

WEFT Board of Directors Meeting
Open Session
 November 28, 2016, 7:00 pm
 Lincoln Building, 44 E. Main St., Champaign
 Rm 421

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

1. Call to Order -- VN @7:06
2. Introductions – Not required.
3. Public Comment – GP thanks AE for her archiving efforts.
4. Approve Agenda – MN moves with the addition of a closed session, BTR seconds. Acclamation.
5. Approve minutes from last meetings (9.26.16, open and closed sessions, 10.24.16) –
 BTR moves approval of 9/26/16 open session minutes, AC seconds. Acclamation.
 SA moves approval of 9/26/16 closed session minutes, BTR seconds. Acclamation.
 SA moves approval of 10/24/16 minutes, AC seconds. Acclamation.
6. Board Chair/Executive Committee Report – VN: all information is in the written report. SA adds that Brian was hired as Assistant Station Manager.
7. Treasurer’s Report – SA reports a loss of \$16,938 for FY16. Lainey has reclassified all donors in the database. We will need up to \$600 to pay a CPA to produce the station’s 990 tax form. BTR moves, AC seconds. Acclamation.
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) – GP provides the PC report: 3 new shows approved in the past month and a half. Good attendance at meetings. No feedback received on airshifter SOP. Will be presented at the upcoming Associates meeting. BTR is updating the Day Sheets. Feedback reported that many people are not happy with the changes made on DW News.
 - B. Staff Reports
9. New Business
- A. Political Candidate status at WEFT – MN summarizes FCC rules. Evelyn Underwood is running for mayor of Urbana.
 - B. WEFT Branding – VN proposes “Revolutionary Radio”.
 - C. Tracking of Members (Andie) – AE suggests that WEFT members should be able to check on their own membership status. We should consider adding a member section to our website where each member could create their own account and login. We need additional fields to DonorSnap to track committees served, dates elected, etc.
10. Old business
- A. Action items from October 2016 – Items completed. No feedback received on the window graphic. VN will resend and request feedback again.
 - B. Community Advisory Board update – Introductory meeting scheduled for January 29, 2017, at WEFT. VN needs names and contact information for invitation.
11. Fundraising
- A. NFCB – LE reports on NFCB’s “Give Big to My Station” fundraiser that WEFT will participate in on December 29 and 30, 2016.
 - C. Winter appeal letter – Has been sent.
 - D. Planning for Spring Pledge Drive – Dates for the 2-week spring pledge drive will be determined by the Executive Committee.
12. Closed Session – personnel issue. AC moves to go into closed session, AE seconds. Acclamation.
13. Adjournment – BTR moves, AE seconds. Acclamation.

Action Items		
What	Who	When
Send pledge drive receivable report to VN and SA.	LE	12/5/16

Next BOD meeting: January 9, 2017 (this is the ‘December’ meeting)

Future items:

Bylaw compliance and possible revision

Board job descriptions

Board Training

Building Use Contract

2016 October 25 Minutes WEFT Programming Committee

I. Call to Order—Lack of quorum discussion started 7:05 quorum as of 7:12pm

II. Introduction of committee members and guests

In attendance: Gina Pagliuso, Barb Trumpinski-Roberts, Rich Bressler, William Jones.

Guest: Brian Dunn

Evelyn Underwood: excused absence

Britta Langsjeon, Robert Gattermeir absent

There are 2 openings for members of the Programming Committee (one Board of Directors elected, one Associate elected). The term for a Programming Committee member is 1 year from the meeting where they are elected (per Dave W).

III. Approval/review of minutes from 9/27 and 10/11 (unofficial) PC meeting(s); Rich/Barb – minutes approved.

IV. Approval of agenda/request for additional items from the floor; Rich/Barb – agenda approved

IVa. The PC reviewed the September revisions of the Airshifter Standard Operating Procedure. The vote will be held in November to allow new member William Jones' input.

IVb. The PC reviewed the consolidated Program Proposal Form(s) – The Music Program form was approved and the Public Affairs Program form was tabled until the November PC meeting.

