

Meeting minutes of the
WEFT Board of Directors Meeting
March 28, 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	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	Andie Eisemann (AE)		
x	Robert Gattermeir (RG)		
x	John Parker (JP)		

1. Call to Order – VN @7:02
2. Introductions – Not required
 - A. Welcome new board members – John Parker and Andie Eisemann welcomed to the BOD.
3. Approve Agenda – AK moves, DD seconds. Acclamation.
4. Public Comment – DD declares his unavailability for future BOD meetings until his term expires in September 2016. He will not be re-running. SA expresses desire to have BOD members not respond to inflammatory remarks made on wefto or wefti. SA wants to be responsive but cites better ways for discussion – Associates meetings and Associate-elected representatives are better alternatives.
6. Approve minutes from last meeting (2.22.16) pp. 3-4 – BTR moves, AC seconds. Acclamation.
7. Board Chair Report – VN reported on a meeting earlier in the day with Bruce Pea, volunteer fundraiser, who is willing to volunteer 15-20 hours/week to WEFT. VN says that the Center for Car Donations reports 6 cars donated on behalf of WEFT for ~\$700.

8. RRT report, pp. 5-15 – SA summarizes attached report. DD moves to pay \$600 to get returned postcards so ~1000 ‘bad’ names/addresses can be removed from the WEFT mailing database. RG seconds. Acclimation. SA moves to hire an underwriting assistant for 10 hours/week to work with SA and Megan Rushing (MR). The 10 hours/week are available due to MR reducing her hours from 40 to 30 hours/week. Therefore no change in budgeting. RG seconds. Acclamation. Three new underwriters have been contracted. RG And AC will assist in preparation of listener survey for U o I marketing class.
9. Treasurer’s Report – WEFT has hired a part-time bookkeeper. She has not been able to get a profit/loss report to the BOD due to issues with QuickBooks. Will get report ASAP. Spring Pledge 2016 drive total: \$21,265 from 148 donors.
10. Reports (All standing reports should be provided in written form at least 48 hours in advance of the meeting) pp.16-20
Committee Reports (PC, Music, Building, Engineering, PR, Finance, Digital Library, HR, Community Shares, Underwriting, Pledge Drive, Administrative Assistant
11. Old business
 - A. Grateful Dead Hour -- \$260 bill received from GDH will be covered by underwriters through June 2016.
 - B. Building Committee Report (p. 17) – attached.
12. New Business
 - A. June board meeting date – BOD members VN and MN will be absent, AK will chair meeting.
 - B. Member Election ballot and schedule, pp. 21-25 – draft letters schedule, ballot attached. Some revision necessary; for example, voting *against* is no longer an option.
 - C. Advisory Committee – SmartSheet created for BOD members to suggest names of community leaders to be members of this committee.
13. Fundraising
 - A. House Concert Chair – SA suggests the concept of co-hosting house concerts with another non-profit and splitting the proceeds. WEFT would provide the music, the other non-profit would provide the venue. Event Chairperson needed.
14. Adjournment – AK moves, JP seconds. Acclimation.

Action Items		
What	Who	When
Contact Bruce Pea concerning Community Shares.	VN	4/1/16
Obtain online agreement in regards to D. Monk/WEFT.	BZ	4/28/16
Consider Bylaws revision included in Membership election mailing.	VN	4/28/16

Email SmartSheet link on Advisory Committee to BOD members.	VN	4/28/16
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Future items:

Bylaw compliance and possible revision

Board job descriptions

Board Training

- A. Pledge Drive update
 - B. Employee Updates
 - C. Upcoming Dates

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
5. Approve minutes from last meeting (1.25.16) -- AK moves, AC seconds. Acclamation
6. 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.
7. 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.

8. 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.
9. Old business – None
10. New Business
 - a. Parking for WEFT employees – VN moves to pay \$40/month for parking for Megan Rushing and Bruce Zimmerman. AK seconds. Acclamation.
11. Fundraising – Pledge drive preparations discussed.
12. Adjournment – AK moves. AC seconds. Acclamation.

Future items:

Bylaw compliance and possible revision
Board job descriptions
Board Training

RRT report

Spring pledge Drive Postcard Mailing

This mailing had a dual purpose. We had a database of 5355 names of which our appeal letters had only been going out to 1000 of them. I think this was anyone who had donated in the last 4 or 5 years. However we wanted to reach out to those other 4000 plus people and at the same time do so in a way that could clean up our mailing list.

We opted for a postcard which cost less to mail and get returned since we were mailing to so many that we knew would likely be undeliverable.

