

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

	Board Members		Guests
x	Vicki Niswander, chair	x	Lainey Emmons (LE)
x	Al Kurtz, Vice Chair	x	Bruce Zimmerman (BZ)
x	Mark Niswander, Secretary		
x	Sandra Ahten, Treasurer		
x	Barb Trumpinski-Roberts, at-large		
x	Andrew Cardinal		
x	Andie Eisemann		
x	Robert Gattermeir		
	John Parker		

1. Closed session (personnel)
2. Open meeting @7:30
3. Call to order
4. Introductions
5. Approve Agenda
6. Public Comment
5. Approve minutes from last meeting (6.27.16) pp 3-4
6. Board Chair Report
7. Treasurer's Report (separate attachment)
8. Reports (All standing reports should be provided in written form at least 48 hours in advance of the meeting)
  - A. Committee Reports (PC (pp 5-11), Music (p. 12, Building, Engineering, PR, Finance, Digital Library, HR, Community Shares, Underwriting, Pledge Drive)
  - B. Staff Reports (Office Administrator, Services Coordinator (p. 12), Operations (pp 12-16)– Reports attached.
9. Old business
  - A. Resolutions (pp 17-18)
  - B. Podcasting Update
  - C. Transmitter repair
  - D. Community Advisory Board

- 10. New Business
  - A. Personnel changes
    - 1. Station Staff
    - 2. Board elected members of the PC
  - B. Treasurer Election
  - C. WEFT Fest
  - D. Insurance coverages

- 12. Fundraising
  - A. Soundhouse Concerts

13. Adjournment

Action Items		
What	Who	When

Future items:

- Airshifter/staff responsibilities
- underwriting policy
- Grateful Dead Hour (August)
- Bylaw compliance and possible revision
- Board job descriptions
- Board Training
- Community Advisory Board
- Building Use Contract

WEFT Board of Directors Meeting  
 June 27, 2016, 7:00 pm  
 Lincoln Building, 44 E. Main St., Champaign  
 Rm 421

	Board Members		Guests
	Vicki Niswander, chair	x	Megan Rushing (MR)
x	Al Kurtz (AK), Vice Chair		
	Mark Niswander, Secretary		
x	Sandra Ahten (SA), Treasurer		
x	Barb Trumpinski-Roberts (BTR), at-large		
x	Andrew Cardinal (AC)		
	Don Davis		
x	Andie Eisemann (AE)		
	Robert Gattermeir (RG)		
x	John Parker (JP)		

1. Call to Order AK, JP seconds. Acclamation.
2. Assign temporary secretary -- MR volunteers.
3. Introductions – Not necessary.
4. Public Comment -- None
5. Approve Agenda – Grateful Dead discussion added to new business. Agenda approved.
6. Approve minutes from last meeting (5.23.16) -- AC moves approval, JP seconds. Acclamation.
7. Executive Committee Report – None.

8. Treasurer’s Report -- Budget review from Oct to May '16

- Expenses are under budget
- Net Income is \$9,325
- Motion to Pass Treasurer Report by AC, JP seconds. Acclamation

- 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) –  
 Programming Committee Report -- working on airshifter SOPs, Program proposals being reviewed, AEC to review Barb's position on the PC, Review of the PC role, 10.5, in the bi-laws, Motion by SA: Barb is the chair until September when a new chair can be elected or discussed upon at the Associates meeting, AC seconds, Motion passes 4-2.
  - B. Staff Reports (Office Administrator, Services Coordinator, Operations)
  
- 10. New Business
  - A. Underwriting policy (Andie, Andrew, John) -- Underwriting rewrites to be send to board members for review, Andrew, Andie and John reviewed the announcements, No up-selling language can be used. A review of comparable stations will be conducted.

Grateful Dead -- Pay \$1,000 per year for programming and needed to get new underwriters to cover this payment. No new underwriters were obtained. Paid until August. Al to put on next meeting agenda (in July).
  
- 11. Old business -- None
  
- 12. Fundraising -- Fall pledge drive will be in September and run from the 17th to the 30th
  
- 13. Adjournment – AK, JP seconds. Acclamation.