IVc. The committee reviewed PC Membership/Expiration of terms (Barb T-R follow-up with Mike F). Barb forwarded the question to Dave Witzany.

IVd. The committee reviewed open Program slots and opportunities to fill slots. Ideas are being considered and new airshifters are going to be contacted.

IVe. The committee reviewed New Program Proposals

a. Morning Menu Collective—Brian Dunn was representative for the Collective. The decision re: the Morning Menu Collective – program proposal was approved unanimously, with waiver that the show will run from 7-9AM on Monday, Thursday and Friday.

b. Time and Space (Lainey will follow-up and this will be discussed in November)

IVf. Discussion Item - PC tracking of members/associates i.e. Training for Spintron/Day Sheets/Meter Readings/Drop-ins — this will be re-visited in November.

IVg. Gina followed up on open items from 9/27 PC meeting

ACTION ITEMS

- a. Gina will review Day Sheets
- b. Gina/Lainey will talk to Eric Z about the Totally Irrelevant co-host situation
- c. Access to weftp list serve
- d. Access to programming@weft.org
- e. Update the music committee and Morning Menu hosts on New Music % requirement for Morning Menu shows
- f. GDH (Saturday 8-10PM) update—the Grateful Dead Hour and the Vault are done
- g. Brian/Lainey have volunteered to put together “how-to” booth instructions. Will run these past the PC for approval.

V. Set preliminary agenda for the next PC meeting (11/9 – Wednesday)

VI. Motion to Adjourn – Meeting adjourned approximately 8:10PM

NOTES

Totally Irrelevant—Jeeth can't be on the board, make sure Eric knows that. He needs training/indecency waiver

Radio Free America—has been updated and on the web

Jazz Monday—Jose is still perma-subbing but has issues with covering entire Monday Jazz show - Bob is not going to cover any more. Monday Jazz Open

Jazz Monday—Reach out to Mr. Sensation

No one else has proposed for MM except CU progressive collective

Gina has programming@weft.org

Weftp email -working ? listserve

Length of term for PC members- 2 openings

25% new music – that's what is official

Jess is still good with Monday Night R&R

Discussion of revised 2016 Airshifter Standard Operating Procedure—to replace Airshifter Contract – vote next meeting vote to table until next meeting Rich/Barb

Promoting business for financial gain, discussion—who is doing this

Review Program Proposal form—Music / PA to vote on next meeting

Gina will follow up and contact Mike F again re: length of term

Open shows—will make sure to post in this week's WWE

Jackson Vaughn—may or may not have new proposal

New airshifters from most recent training—Johnny Scott?

New program proposals—CU Progressive Morning Menu Collective will recruit for drop ins etc accept Rich/Barb

Next time-time and space

Digital Library wants us to follow up on Day Sheets/Op Logs/Spinitron

PSA updates – computer or box. Maybe both plus pre-recorded professional/copy digital to analog.

Also, how do we guarantee we're rotating PSAs from the on-line calendar?

Open discussion item-drop ins, spinitron, daysheets, term length for pc members

Adjourn at 8:10

Minutes for PC Meeting (11/9 - 7:00PM) Great Hall.

Call to order 7:05pm

- Committee members present: Gina Pagliuso - chair, Rich Bressler, Britta Langsjoen, Evelyn Underwood, Barb Trumpinski-Roberts, William Jones, Lainey Emmons (station manager), Brian Dunn (Program Proposal); absent-Robert Gattermeir
- Approval/review of minutes from 10/25 PC meeting--motion by Rich/second by Barb
- Approval of agenda as amended/request for additional items from the floor--motion by Rich/second by Britta
- Review/vote on New Program Proposals moved up in agenda
Cassette Cacophony (Brian Dunn) Monday midnight-2am. The show was approved with a new music waver and an indecency waiver--motion by Rich/second by Britta
New Informational Show – CU Progressive News - a condensed version of info from M, Thurs, F morning to air at some other time. [Friday Forum is done after next week for 2 months] It was suggested to try it during the Monday 6-7pm (the Friday Forum slot) or on Saturday. Content will be community based information.

