

WEFT Board of Directors Meeting
 October 24, 2016, 7:00 pm
 Lincoln Building, 44 E. Main St., Champaign
 Rm 421

	Board Members		Guests
x	Vicki Niswander, chair	x	Stuart Levy
x	Andrew Cardinal, Vice chair	x	Karen Medina
x	Mark Niswander, Secretary	x	Gina Pagliuso
	Sandra Ahten, Treasurer	x	William Jones
x	Barb Trumpinski-Roberts, at-large		
	Andie Eisemann		
	Robert Gattermeir		
x	Lainey Emmons (Ex Officio)		

1. Call to Order @ 7:05 VN
2. Introductions -- completed
3. Public Comment – SL says that he heard the World Labor Hour (WLH) has left WEFT and joined WRFU. Although SL works for WRFU he is disappointed that WEFT has lost the WLH. He heard that BG had been banished from WEFT for 2 years and recommends that be remedied. The BOD and WLH members should meet together. KM provided additional detail saying that ignoring this concern won't work and will only cause additional problems in the future. The community is torn and WEFT will lose support. We need restorative justice. KM went on to provide a description of how restorative justice works and names of facilitators that could assist in the process.
4. Approve Agenda – MN moves with the addition of item 9.D, November and December 2016 BOD meeting dates, BTR seconds. Acclamation.
5. Approve minutes from last meetings (9.26.16, open and closed sessions) – BTR moves to table this item. AC seconds. Acclamation.
6. Board Chair/Executive Committee Report – VN discusses the car window placard design by Cope Cumpston. Will send design out to wefto and weftb for feedback.
7. Treasurer's Report – LE provides balances of accounts.

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 – Keith Norton has agreed to provide some technical troubleshooting at WEFT when necessary. Bob P. is also essential in these efforts.

9. New Business
 - A. Ending interim status for SM. – MN moves to eliminate interim title, AC seconds. LE leaves the room for discussion and voting. Motion is approved by acclamation.
 - B. Admin Assistant /Station manager job descriptions – AC moves to approve the SM job description with the addition of the following responsibility:
Acts as liaison for communication between BOD members, airshiffters, committees, volunteers, staff, members of the public and others. BTR seconds. Approved by acclamation.
 MN moves to approve the Assistant SM job description as presented. AC seconds.
 Acclamation.
 - C. Board election to the Programming Committee (R. Bressler, William Jones) – MN moves to appoint William Jones to the PC. AC seconds. Acclamation. MN moves to appoint Rich Bressler to the PC. BTR seconds. Acclamation.
 - D. November and December 2016 BOD meeting dates – AC moves to not change the date for the regular November BOD meeting (Nov. 28), hold the December meeting on Jan. 9, 2017, and the January meeting on Jan. 30, 2017. MN seconds. Acclamation.

10. Old business
 - A. Alcohol use at WEFT, policy and procedure – discussion about establishing a policy providing details about the criteria for granting exceptions. Executive Committee will discuss.
 - B. Community Advisory Board update – VN, AE, and AC reported on their meeting about the CAB. Personnel from the following organizations were discussed: LaCasa, UpCenter, public library, CUDO, Races, PACE, Uofl, UPTV, CU Immigration Forum, and city council members. CAB meeting scheduled for January 29, 2017.

11. Fundraising
 - A. Soundhouse Concerts – Considering fundraisers at Triptych Brewing, El Toro, and Alto Vineyard.
 - B. NFCB – something happening on December 29 and 30.
 - C. Winter appeal letter (out by Thanksgiving) – LE will draft letter.
 - D. Planning for Spring Pledge Drive – VN will suggest spring pledge drive committee meeting date/time.