Action Items		
What	Who	When

Future items:

- Bylaw compliance and possible revision
- Board job descriptions
- Board Training
- Community Advisory Board
- Building Use Contract

**WEFT**

**Airshifter Standard Operating Procedure  
July 2016**

WEFT 90.1 fm <http://weft.org>

Prairie Air, Inc

# Airshifter Standard Operating Procedure

July 2016

Comments & Questions email [kittent@gmail.com](mailto:kittent@gmail.com) (Programming Committee Chair)

## Definition of an Airshifter

A WEFT Airshifter is an individual who has completed all parts of the airshifter training class, been trained on WEFT equipment, who has become a member of WEFT and who is working towards Associate status and who is substituting for another airshifter or hosting their own show. An airshift is the length or duration of a particular show.

**The purpose of this document is to provide and clarify certain expectations and responsibilities that the people who make up W-E-F-T, Prairie Air, Inc., will have of all airshifters. It will also serve as a guideline for the Program Committee and any person providing on air programming and will be utilized as a required guideline for creating and maintaining an airshift on WEFT.**

*As an airshifter I understand that my opportunity to participate on the air by utilizing this radio station, the equipment, the environment, and the organization is provided by the people currently associated with WEFT as well as those who have been associated with the station in the past. I am a part of this effort as well by the fact that I also provide WEFT with my time, energy, and creativity.*

## FCC Policies

WEFT agrees to provide airshifters with training and information on current FCC rules and regulations.

Airshifters are required to comply with the FCC's policy that any person at this station who has any role in the selection of broadcast material will not:

- a. accept money, services, or goods; or other valuable consideration from individuals, organizations, associations, or other entities to broadcast a program or program material;
- b. promote any activity or matter in which he or she has a direct or indirect financial interest; or air any material which to his or her knowledge requires sponsorship identification which does not include those announcements, itself outlined in the Federal Communications Rule 73.1212).
- c. Break FCC rules regarding indecent or obscene content.

## **WEFT Airshifter Policies and On-Air Standard Operating Procedures and Responsibilities**

1. Airshifters and program content providers excluding guests are required to take the training class, train with ~~three~~ [two?] current airshifters and become an Associate Member of the station. **To become an Associate Member and maintain Associate Member status includes donating \$40.00 to WEFT annually, maintaining a volunteer commitment (as discussed elsewhere in airshifter training documentation) and attending a minimum of two associate meetings yearly.**
2. **NEVER criticize other shows, other WEFTies, WEFT policy or WEFT groups on the air**
3. **Airshifters will never give out airshifter phone numbers to non-WEFT personnel**
4. Each airshifter will program their show within the guidelines of the show proposal and time slot. The airshifter further agrees to incorporate a minimum of 25% of new musical releases into the program unless the show format is based on older material, or is public affairs programming or another type of shows where this requirement would not apply.
5. The airshifter agrees to give the proper legal station ID followed with our frequency (i.e. "**W-E-F-T, Champaign**"), within a 5-minute window before or after the top of the hour. If the airshifter is unable to do so at the allotted time, they agree to make the legal ID as soon as possible after that
6. The airshifter understands that repeated lateness for an airshift may call for a review by the Programming Committee.

Repeated lateness and/or not showing up for an airshift at the scheduled time is a serious offense against the station, other airshifters and WEFT's listeners and will result in a review by the Programming Committee with the possibility of suspension from a show. If this situation is repeated, it can result in the loss of the shift.

7. Except in cases of emergency, the airshifter will arrive in the station 10 minutes before the scheduled beginning of their airshift. The airshifter agrees to be responsible for covering their scheduled airshift.
8. If the airshifter taking the next shift does not arrive on time, the airshifter agrees to stay until they arrive, a substitute is found, other arrangements are made or to start Zara radio. **The airshifter will indicate on the Operating Log when Zara was started.**

**(This is new. The FCC requires that the Operating Log indicates who is in charge of the station if we are broadcasting. This includes ZARA. Put the note in the notes area of the Operating Log.)**

