

WEFT Board of Directors Meeting  
 April 25, 2016, 7:00 pm  
 Lincoln Building, 44 E. Main St., Champaign  
 Rm 421

|   | Board Members                     |   | Guests          |
|---|-----------------------------------|---|-----------------|
| x | Vicki Niswander, chair            | x | Megan Rushing   |
| x | Al Kurtz, Vice Chair              | x | Lainey Emmons   |
| x | Mark Niswander, Secretary         | x | Bruce Zimmerman |
| x | Sandra Ahten, Treasurer           |   |                 |
| x | Barb Trumpinski-Roberts, at-large |   |                 |
| x | Andrew Cardinal                   |   |                 |
|   | Don Davis                         |   |                 |
| x | Andie Eisemann                    |   |                 |
| x | Robert Gattermeir                 |   |                 |
| x | John Parker                       |   |                 |

x

1. Call to Order -- VN @ 7:05
2. Introductions
3. Approve Agenda -- AK moves, RG seconds. Acclamation.
4. Public Comment – AK reads criticism of WEFT BOD on wefto but people don't attend BOD meetings to voice their opinions. BTR says some have simply given up. RG encourages people that want change to run for the BOD.
5. Approve minutes from last meeting (3.28.16) – JP moves, BTR seconds. Acclamation.
6. Board Chair Report – VN discusses the 10 hour per week Underwriting position. Interviews were held. Job was opened to WEFTies. None applied. One satisfactory applicant.
7. RRT report – SA reports that podcasts hosted on SoundCloud and iTunes. Any show can be uploaded. Beginning with Literary Life, Black Lives Matter, and Disability Beat. No copyrighted music allowed. BZ discusses Radio Free America (RFA). This service allows WEFT to post shows for up to 2 weeks then automatically removed. WFHB Bloomington, IN is using it. It's free and hands off. Currently WEFT's stream is on the low-end of recording quality and cost to upgrade is several hundred dollars plus \$20/month. SA moves to pursue RFA, RG seconds. Acclamation.

SA reports that Donor Snap database is incompatible with QuickBooks. Need Constant Contact email software. Nation Builder software is compatible. Jay Schubert is currently helping the IMC and is willing to consult with WEFT in this regard. Meeting with him scheduled for April 28 at 5:30pm.

8. Treasurer's Report – currently up to date though February.
9. Reports (All standing reports should be provided in written form at least 48 hours in advance of the meeting)
  - A. Committee Reports (PC, Music, Building, Engineering, PR, Finance, Digital Library, HR, Community Shares, Underwriting, Pledge Drive)
  - B. Staff Reports (Office Administrator, Services Coordinator, Operations)
10. Old business
  - A. Member Election Update – No nominees received to date. Open until May 18. Will make announcements on air of openings.
  - B. Community Advisory Board – AE cites relevant sections in Bylaws. Recommends setting goals, meeting frequency, topics, themes, mission, and information needed from WEFT. VN comments that we need to invite people and set a time and place. SA asks what we do with the advice given. Discussion ensues. Meeting date set for August 30 at 7:00pm at WEFT.
  - C. Building Use Contract – No information.
11. New Business
  - A. Recording/webcasting board meetings – AK moves to make AE the official person to record and stream meetings. AC seconds. Acclamation.
  - B. Officer resignation/replacement – SA offers her resignation as Treasurer effective at the May 2016 BOD meeting. SA cites too many other current responsibilities but will get the books in order for turnover. Can we possibly recruit a treasurer to the BOD?
  - C. U of I survey – Link sent out. Some returns received. We will have access to data after May 6 and may ask the U of I to keep the survey up longer for more results.
12. Fundraising – SA and Kevin Elliott hosting a house concert fundraiser partnered with another non-profit on May 5.
13. Adjournment – AC moves, BTR seconds. Acclamation.

| Action Items  |     |                |
|---|-----|----------------|
| What  | Who | When           |
| Create announcement to air for BOD Member election. | VN  | April 27, 2016 |
|   |     |                |
|   |     |                |
|   |     |                |
|   |     |                |
|   |     |                |
|   |     |                |

Future items:

Bylaw compliance and possible revision

Board job descriptions

Board Training

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.
5. Approve minutes from last meeting (2.22.16) pp. 3-4 – BTR moves, AC seconds. Acclamation.
6. 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.
7. 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.