13. Adjournment – MN, AC. Acclamation.

Action Items		
What	Who	When
Send window graphic to wefto and weftb	VN	Nov. 1, 2016

Set Exec. Com. Meeting to Nov. 14, 2016. Inform members.	VN	Nov. 1, 2016
Send past appeal letters to LE.	VN	Nov. 1, 2016
Suggest Spring Pledge Drive Committee meeting date/time.	VN	Nov. 8, 2016

Future items:

Bylaw compliance and possible revision

Board job descriptions

Board Training

Building Use Contract

Tracking of members

2016 September 27 Minutes Programming Committee WEFT

Present: Rich Bressler, Gina Pagliuso, Rob Gattermeir, Evelyn Underwood, Barbara Trumpinski-Roberts

Guests: Sandra Ahten, Saxxon Burns, Renee Angelah, Brian Dunn

The meeting was called to order at 7:10pm

Rich B exited meeting shortly after it was called to order, Renee Angelah exited at approx. 8PM

Minutes from Sept.12 were approved. Motion by Robert G, 2nd Barb T.

Agenda was amended to change order of items. Vote for PC officers to be moved to 1st item. Change of agenda order was approved unanimously.

Election of Officers - New PC officers:

- Gina Pagliuso - chair
- Evelyn Underwood - vice-chair
- Barbara Trumpinski-Roberts – secretary

Agenda was amended to add discussion items: tracking of WEFT members/training as regards Spintron, transmitter readings and Day Sheet completion

Agenda was amended to move New Show proposals to next item. Change of agenda was approved unanimously.

Program proposals considered:

CU Progressive News collective (Sandra Ahten/Saxxon Burns/Brian Dunn) proposed to fill Monday, Thursday and Friday Morning Menu with music, news, interviews and information. The collective will tentatively be able to start in November. One of the collective members (Saxxon Burns) has volunteered to cover the Monday Morning Menu during the month of October. The collective has requested a waiver and would like to start the show at 7am instead of 6am. Item was tabled to the next PC meeting to allow sufficient time for alternate proposal submission(s).

Totally Irrelevant: (Eric Zarnesky) Music/comedy/talk show, midnight – 2am (Saturday AM). Eric is currently doing this as a permasub. This proposal was approved. If Eric has Jeeth as a co-host, there will have to be an amendment to the proposal to add him to the show.

Alter Ego in the Evening (Denise Curia) was approved for the Thursday 7-8pm slot.

Actions to be taken:

- Gina will email Eric, Denise about accepted proposals
- Gina will email Lori/Bruce about updating the web and RFA
- Gina will finish revising the Program Proposal Document
- Gina to update open slots and email to Vicki for WWE inclusion
- Gina to email Lainey for Grateful Dead update
- Gina to get access to PC chair email address (email Lainey/Bruce)
- Gina to check on access to weftp (programming committee list serve) and current members

- Barb will talk to Mike Feldman about length of current PC member terms (Find out when all members were elected)
- Gina to verify current New Music requirement for Morning Menu shows
- Evelyn will contact William Jones to see if he still has interest in PC/Board of Directors membership
- All committee members will review the updated Airshifter SOP

There are several open slots and the PC will be recruiting airshifters from the new trainees.

2016 October 11 Minutes Programming Committee WEFT

Present: Gina Pagliuso, Evelyn Underwood, Barbara Trumpinski-Roberts

Guests: Greg Harris (arrived at approx. 7:30PM)

The meeting was not called to order due to a lack of quorum – these are the “unofficial” minutes of “unofficial” meeting

The PC members present went over action items from the Sept 27 meeting:

- Gina reported that Eric Z (Totally Irrelevant) and Denise C (Alter Ego in the Evening) were contacted to make them aware that their show proposals had been approved by the PC.
- Gina reported that Lorri C and Bruce Z were contacted regarding the addition of the above programs to the WEFT website and Radio Free America interface.
- The Program Proposal Form(s) consolidation was not completed due to a software glitch. Gina to attempt revision for 10/25 PC meeting.
- Gina reports that open program slot list was updated and communicated to Vicki for WWE inclusion.
- Gina reports that Lainey confirmed the GDH (Grateful Dead Hour) and the associated Vault programs have gone off the air.
- Gina reports that PC chair email address access is in process (working with Lainey /Bruce)
- Gina reports that she contacted Lainey/Bruce to update the weftp list serve. Lainey communicated that the list serve has been updated to reflect current membership of the PC and the Station Manager. Gina to email weftp to verify that list serve is working.
- Barb was not able to make contact with Mike F regarding PC members and length of member terms. She will try again and report at next meeting.
- Gina reports that WEFT documentation states 25% new music is to be played on Morning Menu shows.
- Barb will talk to Jess about Monday R&R
- Evelyn reports that William Jones was contacted to gauge his interest in becoming a member of the PC – William has submitted his bio to the Board for election consideration at the next Board of Director meeting (10/24).
- Gina to update current Airshifter SOP (in review phase) to add a section for relinquishing the booth in a timely manner to the subsequent airshifter. This addition is in direct response to airshifter concerns voiced to PC members.
- Gina reports that she has begun reviewing Day Sheets for sign-off. She needs to contact Lainey in order to review Operations Logs for compliance review.
- Gina brought up the idea of creating/integrating an Airshifter spreadsheet that includes training sign-off and dates, member dues payment, Committee membership and term expiration notation, etc.
- Gina to check on # of plays per artist/compilation per show and whether or not current WEFT guidelines are FCC requirements.
- Gina reports new Program Proposal–Time and Place. Lainey to contact Jackson Vaughan.