The postcard had a very “soft” “money ask” on it, combined with other ways besides monetary that they could “show us their love”. This is in line with a comment from a frequent donor to WEFT who made the comment that she felt that it was way too soon after the last appeal letter to send out another appeal letter....that WEFT was on constant appeal for money.

It is also in line with best practices for non-profits to have 3 or 4 “touches” per year some of which are NOT direct appeals for money.

It is contrary to advice Jeff gave after the fact in his reflection of that many donors to our pledge drives no longer listen to WEFT but still donate, when they get an appeal letter that contains a self-addressed stamped envelope.

The cost of the mailing is

\$598.30 Printing

\$628.95 Postage

\$600.00 Returned postcard postage

\$1827.25 TOTAL

Was it worth this investment? That remains to be seen with the next mailing. We are getting the postcards that were undeliverable returned to us. It seems there are about 1000 of them. Which is good news in that we have a mailing list of around 4,000 people to appeal to instead of just 1,000. (Note we still need to have a clerical person get all of that cleaned up in our donor software). If you leave out the ____ number of people who gave in our spring pledge drive this leaves ____ who have given to us in the past but not at this pledge drive. How can we appeal to them?

--- Would they take a survey *

--- Would they like to be invited to a house concert? To host a house concert?

--- Would they like to be on our community advisory panel?

--- If asked in the right way would they give money? What is that right way...an appeal toward how we are changing? An appeal toward a specific project (website? Local news?) ... an appeal toward the necessity of political discourse in the upcoming election? ...an appeal toward supporting local music.

The working group that is currently meeting that is closest to the one making these decisions in the PR

committee. Should these decisions be made there? How do we get WEFTies to participate in these decisions instead of just sabotaging whatever decision is made, after the fact?

Our total annual budget for copy/printing is + postage is $\$2358 + 2400 = \4758

Pledge Drive Premiums

\$625.30 for 200 bandanas

\$1059.06 for _____ headphones

\$ _____ for _____ USB chargers

Interns & Staff

Megan Rushing, Office Administrator decided to cut her hours from 40 per week to 30 per week. Primarily so that she can continue her second job, which she needs. We accepted this, as our other alternative would have been to start from scratch looking for someone to fill her position and we are not wanting to invite that disruption.

We interviewed seven candidates for the 20 hour per week Service Director Position. We offered the job to Lainey Emmons. Lainey has extensive experience (2004 – 2011) organizing volunteers and a staff of 15 employees for the Champaign Park District and has a Master's degree in Recreation, Sport and Tourism with an emphasis on event and fundraising management, sponsorship attainment and volunteer leadership. We are thrilled that Lainey accepted the position.

Podcast intern Willie Main, is continuing through the end of the semester (Podcasts will start in April). He reports to Megan Rushing.

Megan has secured a business administration intern, Cici. She is a graduate student at UIUC working towards a Masters of Science in Business Administration. And will work for us 20 hours per week. Possibly for a full year. Cici will be helping with data entry, DonorSnap, procedures, social media, Etc.

Still open intern listings: Social Media; Special Events Coordinator

We have contracted with bookkeeper Cindy Yates, who has kept books on both Account Edge and Quickbooks, though not for a NFP. She is working with Laura who is transitioning out because of lack of time to devote to it. Cindy is working at \$20/hour.

Underwriting

We have secured three new underwriters:

Sonified Sustainability Festival \$250.

Eselan Massage \$497

Campus Faculty Association \$497

We sent 25 emails to existing and potential underwriters preparing them for a sales call this week.

Sandra is proposing that create an underwriting team by hiring an underwriting assistant with the 10 hours per week (that were included in the budget for Megan) and that person work directly with Megan and Sandra. We are also anticipating having a volunteer on this team. This would give us a base of four people who are working the list together. With a one hour meeting every two weeks, we think we could hold each other accountable and provide support to each other. It's hard to be in sales without those two elements. Megan could provide all of the quick response and back up organizing that part-timers and volunteers are not able to do.

Community Shares

We have all the files from Community Shares gathered in one place and have contact information, but we need someone from the Board to Dig into it and understand how the fees work, how we can really promote it during the fall (that is when their open enrollment is).

Office Organization

Sandra, Megan and Vicki have worked together to get the office to where two people can work in the office at the same time. The physical cleaning and organizing was huge and included purging things like (a package of long blonde hair extensions) (I kid you not.)

We have two laptops on loan from Elliott Counseling so that the intern and Service Director can work at the same time. If anyone has any excellently working pc's whether laptop or desktop, please let Bruce know.