8. 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.

9. 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

10. 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.

11. 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.

12. 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.

13. 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 |

## Committee Reports

### Programming Committee

2 New Program Proposals:

Fri Morning Menu (Ayisha)

Fri: Forum on Monday

Sandra

Brian/Ryan (?)

Vote on "Perm." Sub

Change name of Friday Forum to Monday Forum OR Change to/ Proposed to: Extended Courier

Choice of Drop Ins: Rotate/Rotation Weekly

PC has right to decide "programming"

DW – 3x during morning Menu

Change to 2x during Morning Menu (?)

Need to find something to replace 3:00 pm      Maybe have drop in @ 3:00

Daysheets:      Online or Not...

Need initials to verify or not that airshifTERS are compliant with their shows

Lainey hopes to help with communication within the WEFT organization

Moving daysheets to something else (maker board?) to save paper

Underwriter on Rich's show has renewed

Move PC news to another spot (join main bulletin board)

Update "frequently asked PC questions"

### Music Committee

The Music Committee had planned on loading up a few vehicles to send culled CDs out for recycling but we recently discovered the recycling location in Bloomington might not accept the boxes of CDs. We are investigating other options for responsibly recycling the culled CDs stored up in the attic. We are also planning to evaluate the multiple stores of physical records in the basement and the attic and determine a plan for what happens to them. The MC members will also be helping the digital library folks by ripping more high value CDs for the digital library. Also, a few members from the MC are working with Mike Feldman to release a WEFT Sessions compilation in time for the Fall Pledge Drive. Steady as she goes.

Cheers,  
Anthony

## Staff Reports

### Operations - Bruce

#### \*\* FACILITIES:

I audited the fire extinguishers in the building and found:

- only 1 of the 6 is certified/inspected for this year of service
- only 1 is properly mounted on the wall
- 0 have appropriate signage associated with them I will work to correct these deficiencies over the next month.

I installed the plywood backing board on the wall under the front studio desk. Then installed 3 new surge suppressor power strips on the board and migrated power cords from household quality strips laying on the floor to these devices. I need to obtain one more power strip so I can balance loads better and migrate some cords from wall quad boxes. I will then label all power cords with device names. I will do that within a few weeks time. No strips are on the floor now and the are under guests feet is easier to keep clean and power is less likely to be accidentally lost to devices.

Someone donated a mop/broom holder and I installed it in the sink closet in the bathroom. I removed/disposed of most of the material stored under the sink and reattached 2 of the sink legs which had fallen off.

Doug Olive and Ed Hadley displayed artwork for the Boneyard event again this year. This re-ignited the idea that we could perhaps rotate artwork on the brick wall of the lobby. Doug Olive may be open to managing that. Coordinating with local artists who may wish to hang works there for up to 30 days at a time. We would need to attach a proper art rail to the wall to hang cables from.

OPEN ITEM: add some kind of basic emergency, loss of power egress lighting in the basement near the stairs.

OPEN ITEM: The anti-scald device under the bathroom sink has failed in some way such that hot water is migrating into the cold water feed line and thus there is no cold water available. This has evidently been broken longer than my 2 years here. I will either repair, replace or by-pass the faulty device sometime in the next few months. I have not determined if the device is required by ADA. I may also replace the sink faucet with a taller 2 handled faucet so people may more easily fill drinking containers.

OPEN ITEM: When last our sprinkler system was inspected we were dinged for the 2 problems which have been the same two for some years I am told.

1) there is some electrical conduit suspended by wire from a sprinkler pipe on floor two. I will fix this prior to our next inspection in September of this year.