The “unofficial” meeting disbanded at approx 8PM

Digital Library

All's quiet with the Digital Library Committee. We're double-checking that the new computer for the Great Hall is ready for prime time. When that's confirmed, I'll send out the final announcement that folks should clear their personal files off of the current PC and we'll have the new box in place in November.

Dave Witzany

Lainey Emmons Station Manager Board Report, 10/21/2016

Below is a list of activities and tasks I focused on this month. I took Sandra's advice and tried keeping a running list of things I duties and tasks as the month progressed. Please pardon repetition and any thing missing from the list. Please feel free to ask for further detail or about specific tasks if you have any questions. It was a successful and productive month.

- Reaching out to Voice and Diction Class for Underwriting recording support
- Coordinated Brazilian Band appearance with WEFT Don Pandeiro and D Freitas and guest substitute DJ, Saxon Burns
- Coordinated Motet interview and appearance, also has WEFT presence at concert
- Coordinated interview and appearance with Israeli Band G-Nome
- Recorded new underwriting and updated older recordings and added background noises
- Created a SOUNDhouse concert banner with Cope C. and brainstormed some slogans: “friends raising funds” and “building the community”
- Worked to recruit volunteers to fill Bruce's duties
- Hung flyers for PetNet SOUNDhouse concert
- Came for an interview with Todd Hunter
- Guest hosted Denise's show
- Interview interns and reached out to more
- Confirmed Folk and Roots UW
- Confirmed Ten Thousand Villages UW
- Reaching out to bands for SOUNDhouse concert list
- Building a list of interested bands and nonprofit organizations
- Gained volunteer support from Olivia T. to manage SOUNDhouse concerts
- Tabled at Sudden Sound event
- Exchanged emails to coordinate and interview with country star, Luke Bryan.
- Helped get PC email address for Gina P.
- Cleaned up PC listserve and handed management over to Gina.
- Created an email address for SOUNDhouse concerts, managed by Olivia. This is added to the smartsheet, passwords and log in page.
- Had internet issues, worked closely with Bruce, Bob, Brian, and comcast to repair this
- Met with Jeff M to discuss personell issues and relaid this to Vicki for added support and action
- Ordered wristbands for SOUNDhouse concerts, stamped them with WEFT
- Worked with Cope C. to create a SOUNDhouse banner
- Spent some time talking with Fred S., updating him on the successes we've had so far.
- Renewed the underwriting contract with Common Ground Food Coop, and upgraded to Rotational

Underwriting.