9. It is the responsibility of the airshifter to find a substitute if they can't host their show and to notify the Programming Committee and WEFT office staff or the airshifters with shows before and after their show. Contact information for airshifters who may be able to sub is available at the station. The substitute must be a WEFT-trained airshifter.
10. If the airshifter has difficulty finding a substitute, or in case of an emergency, they will contact the Programming Committee, the person on air and the weft operations mailing list ([wefto@weft.org](mailto:wefto@weft.org)) for help.
11. When the airshifter has found a substitute to take their shift they agree to record the change with the substitute's name on the substitute calendar and notify the programming committee ([weftp@weft.org](mailto:weftp@weft.org) / [wefto@weft.org](mailto:wefto@weft.org))
12. The airshifter agrees to give the substitute the necessary information and materials to responsibly host the show. This includes alerting the substitute to any scheduled drop-in programs, underwriting announcements, upcoming WEFT events or other relevant information. A play list of suggested music and a written outline of what the shift usually includes may be helpful. The substitute is required to program the show appropriately for the scheduled shift.
13. ***[Aside from the top of the hour, the airshifter agrees to give out the W-E-F-T legal ID, with frequency and net address at least once more during each hour for listeners who are unsure of our FM location. The airshifter further agrees to give out the WEFT phone number and address at least once per show to inform our listeners on how to contact us.] yes or no?***
14. The airshifter will print their name on the FCC operating log in black ink, indicating both the time-they begin and end the show. The airshifter further agrees to accurately and legibly record the transmitter readings every 2 hours.
15. The airshifter agrees to check the current Day Sheet prior to the beginning of their show to determine what is required during their program and to see if there have been any changes made to regular programming. The airshifter will initial the Day Sheet appropriately. Daysheets are used to ensure consistency in programming and compliance with FCC and WEFT requirements.



16. The airshifter agrees to read the scheduled underwriting announcements as written or to play the MP3 of recorded underwriting and to log their initials and date in the appropriate space provided in the underwriting binder.
17. The airshifter agrees to cross promote other music shows as well as other station programming.
18. When the airshifter expresses opinions on over the air they agree to give a proper disclaimer. Disclaimers are to be given at the beginning and end of the appropriate block of programming. A standard disclaimer such as *"The views expressed in this program do not necessarily reflect the opinions of the staff, management, and volunteers of WEFT"*, will suffice.
19. Airshifters understand that WEFT, as a community radio station, has a commitment to read PSAs (public service announcements) on the air.- Airshifters agree to read a minimum of 2 PSAs per hour, unless exempt (e.g. some Public Affairs programming).
20. The airshifter agrees to play all drop in and pre-recorded programming as indicated on the current Day Sheet.
21. The airshifter of any music show agrees to complete and post a playlist on Spintron, either before, during or after the show (within 48 hours). If an airshifter has an issue with posting a playlist on Spintron they should speak to the Music and/or Programming Committee chairs.
22. While the first priority of every airshifter is to be attentive to their show, when there is no station receptionist airshifters are responsible for answering the telephone during their shift when they are off the microphone. This includes conveying appropriate information and messages. Airshifters also agree to limit use of the WEFT telephone during their time in the station as the WEFT telephone is for station business and not personal business.
23. Airshifters agree to leave all food and drink outside of the studio and production room, away from the equipment.
24. When announcing on air, airshifters agree to use headphones to monitor what is being broadcast over the air more accurately and to close the door to the control room to minimize extraneous noise from throughout the station.
25. Airshifters agree to correctly operate and exercise care with the physical apparatus at WEFT. Besides not abusing the equipment, airshifters agree to clean up after themselves and their guests and to re-file equipment, tapes, CDs, and other materials in their proper locations.