2) some of our sprinkler heads lack a metal finish ring where they penetrate the drywall ceilings. This ring is to prevent fire from spreading up via the hole the sprinkler pipe comes through. We may be able to fire caulk them.

OPEN ITEM: Safety concern about the ramp on the front of the building. The edge of the ramp and landing is no longer well identified/painted. I have purchased paint and a roller to re-mark the edges there.

NOTE for the future: The ramp and landing area are about a foot too narrow such that people exiting the building in a wheelchair can easily roll forward off the edge. An option would be a removable stainless or aluminum

rail/barrier installed on the street side of the landing. This gives both a visual cue but also would stop a chair toppling off the edge. The rail would need to line the area in front of the door and part way down the ramp. It could slip into holes in the ground and then be pulled out during load in/out periods.

## **\*\* ELECTRONICS:**

The FM receiver antenna on the roof was again out of alignment so I used some duct tape to stop the mast from rotating due to the wind.

Mike Feldman and I temporarily replaced the microphone pre-amps for the CR and R mic's in the front studio. This to correct the situation where Airshifter could not get their voice levels up to appropriate levels to match music broadcast channel levels. We cleaned all three preamps. When placing one back in service after cleaning we found no improvement in performance. Evidently we will in time need to replace all three of these 10+ year old preamps.

The main transmitter lost a power supply. We can continue to broadcast at 10,000 watts on the remaining power supplies but they will each be running at a higher load and may fail sooner as a result. We replaced a power supply last year and it will require up to one hour of down time for the transmitter. Prior to ordering a power supply I will power down the transmitter and do a power off reset to ensure the unit is truly in a failed state. It is an original power supply and thus one of the lines we were warned is prone to early failure. I have requested additional money be allocated to repairs budget to cover the replacement cost. I will bring a quote to the board meeting.

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

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.

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## **\*\* IT:**

We continue to have slow email delivery at times. Dreamhost is adding and re-distributing the mail across servers to better balance their work loads.

Bob Paleczny has stepped down as chair of the digital library committee and is cutting back on his front line support of IT equipment on site. He is advising me as needed and letting me know when actions are needed. We will need to seek out some volunteers with significant IT experience. These need not be people who wish to be on air. I have reached out to one of my past staff members who may be able to lend a hand with some of the IT work now and then.

I installed a digital clock on the studio computer. It will be synchronized with the national standard once per hour. It will display time to the second as well as date. It is installed to always be "on top" meaning it will be in



from of all applications and thus always visible. This will help us start and end our shows on the 30's which will be especially useful when we start posting recorded programs to the net.

I contacted Radio Free America (RFA) and received basic information about their free on demand radio program hosting service. I also contacted the community radio station in Bloomington, IN - WFHB - a user of RFA and asked about their experiences. On their recommendation I recommend to the Board, the Programming committee, and whoever else needs to sign off on this action that I start the process of opening an account at RFA for WEFT.

The computer display in the front studio had a failing video connector. The display has been replaced with a "new" used display Bob Paleczny obtained for our use.

Bob also bought and prepped a second computer for the front studio. I finished up the last bit of configuration, connected the audio to the old ENCO channel and Bob will check my work out over the next few days. We hope to have it in operation starting sometime during the week of the board meeting. This will allow AirshifTERS to again work on two computer based sound sources without collisions. The board channels have been relabeled for COMP-1 and ZARA.

As per Mike Feldman's suggestion, when I installed the audio feed from the new second computer I installed an in line amplifier to boost the audio feed to the board. This will ensure material played via the computer can be potted up appropriately for broadcast as it passes through the board.

One of the cables from the Zara computer feeding the KVM switch in the studio has a short in it. It is a specialized cable which I will need to research and order. Not expected to be expensive.

WEFT's Q1 Soundexchange report is now listed as complete. ATH (Aggregate Tuning Hours = number of hours of streaming music we reported X the number of listeners on the stream) was down to 379 but still in the top 5 or 6 of our history of reports. Two things affect our numbers: 1) compliance by AirshifTERS, and 2) number of online listeners. If we get Zara configured to feed data to Spintron we can increase our ATH as well.