- Phoenix Botanical has decided to offer \$250 monthly in support of WEFT. We will add their logo to our website, highlight them on Social Media, and at SOUNDhouse concerts. Their script will NOT be played over our airwaves.
- Phoenix Botanical would like to propose a podcast.
- Arranged an interview with Cherub, at the Canopy Club, and was present for production. Also arranged a ticket give away for the event. The winner was able to attend Hosted Drinks with the Band at Canopy, as well as meet the band after the show.
- Reached out to The Nursery Coop in Urbana for Underwriting and a SOUNDhouse concert
- Created a “administrative assistant” job description
- Listed Brian’s duties
- Started utilizing WunderList to do list app
- Contacted CU Bands and Fans to become a sponsor. We are a “lead stage” sponsor in exchange for free rotational underwriting leading up to the event. We have 1 sponsor table to attend the event, a \$500ish value.
- Recorded an underwriting ad for the above
- Coordinated with Rick Schoell and the Jazz collective to be a sponsor of the CU Jazz Festival, had live in studio interviews and music
- Purchased bottled water and labeled it for live music only.
- Received the grant for \$3,280 from the Illinois Arts Council
- Was a Sponsor of CU Jazz Festival
- Created a new contract for Common Ground Coop, upsold them to Rotational UW
- Created a contract for Phoenix Botanical
- Entered Bills
- Created a daily routine to do list for staff/volunteers
- Created a presentation for the Nursery Coop for Underwriting
- Met with the Executive Committee to discuss job descriptions
- Researched station manager duties and job descriptions
- Created a basic job description for an Assistant
- Provided items for the WWE 10/17
- Worked with Cope to design a SOUNDhouse banner
- Ordered wrist bands for SOUNDhouse
- Sent 4 emails to follow up with PetNet for soundhouse, coordinated with Olivia and Brian when PetNet wanted to cancel. Reached out to the Wingery to still host event. Wingery wanted to focus on the Cubs game, event was canceled. Had to publish posts concern the cancellation of the event.
- Reached out to Snayl, Tell Momma, and Mike and Olivia to smooth over the cancellation of the SOUNDhouse concert.
- Ordered checks
- Recorded Common Ground script
- Paid bills
- Prepared a presentation for Nursery Coop
- Reached out to 40 North to build a relationship
- Confirmed a SOUNDhouse concert with Denise, benefitting WEFT
- Confirmed a SOUNDhouse concert with R.A.C.E.S. (End of November)
- Coordinated an interview with Moon Hooch
- Added to WEFTo
- Submitted materials for the WWE

- Initiated a relationship with Girls Rock Band Camp and attended meetings as a WEFT Representative and presented for the SOUNDhouse Concert Series
- Reached out to Front Door Websites, meeting on 10/21 at 12:30
- Reached out to Pecha Kucha to become a sponsor
- Met with Thirdside about creating a new weft website, gaining sponsorship, etc...
- Worked on a instructions to creating a podcast and submitting it to WEFT.



Job Description: Station Manager of WEFT Community Radio

Position Description:

The Station Manager (SM) is a full-time salaried employee of Prairie Air, Inc., and oversees the day-to-day operation and administration of the radio station WEFT 90.1 FM, licensed for operation in Champaign, Illinois.

Job Purpose:

The SM ensures the station operates in accordance with all applicable laws and regulations, including state and federal law and FCC regulations. The SM acts as the agent of the Prairie Air Inc./WEFT Board of Directors (BOD) in all matters of station operation, with duties assigned by the BOD, and conforms to the Prairie Air, Inc. By-Laws. The responsibilities and functions listed below are the responsibility of the SM whether performed personally or through delegation.

Salary: Commensurate with experience. Potential performance-based annual bonus.

Hours worked: 40 hours per week

Reporting To: the Executive Committee of the BoD.

Responsibilities:

- Assure sufficient funds are available for station operations through grant writing, maintaining relationships with granting agencies and organizations, underwriting, donor development, membership growth, donor cultivation and recognition, and fundraising events;
- Coordinate volunteers;
- Develop and track budgets, maintain records, develop reports for grants, and report financial information to the Board of Directors and granting agencies in coordination with the Bookkeeper, BOD Treasurer, and/or BOD Finance Committee; Participate in the annual budget planning process;
- Accurately maintain the WEFT membership database;
- Maintain the WEFT listservs;
- Serve as an ex-officio member of all committees;
- Provide a written monthly activity report to the BoD three days prior to each regularly scheduled BoD meeting;
- Attend all BoD meetings unless specifically released by the BoD;

- Maintain a Public File, as per regulation of the FCC, on a quarterly basis, and Monitor/ensure correct completion of operating logs;
- Establish and maintain regular office hours, and be available during those times. Flex time to include evening and weekend hours may be required.
- Hire, supervise, evaluate and terminate staff, both paid and unpaid, and take appropriate action to protect the welfare of the station and the reasonable safety of its personnel;
- Ensure a clean, organized and professional working environment throughout the WEFT premises;
- Procure and make available supplies for both staff and volunteer use;
- Process station mail and parcel delivery in a timely fashion;
- Maintain backups of all station records and databases in physically stable media at a secure off-site location in coordination with the board chair.

