-time staff. Illinois Arts Council grant to be submitted in May although we have not received funding from last year. We already have received \$6000 to

start pledge drive! SA moves to revise Spring pledge drive goal from \$40,000 to \$30,000 so that is achievable and we get an element of confidence through success. BTR seconds. Discussion ensues. Motion passes: 6-1-1. Towels in bathroom supplied by Aramark were discontinued. SA discusses possible organization changes at WEFT including the positions of Operations Manager, Volunteer Coordinator, Office Manager and their respective duties and relationships.

9. Reports (All standing reports should be provided in written form at least 48 hours in advance of the meeting)  
Committee Reports (PC, Music, Building, Engineering, PR, Finance, Digital Library, HR, Community Shares, Underwriting, Pledge Drive), Administrative Assistant – Reports attached. VN will send Programming Committee report to BOD.
10. Old business – None
11. New Business
  - a. Parking for WEFT employees – VN moves to pay \$40/month for parking for Megan Rushing and Bruce Zimmerman. AK seconds. Acclamation.
12. Fundraising – Pledge drive preparations discussed.
14. Adjournment – AK moves. AC seconds. Acclamation.

Future items:

Bylaw compliance and possible revision  
Board job descriptions  
Board Training

## Board Reports

### Engineering

#### - Broadcast Chain -

Mike Feldman and I continue to troubleshoot the front studio mic level problems. Mike Feldman will pull two of the three main studio mic preamps (model - 286A dbx pro products) and replace them with a temporary dual channel preamp. He will then open the pulled amps, clean and inspect them, and determine if he can find a root cause for this recent change in behavior. We adjusted input gain levels in the board but the effects of these changes did not seem to hold over time. We also adjusted several settings on the three preamps (on 3 occasions thus far) and temporary changes were noted at the time but we are still not outputting at the previous levels. The on/off switches for the CR mic in the front studio was reported to be unreliable. I removed that module from the board, partially disassembled the module, cleaned the switch area and reassembled/reinstalled it. No further reports of problems. Dust on contacts I believe.

An inventory was begun for all equipment used for broadcast.. This includes all items in racks in the two studios, the Great Hall equipment rack, the Lincoln Building, and the transmitter site. Manuals for all items will be located and shelved.

Mike Feldman has begun the debug process on finding the source of the 60 cycle hum in the monitors in the back studio. No solution found thus far.

Repairs were made by Mike Feldman to several connectors terminating leads in the whip used for live performances in the Great Hall.

The Emergency Alert System (EAS) equipment was reconfigured, antennas adjusted, components re-attached together, and the three receivers were set to our upstream signal providers frequencies (each is labeled). The February required automatic monthly test worked properly. Monthly tests occur on the first Monday of every month alternating between 12:15 AM and 10:15 AM. The next test will be on March 7th at 10:15 AM. I will print and post in the front studio updated instructions for the EAS system.

#### - Incidentals -

I found an old national radio signal driven clock in the basement. I initialized it at my house and have now placed it in the front studio. I will see if it is able to acquire the time hack signal from that interior location. If it can then we can use it as the source time for setting the board and for use by those who do not have a trusted wireless device to refer to. In time we need a large display clock in each studio which is synched to the national time signal.

#### - Building -

A quad box (4 receptacle outlet box) was repaired in the front studio. A retaining screw was replaced. Was in danger of shorting.

I plan to install a plywood backerboard on the southwest wall of the front studio - below the window - and attach all the plug strips to the wall. We currently have 16 devices plugged into the 4 plug strips down there. The strips are plugged into two quad boxes. I do not yet know how many circuits the boxes represent. I will try to load balance and spread the risk across multiple circuits. I will also label receptacles with circuit numbers.

Bruce Zimmerman

### Music

Last night the Music Committee was able to have 5 members record some sound bytes with Willie for the pop up concept that is underway. We talked about WEFT and specifically things relating to the genres of the respective directors. Plans are starting to be put into motion for taking a batch of CDs from upstairs over for recycling in Bloomington. Also going to help remove some CDs from the back studio area for future usage as that becomes the new production studio. Lastly, we are keeping the ball rolling for a Fall pledge drive compilation of some sort.

Cheers,  
Anthony

## **Digital Library Committee Report to the Board – February 2016**

WEFT's 4<sup>th</sup> Quarter 2015 Sound Exchange report is listed as "Complete" on the NPR/DS website. This means we submitted the playlist file and the streaming file in the proper formats and added the other required info. Our ATH (Aggregate Tuning Hours) was down to 392 from 427 we reported in the 3<sup>rd</sup> Quarter. 392 ATH is still the highest in WEFT history. In short an ATH is an hour of programming streamed to one online listener. Thus higher numbers represent a combination of greater compliance among WFET airshiffters and more listeners on the stream.