WEFT's Q2 Soundexchange data gathering will have ended at midnight 18 hours prior to the board meeting. Fred Segovich has indicated he will compile both reports this time. I will back him up and Bob will again audit our work. Our numbers will be lower again as we had a number of shifts which were Zara instead of AirshifTERS this reporting period. Possibly significantly lower.

I was finally able to login to the old iMac in the office. I backed it up and removed all unneeded files. Lainey and Megan now both have desk top computers to work on.

Two back up disks were donated to WEFT by a friend of Juliet Youngren. We will use these for off site backups of critical files on office and studio computers.

The Great Hall computer disk was near 100% full. Fred and I determined what could be removed and are in the process of doing so. Lots of free space now.

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\*\* ADMIN:

I have scheduled “office hours” at WEFT such that I can fill in for some of the core hours when neither Lainey nor Megan are scheduled to be on site. I will ensure I overlap with each of them at least once per week.

WEB Team - At the last board meeting Sandra Ahten asked about what role the current Web Team would like to play in the development of the next WEFT web site. With Bob Paleczny’s exit from a number of support roles it has take a few weeks to determine how Lorri and I might respond. She and I are both interested in participating in the planning and re-development work to the extent our schedules permit. Maintaining the current web site is already several hours of work per week so the new site work would be on top of that. Lorri and I will presumably be picking up some or all of Bob’s current web work as well.

#### Office Administrator – Megan

The work activity below was performed from March 26<sup>th</sup> to April 22<sup>st</sup>, 2016

#### **Administrative:**

- Work with Cici to research current social media standing and develop strategic plan to increase outreach and connection to the community through social media
- Ongoing WWE releases and listserv maintenance
- Finance tracking and data mining for transfer to Quick Books
- Members mailing
- Creation of Instagram account and podcasts on SoundCloud

#### **Development:**

- Tracking and processing of Spring Pledge Drive donations and pledges
- Cleaning up donor list in DonorSnap based on returned postcards from Spring Pledge Drive mailing
- Underwriting contracts with Sustainability Festival, Kane and Co., Esalen Massage, Unity Church, Jet’s Pizza and the Campus Faculty Association
- Creation of “evergreen” online donation form

#### **Operations and Training:**

- Training and WEFT overview with Lainey
- Continuing updating and processing of day sheets, operations log, underwriting announcements and others.
- Updating of drop ins on USB thumb drives

#### **Advancement:**

- Proposing the development of a Special Projects Committee
  - I’ve been getting great ideas from people at the station on ways for WEFT to become stronger and reach more people, but some ideas don’t fit into an existing committee.
  - New committee would be a place for brainstorming, developing new programs, and a place for active volunteers to get more involved at WEFT.

## Service Coordinator – Lainey

My goal for this month, my first, was to absorb and learn as much as I could about WEFT and it's members. I have made a great effort to meet airshiffters, volunteers, and associates and to learn what current needs exist. I have attended each April Committee meeting, taken notes, and drafted a summary of their concerns, members, and goals. I have also made a great effort to organize the office to make it most effective. This month has also been spent helping wherever there was a need to make WEFT the best it can be.

### Committee Meetings Attended:

Digital Library

Program Committee

Public Relations Committee

Music Committee

### Events Facilitated:

- Pie in the Face w/ Surfabilly at Record Store Day                      Funds Raised: \$326

### Various Admin Tasks:

- Updated Airshifter Contact Information & created an additional copy outside of studio
- Requested, printed, & posted Airshifter Photos
- Gave Airshifter photo board a makeover
- Created forms for interns to gather general information (contact, emergencies, etc...)
- Created committee concern/summary forms
- Organized signed airshifter contracts, created spreadsheet, scanned & sent signed copies to appropriate airshiffters
- Researched tabling & volunteer recruitment opportunities.
- Began drafting & researching an intern manual
- Gained admin access to Facebook, set a goal to have 1 FB post daily (as a group). Have helped facilitate this daily.
- Worked with Megan, Bruce, & members of various committees to assess what additional volunteer & intern needs WEFT has. Drafted a list of potential duties/responsibilities and their possible position titles.
- Began searching for internship posting opportunities and began making appropriate contacts.
  - Universities/Colleges Contacted:
    - Parkland College: Departments of Business Admin, Marketing, Audio Engineering, & Electronic Control Systems
    - University of Illinois
    - Millikin University: Commercial Music Department
  - Scheduling meetings with 2 potential Interns.