26. To ensure the security of WEFT and its property, **airshiffters agree to be responsible for guests signing in and for the actions of all their guests while in the station.** The front door should remain locked when there is no staff present and it shouldn't be left propped open except in special circumstances (e.g. WEFT sessions). **Having guests sign in is new. The sign in books are on the ledge in the lobby.**
27. Airshiffters understand that when they are working alone, they are responsible for the security of the building and WEFT's property. It is perfectly acceptable to ask people to identify themselves if the airshifter doesn't know them. If the situation becomes unmanageable, the airshifter understands that they can call 911 rather than endangering themselves or putting the station in jeopardy.
28. Airshiffters understand that they are not permitted to increase the volume on the outside speakers due to legal restrictions.
29. Airshiffters agree that no WEFT property (e.g. CDs, tape recorders, microphones and stands) is to be removed from the station without clearance from the station manager, paid staff, or the Music and/or Programming Chairs.
30. ***The airshifter agrees to check their mailbox, email, bulletin boards, control room postings and Day Sheets on a regular basis for relevant and essential station information. (This is new).***
31. ***In addition, the airshifter agrees to read the WEFT Weekly Essentials (WWE) every week, either online or in the WWE notebook which is located in the lobby. (This is new as well).***
32. The airshifter understands that they may occasionally be pre-empted on the air by the Programming Committee who shall give them at least 1 weeks' notice. In very special cases, the airshifter may be pre-empted with no notice. Airshiffters will not, in general, be pre-empted more than once a month without their agreement. If an airshifter feels that they have been unfairly pre-empted, they may address the Programming Committee, Board of Directors and WEFT management as appropriate.
33. Airshiffters understand that the Programming Committee will occasionally change the program schedule. Airshiffters will receive at least 2 weeks' notice of a scheduled change in writing. An announcement made at the Associate Meeting is considered notice under ordinary circumstances.

34. If an airshifter decides to resign from their show, they agree to notify the Programming Committee in writing a minimum of 3 weeks in advance of their final show.
35. In addition to producing their program, the airshifter agrees to contribute to the well-being of WEFT by participating in the following and/or other areas of station operation:
- a. attending station and other required meetings
  - b. committee work
  - c. off-air projects
  - d. fundraising and pledge drive
  - e. promoting their show and the station as a whole
  - f. day to day station maintenance (e.g. bathrooms, vacuuming, putting away CDs)
  - g. miscellaneous volunteer opportunities
36. Every airshifter is guaranteed a hearing by the Programming Committee, the management and/or the Board of Directors if they feel that they have a grievance against another airshifter, a programming decision or any other grievance. The station is responsible for providing procedures for resolving airshifter difficulties.
37. Since WEFT is a cooperative venture and a community, as well as a community resource, it is important that all persons involved with WEFT and Prairie Air, Inc. are respectful of each other. It is understood that airshifters are responsible for what is happening in the booth, however staff is responsible for WEFT as a business and the Board of Directors is responsible for Prairie Air, Inc. as an entity.

**EVERYONE IS RESPONSIBLE FOR MAKING SURE THE BYLAWS AND REGULATIONS ARE ENFORCED AND STANDARD OPERATING PROCEDURES ARE FOLLOWED.**

**Airshifters are expected to follow the policies of WEFT that are not explicitly stated here, and understand that the station is responsible to properly notify and inform airshifters of those policies, both verbally and in writing. All station policies are subject to discussion at station meetings.**

The **Music Committee** is currently looking into a way to create standard format for reporting spin data so that it becomes easier to push this information out via the website and social media. Thanks to Bruce for the suggestion. The WEFT Sessions pledge drive cd will be pushed back to the spring pledge drive. Still working on ways remove some of the culled music from the upstairs.

Anthony

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**Lainey Emmons  
July Board Report  
July 25, 2016**

This month has been very exciting and busy for me! We had a successful entry into the 4th of July Freedom Parade in which live music (donated by WildWood) performed and got the crowd going. There were entire blocks of people clapping, cheering, and dancing for WEFT. We even heard some "Yaah WEFTies" from the crowd. It was pleasant seeing WEFTies come together to support the cause and have some fun. We also had a successful volunteer orientation in which 10 new volunteers participated. Many have interests in airshifting, but some in committee participation, website development, podcasting, and administrative tasks. This month has also been exciting for our sweet building...we've gotten a bathroom makeover, new blinds, and some new paint in the office. I have also successful gained in kind donation support for lobby paint and new carpet for the Great Hall. All of these things will be installed by the Fall Pledge Drive/WEFT Fest.