We will be utilizing the front office workspace and ask that most conversations that would normally happen in the front hallway be taken to the Great Hall when we have staff or interns using the front desk.

UI of I Marketing Class

They have prepared a survey* for WEFT listeners and prepared a survey for potential listeners. We need a volunteer to work with them to help give it an insiders touch (for instance in asking about genres of music that people listened to the put blues and jazz together and didn't have a "world music" category.

Current Listener Survey

Introduction

Thank you for taking this survey on music preferences and listening habits regarding WEFT Radio. The purpose is to gain a better understanding of current listeners for WEFT Radio in order to gauge how the station can be improved to attract and retain more listeners.

Listening Habits

1. How often do you listen to music?
 - a. Never
 - b. 2-3 times a month
 - c. Once a week
 - d. Everyday
2. What platforms do you use to listen to music? (check all that apply)
 - ☐ Radio
 - ☐ Personal CDs
 - ☐ Computer music library
 - ☐ Music programs or websites (i.e. Spotify, Pandora, YouTube)
 - ☐ Other: _____
3. How often do you listen to the radio?
 - a. Never
 - b. 2-3 times a month
 - c. Once a week
 - d. Everyday
4. What stations other than WEFT do you listen to regularly?
5. What platforms do you listen to the radio on? (check all that apply)
 - ☐ Car radio
 - ☐ Live online broadcast
 - ☐ Podcasts
 - ☐ Radio at home
 - ☐ Other: _____
6. What times do you normally listen to WEFT? (check all that apply)

12 AM – 2 AM		12 PM – 2 PM	
2 AM – 4 AM		2 PM – 4 PM	
4 AM – 6 AM		4 PM – 6 PM	
6 AM – 8 AM		6 PM – 8 PM	
8 AM – 10 AM		8 PM – 10 PM	
10 AM – 12 PM		10 PM – 12 AM	

7. What activities are you doing when you listen to WEFT?

Programming Tastes

8. Which genres of music do you consistently listen to? (check all that apply)

- ☐ Alternative
- ☐ Country
- ☐ Folk/Country/Bluegrass
- ☐ Freeform
- ☐ Goth Punk/Industrial
- ☐ Hip Hop
- ☐ Jazz/Blues
- ☐ Pop
- ☐ Rap
- ☐ Reggae
- ☐ Rock
- ☐ Other: _____

9. Which WEFT programs do you regularly listen to? (circle all that apply)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday					
6 AM	MORNING MENU MIXED MUSIC AND INFORMATION					FREEFORM	GOSPEL	6 AM				
7 AM												
8 AM												
9 AM	JAZZ JAM					AFRICAN-AMERICAN COMMENTARY		9 AM				
10 AM												
11 AM	THE BLUES					NEWSCOMMENTARY	INSPIRATIONAL	10 AM				
12 PM												
1 PM	THE BEAT BLENDER: WORLD BEAT & OTHER RHYTHMS					LABOR ISSUES	ENVIRONMENTAL	11 AM				
2 PM												
3 PM	DEMOCRACY NOW!					PUBLIC AFFAIRS COLLECTIVE	MUSIC OF INDIA	12 PM				
4 PM												
5 PM	THE WEFT COURIER: NEWS & FEATURES <small>DISABILITY BEAT SIERRA CLUB RADIO COUNTERSPIN THIS WAY OUT SMILE POLITELY</small>					GLOBAL PSYCHEDELIC	WOMYN'S MUSIC	1 PM				
6 PM												
7 PM	NEWS/ISSUES	FOLK COUNTRY BLUEGRASS	NEWS/ COMMENTARY	SURFABILLY	HIP HOP	SPOKEN WORD	ALT. RADIO	2 PM				
8 PM	RADIO THEATRE					OLD TIME COUNTRY	NEWS&VIEWS	3 PM				
9 PM	MONDAY NIGHT RnR	JAZZ	NEWS/ VIEWS <i>ALTERNATING DJ</i>	REGGAE	BLUES LIVE	LOCAL PUBLIC AFFAIRS	CELTIC	4 PM				
10 PM	LIVE LOCAL MUSIC	EAST of ZERO	MIXED GENRES	SINGER - SONGWRITER	LOUNGE MUSIC	THE VAULT: LIVE MUSIC	AMBIENT EXPERIMENTAL	5 PM				
11 PM	LOCAL MUSIC					BLUES, JAZZ, GOSPEL MIX	GOTHIC	6 PM				
12 AM	TIME CAPSULE	INDUSTRIAL EBM/POWER	ROCK/GOTH PUNK INDUSTRIAL	FREEFORM	LOUD ROCK	AMBIENT TECHNO EXPERIMENTAL	FREEFORM	7 PM				
1 AM	INDUSTRIAL • GOTH • ECLECTIC • INDIE ROCK • R&B • FREEFORM							8 PM				
2 AM												9 PM
6 AM												10 PM

10. If any, please list your top three programs.

- 1.
- 2.
- 3.