Gina will send a link to where it is on the web so the Programming Committee can discuss it.

Lainey suggested that the CU Progressive News show should be on Saturday noon-1pm starting on 11/12 (after Paul Mueth-News from Neptune) and it could possibly be replayed on Monday from 6-7pm when Friday Forum is on hiatus

- **National Native News**--last year WEFT had a hardship waiver for National Native News (\$600). WEFT can continue to broadcast National Native News, Lainey will talk to the Board of Directors to see if there is money in the budget to send them some money--motion by Evelyn/second by Rich
- **Totally Irrelevant**--An Indecency Waiver was granted to Totally Irrelevant Saturday Midnight-2am--motion by Barb/second by Rich
- **Time and Space**--Lainey did a follow-up and she can't get in touch with the person proposing. This will be taken off the agenda
- **Deutsche Welle News**--DW News has changed format. The Programming Committee will put DW News on the Agenda for the next meeting to discuss this further.
- *Proposal from Bob? Gina will scan and we will discuss next meeting Proposal for Friday midnight to 2am.*

Discussion

- ***As a community radio station WEFT is not supposed to make calls to action. It is important for hosts to express opinion but can't tell people what they should do.***
- The programming committee needs to look at WEFT podcasts with the goal of creating a Standard Operating Procedure for podcasting
- [side discussion on open shows and the need for PC to be informed if the board makes decisions about programming] have Vicki come to PC meeting and talk about training
- The Programming Committee reviewed and voted on the October Airshifter Standard Operating Procedure. The motion to approve the Airshifter SOP as a draft was passed-- motion by William/second by barb. This draft will be posted to wefto and at WEFT with the goal of getting feedback and suggestions. These will be incorporated in the document which will be taken to the associates to be approved in December and then presented to the Board. Gina will send this out. motion to send as amended by Evelyn/second by Britta
- The Programming Committee reviewed the consolidated Program Proposal Form(s) for Music and Public Affairs. Gina will make sure the PC in box is marked properly. Motion by Evelyn/ second by Britta to approve the forms as amended
- [side discussion about training and the fact that there are not enough people to do training] Gina will discuss this with Vicki, invite Vicki to PC Meeting to discuss
- Review of PC Membership/Expiration of terms (Barb T-R/Gina follow-up with Mike F). The committee is still trying to figure out if the term for a PC member is 1 or 2 years. If it is not documented the PC wants to have the term to be 1 year. Gina will talk to the Board at the next BoD meeting or discuss with Vicki at PC meeting

Evelyn - 6/16?

Gina - 9/16

William - 10/16

Britta -

Rich - 6/17? 8/17? – 10/17 (elected 10/16 to a one year term per request)

Barb -

Robert G -

- The Programming Committee is working on a procedure for the tracking of members/associates with regard to Training for Spinitron/Day Sheets/Meter Readings/Drop Ins
- Review open Program slots and opportunities to fill slots
- Gina's follow-up on open items from previous PC meetings
 - Totally Irrelevant co-host/RFA--this needs taken care of- **Jeeth can't run the board** /Jeeth is going to be fast tracked trained
 - Access to weftp list serve--still working on this

- Access to programming@weft.org
 - Gina has a contact with READY--there one person who is interested in a youth program for WEFT/William knows a minister with a youth midnight basketball program that might be interested in providing youth to work on a program at WEFT. The Programming committee is interested in finding airshiffters who are interested in children's programs
 - WEFT would like to reach out and to find Hispanic/Asian programming (underserved community)
 - Brian is continuing to work on updating "how-to" booth instructions
 - The Programming Committee got a Facebook message about someone talking about Octoberfest in November (complaint). If an airshifter plays an old show they need to say "this program has been prerecorded." This is a bad policy in general and airshiffters should only play an old show in the event of an emergency.
 - Airshiffters need to be finding subs for Thanksgiving if necessary.
 - The Programming Committee wants to have PC info in WEFT database
 - **Gina and Barb are reviewing Day sheets**
- Preliminary agenda set for the next PC meeting (11/22)
 - Motion to Adjourn – 9:15PM

Submitted by Barbara Trumpinski-Roberts 11/15/2016

Minutes for PC Meeting (11/22 - 7:00PM) Great Hall.