# Business Checking

PNC Bank



For the Period 03/01/2016 to 03/31/2016

Primary Account Number:

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Number of enclosures: 0

PRAIRIE AIR INC  
PO BOX 1223  
CHAMPAIGN IL 61824-1223

For 24-hour banking sign on to  
 PNC Bank Online Banking on pnc.com  
FREE Online Bill Pay

For customer service call 1-877-BUS-BNKG  
Monday - Friday: 7 AM - 10 PM ET  
Saturday & Sunday: 8 AM - 5 PM ET

Para servicio en español, 1-877-BUS-BNKG

**Moving?** Please contact your local branch

Write to: Customer Service  
PO Box 609  
Pittsburgh, PA 15230-9738  
 Visit us at PNC.com/mybusiness/  
 TDD terminal: 1-800-531-1648  
For hearing impaired clients only

## Business Checking Summary

Prairie Air Inc

Account number:

Overdraft Protection has not been established for this account.  
Please contact us if you would like to set up this service.

## Balance Summary

| Beginning balance | Deposits and other additions | Checks and other deductions | Ending balance |
|-------------------|------------------------------|-----------------------------|----------------|
| 12,341.33         | 8,870.10                     | 8,017.48                    | 13,193.95      |

## Deposits and Other Additions

| Description   | Items | Amount   |
|---------------|-------|----------|
| Deposits      | 3     | 5,307.40 |
| ACH Additions | 19    | 3,562.70 |
| Total         | 22    | 8,870.10 |

## Checks and Other Deductions

| Description                       | Items | Amount   |
|-----------------------------------|-------|----------|
| Checks                            | 13    | 6,177.17 |
| Check Card Purchases              | 3     | 351.19   |
| ATM/Misc. Check Card Transactions | 1     | 12.99    |
| ACH Deductions                    | 10    | 1,469.63 |
| Service Charges and Fees          | 2     | 6.50     |
| Total                             | 29    | 8,017.48 |

## Daily Balance

| Date  | Ledger balance | Date  | Ledger balance | Date  | Ledger balance |
|-------|----------------|-------|----------------|-------|----------------|
| 03/01 | 12,339.33      | 03/14 | 11,010.09      | 03/22 | 10,216.58      |
| 03/02 | 12,396.59      | 03/15 | 12,832.49      | 03/25 | 9,009.33       |
| 03/04 | 12,117.59      | 03/16 | 12,982.49      | 03/28 | 8,340.47       |
| 03/07 | 11,724.74      | 03/17 | 13,299.49      | 03/29 | 8,161.92       |
| 03/08 | 10,515.19      | 03/18 | 12,236.78      | 03/30 | 8,572.02       |
| 03/09 | 11,225.39      | 03/21 | 11,224.22      | 03/31 | 13,193.95      |
| 03/11 | 11,285.39      |       |                |       |                |

# Business Checking

For 24-hour account information, sign-on to  
pnc.com/mybusiness/

For the Period 03/01/2016 to 03/31/2016

Prairie Air Inc

Primary Account Number:

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Business Checking Account Number: - continued

## Activity Detail

### Deposits and Other Additions

#### Deposits

| Date posted | Amount   | Transaction description | Reference number |
|-------------|----------|-------------------------|------------------|
| 03/15       | 1,692.30 | Deposit                 | 037697262        |
| 03/31       | 3,465.10 | Deposit                 | 035403928        |
| 03/31       | 150.00   | Deposit                 | 035403958        |