About WEFT

11. Do you personally know anyone who broadcasts or works for WEFT Radio?
 - a. Yes
 - b. No
12. If so, please provide their name?
13. Are you currently a subscriber to WEFT Radio?
 - a. Yes
 - b. No
14. How did you hear about WEFT Radio?
15. What do you like about WEFT Radio?
16. What do you dislike about WEFT Radio?

Demographics

17. Are you a student?
 - a. Yes
 - b. No
18. What is your year of study?
 - a. Freshman
 - b. Sophomore
 - c. Junior
 - d. Senior
 - e. Graduate
19. What college are you in?
 - a. Agricultural, Consumer and Environmental Sciences
 - b. Applied Health Sciences
 - c. Business
 - d. Education
 - e. Engineering
 - f. Fine and Applied Arts
 - g. Division of General Studies
 - h. Liberal Arts and Sciences
 - i. Media
 - j. Social Work
 - k. Other: _____

20. Gender

- a. Male
- b. Female
- c. Prefer not to disclose
- d. Other: _____

21. Age Range

- a. 0-14
- b. 15-29
- c. 30-44
- d. 45-59
- e. 60-74
- f. 75+

22. Race (select all that apply)

- ☐ American Indian/Alaskan Native
- ☐ Asian
- ☐ Black/African American
- ☐ Hispanic/Latino
- ☐ Native Hawaiian/Other Pacific Islander
- ☐ White/Caucasian
- ☐ Other: _____

23. Where do you live in?

- a. Urbana
- b. Champaign
- c. Savoy
- d. Other: _____

Potential Listener Survey

Introduction

Thank you for taking this survey on music preferences and listening habits. The purpose is to gain a better understanding of potential listeners for WEFT Radio, a community radio station in the Champaign-Urbana area.

Listening Habits

1. How often do you listen to music?
 - a. Never
 - b. 2-3 times a month
 - c. Once a week
 - d. Everyday
2. What platforms do you use to listen to music? (check all that apply)
 - ☐ Radio
 - ☐ Personal CDs
 - ☐ Computer music library
 - ☐ Music programs or websites (i.e. Spotify, Pandora, YouTube)
 - ☐ Other: _____
3. How often do you listen to the radio?
 - a. Never
 - b. 2-3 times a month
 - c. Once a week
 - d. Everyday
4. What platforms do you listen to the radio on? (check all that apply)
 - ☐ Car radio
 - ☐ Live online broadcast
 - ☐ Podcasts
 - ☐ Radio at home
 - ☐ Other: _____
 - ☐ I don't listen to radio
5. What times of the day do you normally listen to music?

12 AM – 2 AM		12 PM – 2 PM	
2 AM – 4 AM		2 PM – 4 PM	
4 AM – 6 AM		4 PM – 6 PM	
6 AM – 8 AM		6 PM – 8 PM	
8 AM – 10 AM		8 PM – 10 PM	
10 AM – 12 PM		10 PM – 12 AM	

6. What activities are you doing when you listen to music?

Programming Tastes

7. Which genres of music do you consistently listen to? (check all that apply)

- ☐ Alternative
- ☐ Country
- ☐ Folk/Country/Bluegrass
- ☐ Freeform
- ☐ Goth Punk/Industrial
- ☐ Hip Hop
- ☐ Jazz/Blues
- ☐ Pop
- ☐ Rap
- ☐ Reggae
- ☐ Rock
- ☐ Other: _____

8. How do you normally find new music? (check all that apply)

- ☐ Music blogs
- ☐ Radio
- ☐ Referral
- ☐ Social media
- ☐ Other: _____
- ☐ I don't find new music

9. Do you listen to podcasts?

- a. Yes
- b. No

10. What do you like/dislike about podcasts or non-music broadcasts?

Radio

11. Have you heard of WEFT Radio?

- a. Yes
- b. No

12. Please list any community or local radio stations you know of.

13. What do you like/dislike about radio?

Demographics

14. Are you a student?

- a. Yes
- b. No

15. What is your year of study?

- a. Freshman
- b. Sophomore
- c. Junior
- d. Senior
- e. Graduate

16. What college are you in?

- a. Agricultural, Consumer and Environmental Sciences
- b. Applied Health Sciences
- c. Business
- d. Education
- e. Engineering
- f. Fine and Applied Arts
- g. Division of General Studies
- h. Liberal Arts and Sciences
- i. Media
- j. Social Work
- k. Other: _____