The WEFT fest committee meeting was lightly attended (Myself, Sandra, Vicki and Todd D.). There is much concern about this event and its success.

I have been working very hard to gain new Underwriting support. We have gained several (The Upper Bout, The Champaign Park District, The Blind Man, 10,000 Villages, and Micha Dixon with Ameriprise Private Wealth Advisory Practice. My goal is to have 1 confirmed contract per week throughout September. I have several leads out, set to follow up this week, and will also pursue new leads.

I have been managing WEFT bookkeeping, Soundcloud uploads, Drop in Uploads, Op Log sheets, etc...

Sandra, Vicki and I are working very hard to build the SOUNDhouse concert series as fund and fundraiser for WEFT.

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**WEFT Ops report**

**\*\* FACILITIES**

- Kyle Ahten painted and re-tiled the toilet room. He also acquired a storage shelving unit for use in the toilet room, replaced the toilet flush valve and the door handle.

- I assisted Aladdin Electric and Ameren as needed, from 6-10am last Saturday morning, as they changed the meters for Dave Monk's building. Ameren did not contact us about the Lincoln building planed power outage as we do not pay a power bill there. And Tom, the building manager, did not tell us either. As a result we have a nearly two hour FM broadcast outage. This due to the fact out microwave signal passes through devices powered by the Lincoln Building's electrical service.

- I purchased a rechargeable flashlight and plugged it into a receptacle high on the basement's east wall. This flashlight will come on automatically if there is a power outage. Thus I hope providing a guide for anyone down there if we lose power to the building. We have no emergency exit lighting down there.
- I repainted the edge of the ramp and step in front of the building. We should consider adding some yellow stripes on brick red color to make it more visually apparent.
- I disassembled the cabinet/closet in the back studio. It will be disposed of. It was little used and the space was needed for an additional work surface.
- I installed a new lock for the door to floor two. We can now share that key as appropriate with others.
- I moved all of the electronics recycling from the second floor and the back studio area to the front of the basement. I also piled all of the proposed recycling from the basement in the front area as well. I have asked several times for the materials to be reviewed prior to disposal but there seems little interest or need so I will work with Robert G. to haul it away. Mack's recycling burnt down last week so we will use the other place. All should be free to dispose of except for on TV which some WEFT volunteer left in the foyer one day. It has been in the Mike N Molly's disposal area and it was brought into WEFT for unknown reasons.
- I replaced the light switch in the bathroom. The old motion activated switch no longer worked properly. New one is set to come on as one enters and turn off the lights and fan after 10 minutes of no motion.
- After completing work at the XMTR I and others noticed things were reporting a bit warmer than usual out there. Not alarmingly high but atypical so I visited the XMTR site and adjusted the temp setting on the A/C unit, changed the fins which direct airflow and adjust the fan I hung from the ceiling to help keep the air in the circulating. Temps have been reporting in the expected range again.  
 NOTE: The heat generated by the transmitter causes the intake air to rise about 15 degrees by the time it is ejected from the chassis. The eject temperature is what we note on the log sheet. So if the room is kept at 72 degrees the eject air will be at 87.  
 NOTE: The ambient operating temperature range for the XMTR is +32° F to +122° F (0° C to +50° C). This means it should be able to handle much higher temps than we allow it to experience. High temps stress the equipment so we typically do not let the reject air temp to get above 100F - ambient would be about 85F in that case.

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\*\* IT

- When the main Zara disk drive failed we switched over to use an older and smaller drive Bob Paleczny had used for Zara a few years back. It was loaded with music and station ID's. Bob changed some items to make it more current sounding. I then brought in a drive from home and copied that no active Zara drive's contents to my loaner so we would have a hot spare spinning. Dave W. will provide us with a newly built Zara drive soon. It will be a large capacity drive and allow us to again have a much bigger collection of songs spinning and it will have newer music on it.
- Our streaming service stopped working on 20 June. I do not know the root cause of the problem but the streaming computer's configuration (located in the Great Hall) had been changed significantly. As a result viastreaming.com was not receiving from us the expected streaming format and thus could not rebroadcast it for us. A couple of reboots and a reconfiguration of the software on the computer fixed the problem.