Call to order 7:04pm

- Committee members present: Gina Pagliuso - chair, Rich Bressler, Evelyn Underwood, Robert Gattermeir, William Jones, Baub Alred (Program Proposal); absent - Barb Trumpinski-Roberts (email notification), Britta Langsjoen
- Review/vote on New Program Proposals moved up in agenda to accommodate Baub Alred's time constraint.
From Heartbreak to Hate (Baub Alred) Friday 12:01AM-2:00AM. PC members asked questions related to music played on air for this show, comfort in the booth, Baub's request for Indecency Waiver. PC Members heard a short demo of show intro and a few songs. Motion by Rich/second by Robert to approve show. Baub stepped away from meeting during vote – show was approved unanimously. Indecency Waiver motion by Rich/second by Evelyn – approved unanimously. Baub to start his show on 11/25. Gina to email Lorri/Bruce/Lainey to update web grid, RFA and wefto.
- Approval/review of minutes from 11/9 PC meeting--motion by Rich/second by Robert. Minutes approved by PC.

- Approval of agenda as amended/request for additional items from the floor--motion by Rich/second by William. Agenda approved by PC.
- Discussion of PC Membership – still unclear if member terms are one year or two or when current terms expire. Hoping to get this resolved at next Associates' Meeting with Mike F's input.
- **New Informational Show – CU Progressive News** - a condensed version of info from M, Thurs, F morning. Gina reports that CUPN aired at noon on 11/12 and 11:00 on 11/19. It also aired as an encore presentation on 11/21 at 6:00PM (in FF spot). The PC is in agreement that CUPN should remain in these two spots (until FF returns from hiatus). Union Edge aired at 1:00AM on 11/12 and noon on 11/19. The transition from News From Neptune seems to work better going to CUPN than Union Edge. Sat shows will air: News from Neptune (10:00am), CUPN (11:00am) and Union Edge at noon. CUPN is being played thru WEFT's Soundcloud – icon on desktop computer in the front studio.
- **National Native News**—Rich reports an issue when playing NNN this past week, but it appeared to be OK this week.
- **Follow-up on Discussion Items:**

PC Tracking of associates/members i.e. Training for Spinitron/Day Sheets/Meter Readings/Drop Ins (follow-up with Vicki/BoD). Gina reported that Vicki will attend the next PC Meeting (Dec.13) to discuss training in general. Gina has access to Donorsnap to view current fields that WEFT tracks and the fields that the PC would like to see (membership paid, Associate status, Airshifter status, any training received/required, committee membership and length of term, volunteering). Gina to bring report of field recommendations to Station Manager-next PC meeting.

Barb has begun to update Day Sheets to get them in line with current operations.

Listener complaint – letters were hand delivered to three Airshifters who were believed to be either extending their shows into the next Airshifter's program (verified by listening to RFA), remaining in the booth once their show was completed (guest observation) or intoxication while on air (listener concern). PC Chair informed PC members of these actions.

- **Follow-up on open items:**

Airshifter SOP has been emailed to all members via wefto and two copies have been posted in the front office area of the station. Still hoping to get this on the next Associates' Meeting agenda for a vote.

New Program Proposal forms have been added to the WEFT website and the PC Binder in the back studio. All old forms have been removed from the website/PC Binder.

Gina and Lainey working on weftp list serve bugs – bouncing emails and subscription issues for PC members.

Gina working thru backlog of programming@weft.org emails.

No contact was made with any youth programs to gauge interest in a young persons' show.

Brian Dunn continues to work on Booth “how-to”

Deutsche Welle News—Rich reports that DW seemed better since the last PC meeting. The only alternative that was found by PC members was Voice of America, which could be used if DW doesn't work out.