17. Gender

- a. Male
- b. Female
- c. Prefer not to disclose
- d. Other: _____

18. Age Range

- g. 0-14
- h. 15-29
- i. 30-44
- j. 45-59
- k. 60-74
- l. 75+

19. Race (select all that apply)

- ☐ American Indian/Alaskan Native
- ☐ Asian
- ☐ Black/African American
- ☐ Hispanic/Latino
- ☐ Native Hawaiian/Other Pacific Islander

- ☐ White/Caucasian
- ☐ Other: _____

20. Where do you live in?

- e. Urbana
- f. Champaign
- g. Savoy
- h. Other: _____

2016 March Programming Committee Report 2016 March 29

The programming committee had been working to make sure airshifTERS have the Airshifter Contract and have signed and returned it. Compliance is not 100% yet.

The programming committee is working on Day Sheets so they will be updated by April 1 when the new public affairs drop ins are added. This is difficult as there are several new vacancies in the programming grid, plus some old vacancies in prime time programming slots.

The vacancies have been posted and the programming committee is actively looking for substitutes to fill these vacancies on a temporary basis. A smartsheet document has been added for the programming committee to track subs and another one has been added to track vacancies.

Two new drop ins have been added to start April 1 (Friday) and there have been some changes in the times that current drop ins will air.

The programming committee is researching a replacement for the 3pm DW news.

New Vacancies

- Monday 9-11:30 Jazz
- 1st and 3rd Wed 9-10pm Sync Sound System
- Friday 4-6pm Courier (Smile Politely is now pre-recorded)

Other Prime Time Vacancies

- Monday 4-6pm Courier
- Friday 6-9am Morning Menu

Non-Prime Time

- Monday Midnight - 2am open
- Friday Midnight - 2am open

From the Music Committee - We are currently planning to load up culled CDs and haul them off to Bloomington for recycling. We will be loading up some MC members vehicles at our meeting on April 18th. Other than that, we are going to start doing more lists and outreach activities to help promote the music library to the WEFT community.

Cheers,
Anthony

Digital Library Committee Report to the Board – March 2016

During the Spring 2016 Pledge Drive the Zara events scheduler was edited to play spots related to the Pledge Drive. A few favorites from the past were inserted to be played during Zara Overnight sessions. Several new drop-ins were created during the Pledge Drive in WEFT's own voices and were also added to the schedule to play during the drive. We also used a couple of the Music Committee's Pledge Drive drop-ins. A folder was created on

the desktop of the Front Studio Zara/Spintron system that contains the pledge related spots so all airshiffters could play them whenever they wanted. At the end of the Pledge Drive the Zara event scheduler was edited once again and now primarily plays non-drive related spots.

In hardware projects; most of the cabling has been completed for the 2nd audio feed computer for the Front Studio. We anticipate having this computer operational by the next report. We have received a generous donation of a Windows Vista system from Don Davis. The plan is to reformat the hard drive and install a clean version of Windows 7 so we can use the system in some of our projects.

Dave Witzany has been working on a database to compile information about WEFT's variety of media that we intend to archive. Andie Eisemann added some excellent input from her previous work on the Media Preservation Grant about using PB Core, a pre-defined cataloguing system for audio and video. Dave has also talked to Anke Voss of the Urbana Free Library about their present database system. Plans are to also reach out to the Scott Schwartz at the U. of I.'s Sousa Archives.

With the cooperation of the WEFT Web Team a new web page has been added to WEFT's Public Affairs archive for The Midwatch. With Niecey filling in for Stan during his leave of absence, her plans include having in-studio or phone-in guests on each Wednesday's show. The Digital Library Committee has been archiving the shows and our weekly tasks now include adding the shows to the web page; <http://new.weft.org/publicaffairs/midwatch.html>

The files for WEFT's 1st Quarter 2016 Sound Exchange report have been uploaded. The deadline to submit the report is Monday April 4, so we completed the project well in advance of the deadline. Jeff Burke with NPR Digital Services has done a quick check and told us we are "good to go". We will start planning on the 2nd Quarter report at our April meeting.

With the conclusion of Pledge Drive we hope to have time to focus on the upgrading of the Streaming/Recording Computer in the Great Hall. We also hope to look into adding Zara tracks to our Spintron playlists

We continue to add both new and legacy musical tracks to the Digital Library. The quarterly collection of files will be done soon. As mentioned previously we continue to add PSA's and Station ID's to our library.

