

WEFT Board of Directors Meeting
Open Session
 August 22, 2016, 7:00 pm
 Lincoln Building, 44 E. Main St., Champaign
 Rm 421

	Board Members		Guests
x	Vicki Niswander (VN), chair	x	Gina Pagliuso (GP)
x	Al Kurtz (AK), Vice Chair		
x	Mark Niswander, Secretary		
x	Sandra Ahten (SA), Treasurer		
	Barb Trumpinski-Roberts (BTR), at-large		
x	Andrew Cardinal (AC)		
	Andie Eisemann (AE)		
x	Robert Gattermeir (RG)		
x	Lainey Emmons (LE) (Ex Officio)		

1. Call to Order, VN @ 7:11
2. Introductions – Not necessary.
3. Public Comment – GP reminds BOD that members of the PC must be re-elected through the body that elected them in accordance with the Bylaws.
4. Approve Agenda – AK moves, RG seconds. Acclamation.
5. Approve minutes from last meeting (7/25/16 open and closed sessions, 8/1/16 open and closed sessions) -- AK moves approval of 7/25/16 open session, AC seconds. Acclamation.
 AC moves approval of 7/25/16 closed session, AK seconds. Acclamation.
 AK moves approval of 8/1/16 open session, AC seconds. Acclamation.
 AC moves approval of 8/1/16 closed session, AK seconds. Acclamation.
6. BOD Chair/Executive Committee Report – VN has completed the pledge drive letter and will send by the end of the week.
7. Treasurer’s Report – SA – the transition from FileMaker Pro and Account Edge to DonorSnap and

Quickbooks is complete! Written report provided.

8. 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)

9. New Business
 - A. FY17 budget (Finance Committee) – No responses from call for Finance Committee participation. AC, VN, and SA volunteer.
 - B. Rich Bressler, Denise Curia, candidates for the PC – SA moves to elect Rich Bressler and Denise Curia to the PC via the BOD. AC seconds. Their statements have not been posted for 21 days in accordance with the BOD SOP. Motion withdrawn.
 - C. Community Shares – SA says we need someone to be in charge of this, attend meetings, and complete forms before the pledge drive.
 - D. Disciplinary policy for alcohol and illegal drug use at WEFT – sample policy provided for consideration. Alcohol use on WEFT premises has become an issue. NFCB recommends against it. Per FCC it is illegal to be intoxicated while on the air. AK moves that the use of alcohol and illegal drugs are not acceptable at the station unless prior approval from the BOD has been granted. AC seconds. Motion passes 5-1.
 - E. New exception for WEFT Board insurance – Received notice from our insurance company about a new exclusion. VN to look into this.

10. Old business
 - A. Community Advisory Board Orientation, Aug 30 – The BOD is not certain if anyone has been invited. Will postpone meeting until another time when more information is available.
 - B. Pledge Drive/WEFT Fest – Pledge drive training to be presented at WEFT and made available online.

11. Fundraising – House concert raised \$630.

12. Closed Session (personnel) – AK moves to go into closed session, MN seconds. Acclamation.

13. Adjournment – AK, SA seconds. Acclamation.

Action Items		
What	Who	When
Call for volunteers for Finance Committee in WWE.	VN	8/23
Insurance info clarification. Check with Don Davis.	VN	Sept. meeting
Create expectations for CAB members.	SA	Sept. meeting

Future items:

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

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

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

1. Call to Order VN @ 7:40
2. Introductions – not necessary
3. Approve agenda – AK moves, GR seconds. Acclamation.
4. Public comment -- None.
5. Minutes from 6/27/16 meeting – AK moves approval, RG seconds. Acclamation.
6. BOD Chair report – VN reports a request of \$1800 for another power supply replacement at the transmitter.
7. Treasurer report – SA provides written report (attached). AC moves to accept, AE seconds. Acclamation.

8. Reports

- a. PC report – BTR reports progress on Airshifter SOP (attached).
- b. Staff and operation report – BZ reports that 4 gas meters (including WEFT’s) in the former Pogo basement will be moved to an outside between WEFT and Dave Monk’s building. Podcast update – current podcasts are Disability Beat, CU Progressive News Black Lives Matter, and Literary Lives. AE recommends using free services that are available. Transmitter repair necessary – BZ says the power supply will cost \$1800 (\$2100 - \$300 credit for old unit) + \$200 for shipping. Will reaffirm the cost. BTR moves to approve up to \$2500 to replace the power supply module. RG seconds. Acclamation. GoFundMe campaign to be created to cover this cost.