Qualifications:

- Strong interpersonal skills and ability to work with a wide variety of people
- Ability to effectively manage personnel and to foster a cooperative work environment.
- Familiarity with relevant broadcast laws and regulations, or willingness to learn.
- General technical skills applicable to radio and computer technology and an ability to readily learn and adapt to new systems and technologies.
- Knowledge of underwriting regulations and standards.
- Familiarity with developing and implementing fundraising programs and activities.
- Competence in basic fiscal management.

Other desirable knowledge, skills, and experience include

- A bachelor's degree in a related area
- Experience in non-profit management;
- Radio/audio program production and/or journalism;
- Radio engineering;

- Familiarity with new media technology for program development and/or organizational communication and development;
- Facility management (oversight of building maintenance, utilities; contract management);

¹ Per By-Laws 10.02

Document History

Based on job description accepted by the BoD on 12/18/95

Revised by the BoD on 01/29/07.

This revision accepted by the BoD on 2/24/14.



Job Description: Assistant Station Manager

Position Description:

The Assistant Station Manager (ASM) is a full-time salaried employee of Prairie Air., Inc., and assists with the day-to-day operation and administration of the radio station WEFT 90.1 FM, licensed for operation in Champaign, Illinois.

Job Purpose:

The ASM works with the SM to ensure the station operates in accordance with all applicable laws and regulations, including state and federal law and FCC regulations. The responsibilities and functions listed below are the responsibility of the ASM as designated by the SM.

Salary: \$10.00 per hour

Hours worked: 40 hours per week

Reporting To: the Station Manager

Responsibilities:

- Work with the Station Manager to develop and report progress on daily job responsibilities such as clerical tasks and errands.
- Acts as a liaison between volunteers and SM as needed;
- Accurately maintain the WEFT membership database; assist with tasks as assigned by the SM
- Maintain the WEFT listservs;
- Assist with representing staff at committee meetings;
- Contribute to monthly board reports;
- Contribute to maintaining a Public File, as per regulation of the FCC, on a quarterly basis, and Monitor/ensure correct completion of operating logs;
- Establish and maintain regular office hours, and be available during those times. Flex time to include evening and weekend hours may be required.
- Maintain a clean, organized and professional working environment throughout the WEFT premises;
- Work with the SM to procure and make available supplies for both staff and volunteer use;

- Process station mail and parcel delivery in a timely fashion as directed by the SM;

Qualifications:

- Strong interpersonal skills and ability to work with a wide variety of people
- Ability to effectively manage personnel and to foster a cooperative work environment.
- Familiarity with relevant broadcast laws and regulations, or willingness to learn.
- General technical skills applicable to radio and computer technology and an ability to readily learn and adapt to new systems and technologies.
- Knowledge of underwriting regulations and standards.
- Familiarity with developing and implementing fundraising programs and activities.
- Competency in basic math skills

Other desirable knowledge, skills, and experience include

- A bachelor's degree in a related area
- Experience in non-profit management;
- Radio/audio program production and/or journalism;
- Radio engineering;
- Familiarity with new media and social media technology for program development and/or organizational communication and development;
- Facility management (oversight of building maintenance, utilities; contract management);

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Community Advisory Board (Meeting on Oct. 17 with Andrew, Andie and Vicki)

Representatives from LaCasa (Giaconda Guerra Perez) and Stephanie Skora from the UP Center have been contacted.

Andie will also contact FAB LAB and Maker Space and the Public Library

Andrew will contact KUDO (gamers) and the Courage Connection (formerly Women in Transition)

Vicki will contact RACES, School District, Junior Women's club PACE and a connection at Uofl

Other possibilities include UPTV

CU Immigration Forum

City Council representative

Interdenominational Church

Possible date for 1st meeting – January 29 at 4pm. recommend scheduling 2 meetings per year - in April and October.

Invitations will be sent to specific people. Andie has a start on both an invitation and an agenda.