#### ACH Additions

| Date posted | Amount   | Transaction description                                   | Reference number  |
|-------------|----------|---|-------------------|
| 03/02       | 100.00   | Corporate ACH Global Dep<br>Global Payments 8788242888625 | 00016062908292281 |
| 03/09       | 480.10   | Corporate ACH Global Dep<br>Global Payments 8788242888625 | 00016069901096896 |
| 03/09       | 130.10   | Corporate ACH Global Dep<br>Global Payments 8788242888625 | 00016069900924218 |
| 03/09       | 100.00   | Corporate ACH Global Dep<br>Global Payments 8788242888625 | 00016069900924219 |
| 03/11       | 60.00    | Corporate ACH Global Dep<br>Global Payments 8788242888625 | 00016071905957388 |
| 03/14       | 50.00    | Corporate ACH Global Dep<br>Global Payments 8788242888625 | 00016074908256144 |
| 03/15       | 90.10    | Corporate ACH Global Dep<br>Global Payments 8788242888625 | 00016075901109743 |
| 03/15       | 40.00    | Corporate ACH Global Dep<br>Global Payments 8788242888625 | 00016075901109744 |
| 03/16       | 150.00   | Corporate ACH Global Dep<br>Global Payments 8788242888625 | 00016076903451444 |
| 03/17       | 317.00   | Corporate ACH Global Dep<br>Global Payments 8788242888625 | 00016077906405813 |
| 03/18       | 85.00    | Corporate ACH Global Dep<br>Global Payments 8788242888625 | 00016078908350517 |
| 03/21       | 115.00   | Corporate ACH Global Dep<br>Global Payments 8788242888625 | 00016081910482248 |
| 03/22       | 90.00    | Corporate ACH Global Dep<br>Global Payments 8788242888625 | 00016082903154232 |
| 03/22       | 80.00    | Corporate ACH Global Dep<br>Global Payments 8788242888625 | 00016082903154233 |
| 03/25       | 10.00    | Corporate ACH Global Dep<br>Global Payments 8788242888625 | 00016085909482817 |
| 03/28       | 130.10   | Corporate ACH Global Dep<br>Global Payments 8788242888625 | 00016088901154562 |
| 03/29       | 70.00    | Corporate ACH Global Dep<br>Global Payments 8788242888625 | 00016089904132255 |
| 03/30       | 410.10   | Corporate ACH Global Dep<br>Global Payments 8788242888625 | 00016090906836734 |
| 03/31       | 1,055.20 | Corporate ACH Global Dep<br>Global Payments 8788242888625 | 00016091910004836 |

# Business Checking

For 24-hour account information, sign-on to  
pnc.com/mybusiness/

For the Period 03/01/2016 to 03/31/2016

Prairie Air Inc

Primary Account Number:

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Business Checking Account Number: - continued

## Checks and Other Deductions

### Checks and Substitute Checks

\* Gap in check sequence

| Date posted | Check number | Amount | Reference number | Date posted | Check number | Amount | Reference number | Date posted | Check number | Amount   | Reference number |
|-------------|--------------|--------|------------------|-------------|--------------|--------|------------------|-------------|--------------|----------|------------------|
| 03/08       | 1104 *       | 777.16 | 089775078        | 03/22       | 1109         | 670.00 | 090241768        | 03/18       | 1114         | 476.00   | 096482668        |
| 03/28       | 1105         | 100.00 | 089819763        | 03/21       | 1110         | 685.97 | 089829876        | 03/25       | 1116 *       | 1,217.25 | 096667222        |
| 03/22       | 1106         | 55.64  | 090502341        | 03/21       | 1111         | 27.00  | 089814837        | 03/22       | 1117         | 400.00   | 090803795        |
| 03/18       | 1107         | 671.71 | 096452953        | 03/21       | 1113 *       | 358.47 | 089492702        | 03/28       | 5347 *       | 685.97   | 090053269        |
| 03/22       | 1108         | 52.00  | 090510785        |             |              |        |                  |             |              |          |                  |