9. Old Business

- a. Resolutions –VN reports that the resolutions approved have been revised to eliminate reference to the RRT and replace it with the BOD Executive Committee. AE contends that this is a violation of the Bylaws. AK moves to approve, MN seconds. Motion passes 7-1-0.
- b. Podcasting update – as described above.
- c. Transmitter repair -- as described above.
- d. Community Advisory Board – AE has some names of potential members, needs to reconfirm. Orientation meeting scheduled for August 30 at 7pm.

10. New Business

- a. Personnel changes
 - i. Station Staff – AK moves to eliminate the positions of Underwriting Coordinator and Office Manager. SA seconds. Acclamation.
 - ii. Board-elected members of the PC – VN reports that we have received statements from Rich Bressler and Denise Curia. Election in August 2016.
- b. Treasurer election – MN nominates SA. AK seconds. Acclamation.
- c. WEFT Fest – Meeting scheduled for upcoming Thursday at 7pm at the Esquire.
- d. Insurance coverages – to be discussed at next BOD meeting.

11. Fundraising

- a. Soundhouse concerts – VN & MN will be hosting a house concert on August 13 featuring Kevin Elliott and friends as a fundraiser for WEFT.

12. AC moves to adjourn, AE seconds. Acclamation.

Action Items		
What	Who	When
Look at SmartSheets for Community Advisory	VN	8/5/16
Include invitation to participate in Finance Committee.	VN	8/5/16
Place Community Shares discussion on next meeting agenda.	VN	8/5/16

Committee and Staff Reports

Digital Library – Dave Witzany

The DLC is continuing with several projects. As always, we're maintaining the backup of the music that's been ripped up until now, and we're updating the music that you hear when WEFT uses Zara Radio. We had a few days with no PSAs or IDs via Zara; we're working to correct that.

We're also working on other fronts, like updating the operating system on WEFT's computers (which also entails updating the software that records our online stream) and working with the Champaign County Historical Archives to save copies of everything--audio and otherwise--that represents WEFT. Those projects are a bit longer-term, but are still active.

Music Committee – Antony Santarelli

The Music Committee will soon put out a call for a volunteers as we are seeking a Communications Coordinator and a Recycling Coordinator. More details to come soon. Also, Spintron will soon be updating their playlist entry form. We are keeping an eye on it in order to respond accordingly if the new form will require any special instructions or training.

Station Manager – Lainey Emmons

This month has been very successful in many ways. I have continued to work very closely with Sandra to complete the project of cleaning up Spring Pledge drive. Our efforts continue, but are very close to being complete.

I have also worked closely with those planning WEFTfest. It will be a very successful event. We have bands, food, stage, etc... booked. A facebook event page has been created. We are only waiting on Sponsorship confirmations and event insurance to secure the street permit.

I will begin working through Pledge Drive protocol and improving it this week.

We had a very successful SOUNDhouse concert with Kevin Elliott and Soona Songs Label. We raised \$630.

Quad Day was a success. We had approximately 100 interested volunteers and/or interns sign up.

We gained 1 new airshifter, Jose. He is subbing the Monday Morning Jazz show on a semi-permanent basis, for now.

I attended the PC meeting. It was a frustrating meeting in that only 1 voting member was present, there was no PC chair, and conversation was hindered. Eric Zarnesky (and friend) are waiting approval of their show.

Associates meeting post cards were mailed out.

We gained 1 new intern, Brian Dunn. He's been instrumental to my success.

PC Candidates

Rich Bressler

1) My name is Rich Bressler. I have been a member and airshifter at WEFT since 2013. I have been an associate since 2014, after I attended the required number of associates meetings. I have a show during the Morning Menu on Wednesday, which I have had for about 2 years. I am part of the Monday

Blues Collective, and have been in that for about 3 years. I live in Champaign, and am a retired Federal employee.

2) My involvement with WEFT has included the shows listed above, as well as doing a show on Saturdays from 6-8am for about 7 months. I have volunteered at several events, including WEFT Fest the last two years, Blues Fest this past year, and at the Taste of C-U and Homer Soda Festival. I have been on the programming committee for the last two years.

3) I would like to continue on the programming committee for one more year, with the term to expire in June 2017 if possible, or August 2017 if necessary. I have been on the committee for the last two years, and would like to continue for one more year, to complete the work we have in process at this time.

Denise Curia

This is to inform you that I wish to remain on the PC. Due to unforeseen circumstances I was unable to attend the last Associates Meeting. I thought, however, I had another year left on the PC. I've been at the station for

3 1/2 years and love being part of the WEFT family and want to continue seeing WEFT move forward.