OPEN ITEM: replace KVM cable - Due Date: Q3 2016

OPEN ITEM: replace the streaming/recording server - Due Date Q3 2016

OPEN ITEM: Work with Dave W. to learn how to refresh the Zara music playlists.

OPEN ITEM: Failed Zara music disk needs to be rebuilt and replaced. Dave Witzany has this action item. - Due early August.

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## \*\* BROADCAST

The following XMTR items involved Bob Paleczny, Bill Taylor and Bruce Zimmerman at various points through the period - individually or as a group. I am reporting the work but others participated.

- In late June and early July we began to notice periods of static in our FM transmissions. Some were up to 3 minutes long. And a few times we lost carrier completely. It was intermittent and we had determined no root cause for it. I visited the site on 27 June and noticed that workers for other transmitters had been working around and above our transmitter and wondered if perhaps they had been disturbing something and thus caused out static problems. All else seemed normal. Bill Taylor did not believe what they were doing caused it so we continued to monitor.

- On 29 June I again visited the transmitter as were hearing static and getting odd readings when we made remote queries via telephone. As I needed to reboot the XMTR to test the failed power supply I scheduled a quick reboot for that day to see if that might help resolve the static issue. Full power off and back on without incident. Power supply reported failed state after power cycle so confirmed bad.

- Late on 5 July we went off the air but no one contacted me until July 6 in the morning. We continued to stream and provide recordings to RFA.

When I arrived at the transmitter the morning of the 6th I found a WEFT supplied UPS had failed. This unit was sitting inside the transmitter chassis and it provided backup power to the transmitter's telephone interface and the STL (microwave receiver). This caused us to lose the ability to call the transmitter via telephone AND it stopped the STL from providing any input to the Exciter which is the first part of the transmitter.

No signal from the STL means there is nothing for the transmitter to amplify so the XMTR basically powers down the RF amps for protection. The UPS has been removed from the chassis and the two affected devices are now plugged into standard chassis outlets. We are discussing whether a UPS is still needed. If yes we will acquire one and re-install at a future date.

- As I worked on the UPS problem I fully powered down the transmitter. When I completed the UPS work I powered the transmitter back up and it failed to properly initialize. Debugging the situation that day and the next led Bill Taylor and I, working with a Broadcast Electronics tech, to determine that the main control board set had failed in some way. A set was ordered late on day two and they were shipped on day three. They arrived morning of day four and I installed them. Many other things were done by the three of us in those days to try to fix/understand the situation but this is the short of it. I included a note with our returned failed board set - asking

BE to tell us what was wrong with them so we could figure out why these boards only lasted 20 months. Work on the resolution of this problem was delayed some by weather. We are unable to work at the transmitter site when there is a possibility of lightening. We delayed going there until later in the day on day 2.

- I debugged the failed ON AIR sign for the front studio. The root cause of the failure appears to be one of communication. Whoever wired the new sign thought they were being delivered 110V AC line voltage. In fact it was 24 Volt DC power being delivered. I have removed the transformer and LED lights supplied by the manufacturer and ordered replacement 24 Volt LED lamps. I plan to have these installed by 30 July.

- I eventually cooled off after my second weekend dash to the station to deal with the exterior speakers turned up to an illegal level. I left them off for a week and then reworked the installation to place the equipment out of reach of all but the most determined. Evidently signs and emails are not sufficient to deter some volunteers at WEFT from trying to get us cited by the city. And they evidently enjoy causing extra work for other volunteers.

- I replaced the Tuner and Amp combo driving the exterior speakers. The tuner would not stay locked on 90.1 so they are in the basement electronics recycling pile. I used another old piece of equipment - a tuner/amp combo unit. It too is flaky so soon I would like to acquire a newer tuner with better AFC. A better FM antenna arrangement would help as well. On a future to do list.

- I removed the phone interface channels from the board so I could disassemble and clean the ON/OFF contacts. This because the 5483 contacts would not close properly.