Bob Paleczny
Chair - Digital Library Committee

Report for 28 March Board Meeting

**** FACILITIES:**

Mark N., Rober G. and Don D. met to work on the building evaluation project. I sent email to Whitsitt and Associates asking them for an estimate for a building appraisal. They quoted an estimate of \$500.00 (1/2 price for non-profit) but recommended waiting until the lending agency requested an appraisal. Mark N. contacted a lawyer and received an estimate for drawing up an agreement between WEFT and Dave Monk WRT the part of the WEFT building Dave Monk occupies. an agreement which ensures Dave and any follow on tenants of the space have no claim on the property. Also covered would be insurance issues. Estimated cost of \$750-\$1000 to create and execute the agreement.

Replaced 4 bulbs in the great hall with LED bulbs this month. Eventually all will be LED bulbs (as old CFLs die off) so we can use dimmers and LED spots in there. Studios and lobby were converted to LED last year.

Mounted a paper towel holder in bathroom.

Mounted three (3) bulletin boards in the lobby.

I painted a piece of birch plywood and fastened it to the west wall under the front studio desk. It will be used to hold all power cords/plug strips - getting them up off the floor.

I edited the bathroom "clean up" doc and changed a few items on it - then printed off a few sheets. I will bring in a hook to hang the clipboard on. We have 100 pounds of fasteners in the basement but no hooks appropriate for the clipboard.

A new light bulb has been installed in the bathroom over the sink.

Someone donated a map/broom hanger. I installed it in the bathroom closet next to the washout sink. I also repaired the sink base legs and cleaned out materials stored under the sink. Plan to install a shelf over the sink to organize the space, cleaning supplies and consumables better.

Mounted Megan's IN/OUT board on the office door. When more staff are added we will need a more complete office hours solution.

Light fixtures in the lobby and the ceiling fan have had their spring cleaning. Ours is a dusty building and the heavy dust accumulation on surfaces really cuts down on lighting effectiveness - leaves the site looking dim due to non-reflectivity and dark shadows on pipes. I have been cleaning the sprinkler pipes, conduit and walls in the lobby.

I purchased and replaced the failed emergency lighting device (high on south wall) in the Great Hall. The battery for the EXIT sign is not available in town. I ordered one from Interstate Batteries and it will be in town 23 March. The EXIT sign and emergency lighting in the lobby test as OK on the short test.

**** ELECTRONICS:**

CD2 was reported to be unreliable on 1 March. I removed it and replaced it with a unit from the back studio. I backfilled the back studio with one from the basement pile-o-players. When I opened up CD2 I found it had some CD wrapper plastic stuck to the spindle cone which did not allow CDs to seat properly when loaded. Once this was removed the unit performed properly. It was placed back into service on 2 March and the the back studio unit was also replaced.

I spend a few hours off and on debugging the Inovonics 531 FM signal analyzer. It had been showing 120+% signal modulation. I contacted Bill Taylor and Mike Feldman for assistance and tried various debugging steps. After these made no change in the behavior I decided to check the signal path and went to the roof. Apparently someone had been on the roof and moved our FM antenna and changed its configuration. Resetting it fixed the error conditions on the Inovonics. People can easily get on the roof from the apartments located to the west of our building. In general they do no harm but my biggest fear is that they might damage the rubber membrane roof.

The CR mic in the front studio fell several times this past few weeks. Investigation proved the problem was friction in a part that was supposed to allow the shock mount to swivel. Turning the mic left to right was causing

the mounting screw to loosen. I cleaned and lubricated the nylon sleeve on all three cantilevers. I also added a zip tie to each mic so that should the screw again come loose the mic will not fall freely. In time I will probably replace the zip ties with some nylon cord as the ties limit the motion of the mic a bit. I will add lubrication of the mics to my monthly PM schedule.

OPEN ITEM: Print and post in the front studio updated instructions for the EAS system.

OPEN ITEM: Mike Feldman and I continue to troubleshoot the front studio mic level problems. NEXT STEP: I am working on scheduling a time for Mike Feldman to pull two of the three main studio mic preamps (model - 286A dbx pro products) and replace them with a temporary dual channel preamp. We will then open the pulled amps, clean and inspect them, and determine if we can find a root cause for this change in output.

OPEN ITEM: No progress on debugging 60 cycle hum in back studio. NEXT STEP: Need to get Mike Feldman and Zach Widup time.

Working with Mike Feldman and Zach Widup to sort all electronic into (keep/use), (repair/use), (give away), (recycle) piles.