WEFT Programming Committee

Disciplinary Notice

You were notified of your alleged violation of WEFT programming policy (listed below) in a notice delivered to you on _____ (see copy attached). This notice invited you to the Programming Committee's meeting on _____ during which the circumstances of this alleged violation was reviewed.

Violation: _

Date and Time of Violation:-----

After reviewing the circumstances of the alleged violation, the WEFT Programming Committee has found you responsible for the violation and voted to impose disciplinary action indicated below:

Disciplinary Action:

- Formal Warning:

A record of this violation will be kept on file by the Programming Committee, however no other formal action will result from this particular violation. Any further violation of any type may result in a Formal Citation or the loss of your airshifter-privileges and your program according to the Programming Committee's Disciplinary Policy.

- Formal Citation:

A record of this violation will be kept on file by the Programming Committee. Further,

- This is your first Formal Citation.

No further action will result from this particular violation. However any further violation resulting in a second Formal Citation will result in Program Review, which may result in the loss of your airshifter privileges and program according to the Programming Committee's Disciplinary Policy. ,

- This is your second Formal Citation.

The Programming Committee has reviewed the status of your program based upon your past performance in complying with WEFT policy and made the following decision:

- Stay in Abeyance:

You are permitted to retain your current airshifter privileges and your program. Any further disciplinary action will result in your immediate removal from air and the loss of your airshifter privileges.

- Removal from air:

You are being removed from being on air in any capacity at WEFT. You lose all rights to your program may not appear on air in any fashion, including, but not limited to, hosting a program, being a guest on a program or substituting a program. If you wish to regain your airshifter privileges please consult the Programming Committee's Disciplinary Policy (an abridged version appears on the other side of this notice).

WEFT Programming Policy exists in order to protect WEFT, its airshifters, associates, members and listeners. All violations of Programming Policy must be treated seriously. Repeated violations of programming policy greatly inhibit the operations of WEFT and can place the station in serious legal or financial risk. The Programming Committee does not take this risk lightly, nor do we impose disciplinary action capriciously or without considerable deliberation. Therefore the Programming Committee stands firmly behind this action.

If you believe that the Programming Committee has not made this action in a manner consistent with WEFT policy or has insufficiently reviewed any violations you have the right to appeal this decision to the Human Resources Committee. To do this, contact the chair of the Programming Committee.

BOD Exec Committee/Treasurers Report – By Sandra Ahten 8/22/16

The job of moving the database from FMP to Donorsnap (DS) and our books from Account Edge (AE) to Quickbooks (QB) is complete. (Yay!)

We went back and looked at the handwritten log of donations as compared to the pledge forms as well as online donations as they came in through DS and put all information in DS. That total is \$24,333 pledged. In Quickbooks we have about \$22K toward the spring drive accounted for. We think that the remainder is uncollected pledges. It would be another very big job to go see and who these uncollected pledges belong to, and we decided not to pursue this and instead devote our time to making the Fall Pledge drive accurately documented.

We are back to using an accrual basis and are prepared to do that for Fall Pledge Drive. All pledges will be recorded and put into both DS and QB. We will be trying to integrate these two so they actually have just one "input" and it feeds both systems. (It is one of the reasons we chose DS).

P&L shows \$28,139 as loss so far this fiscal year. I think we will make that up in accrual invoices, once we have the current underwriting due entered into QB as well as the Pledge Drive pledges as invoiced.

We have received more than \$7000 from Community Shares member donations last year. We need someone to completely understand this system and how and when folks can sign up for it. I suggest that we need to re-solicit with a special mailing to each and every Community Shares donor from the past.

We have six donations (\$120 total) recurring monthly thru Paypal, we need to have someone reconnect with this monthly donors and see if we can move them to DS, so it all integrates and up their donation level at the same time.

We have 6 (\$15) through Donorsnap. We need to call them and thank them and ask them about keeping / upping their pledge.

We need to make sure these are not confused in the upcoming pledge drive commitments.

We are planning on having trained board members, interns or staff at the office between 8am and 8pm during each day of the pledge drive.

We earned \$250 from the first Soundhouse and \$600 from the second. We have another planned for October. The BOD exec committee approved a \$150 worker in lieu of the \$150/week paid internship, however that did not work out. We have since found an intern who will work for the \$150 paid internship. Lainey and Sandra have

worked with him closely for the last two weeks and have confidence in his ability to help us successfully get through pledge drive without extra accounting help and will be asking the Exec Committee to approve moving him into that approved stipend position this week.