- I will contact Mike Feldman to understand why the back studio upgrade is not progressing as planned.

- K2, the new tower owners, have changed the lock on the area below the transmitter. We need to get the combination as Bill Taylor does not like how they have stored our microwave downlink cable excess. Nor is he happy with their new tower grounding scheme. It is **\*\*possible\*\*** their change in grounding methodology puts our transmitter a risk.

- It would be very helpful if we had power monitoring equipment for the XMTR site. We do not know if something is happening to the XMTR via the supplied line service.

- I continue to receive periodic problem reports regarding playback of Radio Free America recordings. It has worked better for me of late on my DSL. No consistent patter thus far.

- Two sets of WEFT GUEST headphones have been labeled and placed in the front studio.

- Cleaned adware off a front office computer a couple of times.

OPEN ITEM: Replace failed power supply in transmitter. DUE DATE: 2016 - We ran with a bad power supply for over a year previously so there is no emergency need to replace it. Cost will be \$1800.00 plus our shipping costs to send back the bad unit. So close to \$2000.00.

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**\*\* ADMIN**

- The Q2 SoundExchange report was approved. Our aggregate numbers were down significantly from recent reports. This due to a lot of Zara coverage for shows where people missed their shift and some folks don't use Spintron. Net result is artists are paid less in royalties and WEFT's effectiveness rank drops in standing.

- I attended a 45 minute NFCB web based training session - overview of their website and sub section offerings. Well done.

- I have joined the NFCB email listserv.

- Various requested changes were made to our email aliases at dreamhost.com.

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### **Resolutions of the WEFT Board of Directors**

Whereas we understand that the state of Prairie Air Inc., is such that WEFT will only continue to operate in the future if there are changes in strategic planning, the funding model, governance and the programming model. As a board we:

1. Resolve to keep WEFT, Prairie Air, Inc. financially solvent by seeking guidance and consultation from NFCB, and other local, state and national experts.
2. Resolve to keep WEFT a terrestrial radio station, while at the same time being responsive to the changing media delivery landscape.
3. Resolve to consult with professionals including bankers, property managers and/or real estate developers to determine plans for the best financial use of 113 N. Markets St., including options such as (a) creating another an income stream from the building, (b) leveraging the building for operating cash; (c) selling the building.
4. Resolve to develop a new funding model that includes less percentage of its balance on pledge drives and traditional grants and increased community support such as underwriting.
5. Resolve to develop, brand and promote WEFT around local concerns and productions.
6. Resolve to understand and clarify who we are serving so that we can respond to them with programming that will compel them to listen and to be involved as supporters.
7. Resolve to evolve our programming so that we have more sustaining members while staying true to our mission.
8. Resolve to clarify our mission. "WEFT is an accessible, responsible and responsive radio alternative serving the diverse communities of radio listeners in East Central Illinois."
9. Resolve to work with other community organizations especially other public media to share resources and bring more voices to the air in as fiscally responsible manner as possible.
10. Resolve to commit ourselves to making the volunteer experience at WEFT a positive experience.



11. Resolve to empower the Executive Committee of the board to carry out the above resolutions without getting approval for individual actions, but rather by developing a plan and budget that are adopted by the BOD and then reporting on adherence and success with that plan and budget to the BOD on a monthly basis.

12 . Resolve that the plan that is formulated and carried out by the Executive Committee will be called WEFT Vision 2020 so that we can convey to our community partners as well as our members and associates that we are directing changes at the station that will carry us into the future with an innovative and a sustainable strategic plan.

The Executive Committee will be working within the By-Laws by using a team approach as the General Manager position. The goal of the Executive Committee will be to show improvement in the station finances within one year and to have a positive cash flow by year end 2017. The Station Manager's salary will be included in the budget. A goal of the Executive Committee will be to develop a staff of paid workers and volunteers who can maintain a functioning fiscally sound station without the direct oversight of the Executive Committee by year 2018.

The Executive Committee includes the Chair, vice chair, secretary, and treasurer of the WEFT board, as well as a member elected at-large. Members will make decisions by consensus when possible or by a simple majority.

adopted by the board on Oct. 26, 2015.