### Check Card Purchases

| Date posted | Amount | Transaction description                                       | Reference number     |
|-------------|--------|---|----------------------|
| 03/14       | 325.30 | 7656 Debit Card Purchase Show Your Logo Inc<br>888-2535800 II | 30290910090397656073 |
| 03/21       | 15.00  | 7656 Debit Card Purchase Ady*Soundcloud<br>775-2378175 Ca     | 12512910090397656080 |
| 03/21       | 10.89  | 7656 Debit Card Purchase CVS/Pharmacy #08683<br>Champaign II  | 12511910090397656080 |

### ATM/Misc. Check Card Transactions

| Date posted | Amount | Transaction description                        | Reference number     |
|-------------|--------|--|----------------------|
| 03/28       | 12.99  | 7656 Recurring Debit Card J2 *Evoice 866-76181 | 40314910090397656087 |

### ACH Deductions

| Date posted | Amount | Transaction description                                   | Reference number  |
|-------------|--------|---|-------------------|
| 03/02       | 42.74  | Corporate ACH Global Stl<br>Global Payments 8788242888625 | 00016062908292284 |
| 03/04       | 200.00 | Corporate ACH Purchase Donor Snap 29683857                | 00016064903425322 |
| 03/04       | 79.00  | Corporate ACH Purchase Donor Snap 29683858                | 00016064903425323 |
| 03/07       | 358.47 | Corporate ACH Weft Agera Energy 35657454                  | 00016067906361649 |
| 03/07       | 34.38  | ACH Debit Payment Illinois-America XXXXXXXX4249           | 00016067905721653 |
| 03/08       | 248.55 | ACH Web-Single Cable Comcast 6513511                      | 00016067907710237 |
| 03/08       | 183.84 | ACH Web-Single Wuamerenil Speedpay 8564716814             | 00016068908643097 |
| 03/21       | 30.23  | ACH Web-Single Util-Pmnt American-Water 0897874           | 00016081910286665 |
| 03/29       | 248.55 | ACH Web-Single Comcast Comcast 3020670911                 | 00016088902964972 |
| 03/31       | 43.87  | Corporate ACH Weft Agera Energy 35657454                  | 00016091909981853 |

### Service Charges and Fees

| Date posted | Amount | Transaction description                 | Reference number |
|-------------|--------|---|------------------|
| 03/01       | 2.00   | Service Charge Period Ending 02/29/2016 |                  |
| 03/31       | 4.50   | Counter Check Fee                       | PP83436          |


### Detail of Services Used During Current Period

Note: The total charge for the following services will be posted to your account on 04/01/2016 and will appear on your next statement as a single line item entitled Service Charge Period Ending 03/31/2016.

| Description                   | Volume | Amount |                     |
|-------------------------------|--------|--------|---------------------|
| Account Maintenance Charge    |        | .00    | Requirements Met    |
| Combined Transactions         | 93     | .00    | Included in Account |
| ACH Credits                   | 19     | .00    | Included in Account |
| ACH Debits                    | 10     | .00    | Included in Account |
| Checks Paid                   | 13     | .00    | Included in Account |
| Deposited Item - Consolidated | 48     | .00    | Included in Account |
| Deposit Tickets Processed     | 3      | .00    | Included in Account |

Detail of Services Used During Current Period continued on next page

# Business Checking

 For 24-hour account information, sign on to  
[pnc.com/mybusiness/](http://pnc.com/mybusiness/)

For the Period 03/01/2016 to 03/31/2016

Prairie Air Inc

Primary Account Number:

Page 4 of

Business Checking Account Number: - continued

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## Detail of Services Used During Current Period

- continued

| Description                          | Volume | Amount |                     |
|--------------------------------------|--------|--------|---------------------|
| Branch - Consolidated Cash Deposited | 5      | .00    | Included in Account |
| Total For Services Used This Period  |        | .00    |                     |
| Total Service Charge                 |        | .00    |                     |

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Member FDIC

 Equal Housing Lender