**** IT:**

I have not located a password for the old iMac which was stored in the office. Thus I have not been able to log in and ensure it has been scrubbed. I will probably use an install disk and reformat the drive prior to our disposing of the iMac.

Fred Segovich and I are preparing the Q1 Soundexchange report under Bob Paleczny's guidance.

I installed the newly donated printer/scanner/fax machine. I have added it to the network as a wireless device. It also has a USB cable. I would like to add some more ethernet ports in the office and move the Mac Mini and the printer to hardwired network connections.

ADMIN:

Megan helped me migrate two Smartsheets. One is a WEFT inventory sheet and the other is a task list. Attached is a ****work in progress**** for task list and a similar work in progress for Inventory. Probably not worth printing for all.

WEFT Board of Directors Report

Megan Rushing – Office Administrator 3.28.2016

The work activity below was performed from February 19th to March 25th, 2016

Administrative:

- Set-up sound cloud with podcast intern
- WEFT Weekly Essential emails
- Addition of new admin/business intern for 20 hours a week
- Hire of new PSA intern
- Internship descriptions to RST program at UIUC
- Ongoing contact with current intern and midterm evaluation
- Additions and maintenance of listservs

Development:

- DonorSnap tutorials and organization planning
- Pledge Drive prep, execution and tracking
- Contact and correspondence with existing and new underwriters
- Grant research for IAC and Community Foundation
- Import of donors from File Maker Pro to DonorSnap
- Creation of online donation form for pledge drive
- Connected with Pizza FM president on how to fundraise and work together

Operations and Training:

- USB thumb drive “how to” written and put in booth
- Trained new PSA intern
- Bulletin board and new station signage
- Processing of day sheet and PSAs

2016 Membership Election to the BOD

Election process

<u>Date</u>	<u>Action</u>	<u>Who</u>
April 22, 2016	Call for nominations letter mailed	
May 13, 2016	Nominations and candidates statement due	
May 16, 2016	Post statements at station and on wefti	
June 3, 2016	Mail ballots, instructions, candidates statements	
June 22, 2016	Election ballots due	
June 24, 2016	Ballots counted	Counting Com.
June 27, 2016	Results announced	
July 25, 2016	Newly elected members seated	

Length of Terms

The top two vote getters, as per the BOD SOP, receive full 2 year terms.

Counting Committee

The Counting Committee will be chaired by a BOD member and comprised of a minimum of 5 additional volunteers, none of whom can be a current candidate for Membership election to the BOD. (this resolution was passed by the BOD on 3/24/08)

Unopened ballots will be collected by the Station Administrator. Ballots will be opened/counted/evaluated in accordance with the WEFT BOD SOP.

April 22, 2016

Dear WEFT Member:

Each year at this time we put out a call for candidates for the member-elected seats on the WEFT Board of Directors. This is a critical time for WEFT, and we are in need of creative and involved board members! This year, all four seats are up for election by the members of WEFT. Two of the seats will serve two-year terms; two of the seats will serve one-year terms. The two top vote-getters will be awarded two-year terms, the third and fourth top vote-getters will receive one-year terms. Included with this letter is a summary of Board member responsibilities.

If you or someone you know are interested in running for a member-elected seat on the Board, please write a brief biographical summary of no more than 500 words that includes responses to the following:

- a. Tell us about yourself.***
- b. What has been your involvement with WEFT?***
- c. Why do you want to serve on the WEFT Board of Directors?***

Send the biographical summary by postal mail to WEFT Board of Directors, PO Box 1223, Champaign, IL 61824-1223, or send via email to boardchair@weft.org no later than May 13, 2016 to ensure your place on the ballot. Include your postal address, a contact phone number and/or email address. The Board will contact you to confirm your candidacy, and then post a copy of each candidate's information at the radio station, on the WEFT email list and the WEFT website. Once the candidate information is posted, you should expect to be contacted by other WEFT members with questions about your candidacy and your views on issues related to serving on the WEFT Board of Directors.

Ballots will be sent to all current WEFT members in June. For the purposes of this election, a WEFT member is considered current if s/he has paid the basic membership of \$40 between June 1, 2015 and May 31, 2016. If you have questions about your membership status, please call WEFT's Station Manager at 359-9338 during normal business hours.

The ballots will include the names of all of the candidates and the mailing will include copies of the biographical summaries of each candidate. Ballots will be due to be returned by postal mail, postmarked by the date specified on the ballot. The names of those elected will be announced shortly thereafter and the winning candidates will be contacted.

Please consider whether you are interested in running for a seat, and talk to others who you think would make good candidates. If you have any questions about this process, please contact any Board member or send an e-mail to boardchair@weft.org.