Work on WEFT's 1<sup>st</sup> Quarter 2016 Sound Exchange report has already begun. The 2 week Spintron reporting period for the 1<sup>st</sup> Quarter of 2016 was February 1 thru 14. The End Time/Duration field was turned on during those 2 weeks. Several Digital Library Committee members have already begun working on the files for the report which is due Monday April 4. The idea is to have the DLC members work on different files from the previous quarter so more than one member will know the entire process. Instructions documenting how to process the files and submit the report has been greatly improved thanks to DLC members and is available on the DLC Google Drive;

[https://docs.google.com/document/d/1xajEn0pmUMHlcErsLXVHBnfox6NR0C5fSkv0lpKJG\\_M/edit?usp=sharing](https://docs.google.com/document/d/1xajEn0pmUMHlcErsLXVHBnfox6NR0C5fSkv0lpKJG_M/edit?usp=sharing)

Discussions have continued with Anke Voss with the Urbana Free Library regarding preservation of a portion of WEFT's historical documentation. Preliminary discussions with the Sousa Archives at the U. of I. have also taken place in regards to the preservation of some of WEFT's music archives. We continue to research and follow copyright restrictions.

Mike Feldman and Zack Widup have done some work on solving the problems in the Back Studio. Though they've made progress in some areas, they are faced with some newly discovered issues.

With the recent push to get some of WEFT's music shows up on the website, we realize we have to make the replacement of the Streaming/Recording computer in the Great Hall a higher priority. The highest recording rate that our current software supports is 56 kbps, that is simply not good enough for streaming music. The software we have chosen as a replacement on the new hardware supports a much higher bandwidth of 256 kbps. Work on this project has been slow since demands on our time have increased greatly over the last several months.

We continue to add music tracks to our Digital Library. We also rotate some new music periodically into the Zara Overnight drive and add PSA's and Station ID's to our collection and modify the Zara Event Scheduler.

Bob Paleczny  
Chair – Digital Library Committee

## **WEFT Web Team December Board Report**

### **Two new pages published - awaiting feedback from Airshiffters on content:**

#### **WEFT related sites around the Web**

Some WEFT programs have their own websites located elsewhere on the web. Clicking on a show's title in the list below will take you to that program's web site.

<http://new.weft.org/shows/WEFT.shows.assoc.web.pages.html>

and

### **Public Affairs and News from around the world**

WEFT broadcasts a range of Public Affairs, Commentary and News programs produced elsewhere in the world. Below you will find a list of those programs. Click on a title and you will be taken to the originating organization's web page.

<http://new.weft.org/shows/WEFT.PA.NEWS.desc.list.html>

### **More WEFT Wireless - Past Issues - added**

<http://new.weft.org/about/>

### **Improving Audio of Public Affairs archived shows**

Investigation ongoing into improving the audio quality of the public affairs programs uploaded to the website weekly.

Edits made to Listen Live page.

### **In response to Sandra's email of November 23**

#### **Tune In App**

We added text explaining that the Tune In app is available and made sure it was listed first on the Listen Live page. Users get to choose their own way to listen online.

#### **In Browser Audio Player**

A "Listen to WEFT's live broadcast in your browser" feature was added to some web pages. It does not work for Windows 7 with IE 10 & 11.

#### **Concrete5**

A small amount of investigation into concrete5.

#### **Square Space vs Word Press**

There's a good review here of the differences between Square Space and Word Press.

<http://grasshopper.com/resources/tools/squarespace-vs-wordpress-best-website-builder/>

One of the most important differences is that Square Space sites have to be hosted on their servers, so our current hosting solution would not work.

An additional concern we have with Word Press is server speed. Our last web site was a Word Press site and it got really slow and difficult to use. We may need to investigate what we can do about that if Word Press is the way we go.

### **Moving Forward**

We would like to make the web site more accessible to non-programmers. One of the original goals with using a Word Press site was to make it available to genre directors to upload reviews and things of that sort. The mechanics of the web site, once built, don't need to be tinkered with much and the web team is happy to keep that responsibility.

### **Site Map**

We have been in discussion about what functionality needs to be available on the web site and have been working on adding those pages. That way we can build the current content and any other new pages/functionality into the new design.

### **Pledge Drive Coordinator Duties**

1. Make reminder calls to those volunteering the next day.
2. Check pledge forms to assure complete and readable information is entered. If you find items that are illegible, follow up immediately with the volunteer on duty. If the volunteer is unable to clarify, or there are still missing pieces, call the donor and get the needed information.
3. Distribute premiums to people who have walk-in pledges or those who pledged online. Record names and contact information, and what item (s) they received in the pledge drive binder in the office (you will have a key).
4. Manage any questions about the pledge form, including those regarding donation matching.
5. At the end of your shift, enter the total for matching donations in the binder for that shift.