We are in great need of board members who are willing to put in time and energy into the success of WEFT. If that is you, please consider running!

Thanks for supporting your community radio station,

Vicki Niswander
Chair, WEFT Board of Directors

About serving on the WEFT Board of Directors

The following is a brief introduction to WEFT and the WEFT Board of Directors for those interested in becoming members of the Board.

WEFT is a non-commercial radio station locally owned by Prairie Air, Incorporated, a not-for-profit organization. WEFT-FM is an accessible, responsible, and responsive radio alternative, serving the diverse communities of radio listeners in East Central Illinois. Prairie Air was founded and incorporated in 1975 by a group of individuals who saw the need for community radio in the C-U area. WEFT began broadcasting as a cable FM station while the money and paperwork necessary to allow WEFT to broadcast at 90.1 was being organized. On September 26, 1981, WEFT transmitted its first official signal with a power of just under 1000 watts. In 1988, WEFT made the jump from 1,000 to 10,000 watts.

The WEFT-FM Board is responsible for seeing that WEFT operates in accordance with its mission and purpose, and for ensuring the legal operation of WEFT within applicable federal and state laws, including FCC guidelines. In addition, the Board is the principle financial body of WEFT, and is responsible for the development and approval of all budgets and financial plans, and for the oversight of all financial development and fund-raising plans for WEFT. The Board establishes broad policies for the station, and delegates station operations, including programming, to committees made up of representatives elected by the Board and by the WEFT Associates (that is, those who are active participants at the station). The Board generally meets on the 4th Monday of the month from 7:00-9:00 PM at a regularly scheduled location. Special meetings may be scheduled as needed. There are 15 positions on the Board, and terms are two years unless a person is elected to fill an unexpired term. Four Board members are elected by the entire WEFT membership, six are elected by the Associates, and five are elected by the Board itself.

Board member responsibilities:

1. At Board meetings, members are expected to:

- attend each meeting of the Board; if a member cannot attend, she or he should notify the Board chair in advance
- be an informed participant, and be willing to engage in civil and useful discussions and decision-making
- take on some administrative Board tasks such as participating on a Board committee, serving as an officer, etc.
- become familiar with the Board's SOP (a copy will be provided)

2. Since the Board is responsible for the fiscal health of WEFT, Board members should be prepared to help develop or participate in plans to raise funds for the station. This is becoming one of the most important duties of Board members.

3. Board members are expected to spend additional time volunteering for WEFT activities or otherwise promoting/enhancing the image of WEFT. For example, members might:

- help with pledge drives
- help with fundraising events
- suggest ways to reach out to different parts of the community to increase the listener and member base of WEFT.



Dear WEFT Supporter:

As a member of WEFT 90.1 FM, Community Radio, you have the opportunity to vote for candidates to serve on the WEFT Board of Directors.

~~You may vote "for" or "against" the candidates. You may also abstain. When ballots are counted, each "For" vote counts as +1 point for the candidate, each "Against" vote counts as -1 point for the candidate, and abstentions count as 0 points for the candidate. If the candidate receives more yes votes than no votes, s/he will be elected to serve a two year term ending in 2018 on the Board of Directors.~~

Each year we send out nomination statements for the candidates along with the ballot. In those statements you have the opportunity to learn a little about the candidate, their involvement with WEFT, and why they want to serve on the Board. The candidate statement was limited to 500 words or fewer.

Ballots must be returned by postal mail only—hand delivery is not allowed—postmarked no later than June 22, 2016. We have included a return envelope for your convenience. Please affix postage before mailing.

The WEFT Board and Associates will have opportunities to fill unfilled board positions, so if you are interested in becoming a more active participant at WEFT, please let us know!

Please take the time to vote in this election and, if you are able, to financially support WEFT. And as always, thanks for supporting your community radio station!

Sincerely,

The WEFT Board of Directors



Community Radio WEFT – Membership Election Ballot 2016

Instructions:

- ~~You may vote "For," "Against" or "Abstain" for each candidate.~~
- ~~When ballots are counted, each "For" vote counts as +1 point for the candidate, each "Against" vote counts as -1 point for the candidate, and abstentions count as 0 points for the candidate. The two candidates receiving the first and second largest positive sum of points will be elected to terms ending in 2018 on the Board of Directors.~~
-

	For []	Against []	Abstain []
	For []	Against []	Abstain []
	For []	Against []	Abstain []
	For []	Against []	Abstain []

Please return your completed ballot by *postal mail only* in the envelope provided postmarked no later than June 22, 2016. Please affix your own stamp.