Discussion

- ***As a community radio station WEFT is not supposed to make calls to action. It is important for hosts to express opinion but can't tell people what they should do.***
- The programming committee needs to look at WEFT podcasts with the goal of creating a Standard Operating Procedure for podcasting
- Review open Program slots and opportunities to fill slots
- Preliminary agenda set for the next PC meeting (12/13)
- Motion to Adjourn – 8:10PM

Submitted by Gina Pagliuso 11/29/2016

Lainey Emmons, Board Report Station Manager

November 28, 2016

Overall this month was very successful. Common Ground increased their underwriting contract. Hansen Barber renewed their underwriting Contract. More direct contact was made with Jet's pizza. We extended a formal offer to Brian Dunn for the Assistant Manager position.

- Tended to personnel issues
- Met with Gina
- Update WWE Binder

- Planned a SOUNDhouse concert with Denise Curria for November 26th. Emailed Olivia, Brian and Denise to start the planning process. Will be asking Aniase, Rainbow Flag, and Bone Jugs to perform. Ticket price will be a suggested donation of \$20, other amounts accepted.
- Added edits to the “How to Podcast” document
- Emailed Jose Gobbo to see if he’s going to continue hosting his Monday Jazz show after not showing for the last show, never heard back
- Met with Denise to discuss reaching out to The Accord, State Farm, and Krannert
- Reviewed the Airshifter SOP and added edits
- Met Annatta and discussed opportunities within WEFT. Began an email exchange to build the relationship
- Schedule 2 walkthroughs for SOUNDhouse concerts
- Had a follow up meeting with Nursery Coop about SOUNDhouse concert and set a tentative
- Printed Day sheets
- Follow up with Expired Underwriting
- Listserv Management
- Coordinated tabling with Folk and Roots Festival
- Exchanged emails to coordinate banner and wrist bands for WEFTies with Folk and Roots
- Exchanged emails with Juliet Youngren to arrange an email for an audio book giveaway. Created hoboken@weft.org email
- Chatted with Gina about RFA
- Emailed Bruce, Gina, Morning Menu collective about adjusted the RFA schedule to reflect their proposal
- Emailed with Bruce to arrange who will tend to RFA
- Spoke with William about a Personnel issue
- Emailed Gina & Vicki regarding the above issue
- Arranged for Lorri and I to attend the GiveBig to My Station Webinar
- Entered and paid some bills
- Worked with Gina & Vicki for a “exiting the booth” posting
- Discussed new business card options with Vicki
- Discussed new UW with Chelsea for CPD
- Discussed a ticket give away with Chelsea for the Manhattan Transfer and arranged a give away
- Facilitated more development on the 2 upcoming SOUNDhouse concerts (FB event, artists, etc...)
- Updated the WEFT contact list for the studio door
- Discussed video editing with Johnny Robinson for CU progressive news and made that connection
- Worked on staging area for WEFT sessions
- Posted Office Assistant Position
- Asked Tom not to drink beer in station (should write incident report)
- Helped Bob fix the online streaming
- Attended PC meeting
- Met with Girls Rock CU to be a WEFT Rep as well as scheduling a SOUNDhouse concert
- Set up a meeting with Gina P.

- Spoke with Barb to check in on her, clear up concerns
- Met with Executive Committee
- Reviewed resume submissions for Assistant Station Manager position
- Worked with WEFT sessions crew to hang a curtain to block the bathroom door during videos
- Met with Gina twice and a few times by phone to discuss PC issues
- Exchanged emails with Todd Durnill about his concerns of his show being too late
- Exchanged emails with Tom Paynter concerning his drinking, bike, etc...
- Evaluated our envelop stash for mass mailing.
- Entered donations, UW, bills
- Payroll
- Worked in Donor Snap to create mailing list
- Worked with Hospice Hearts to support their pet food drive
- Edited Champaign Park District's UW bit for Fall
- Renewed Hansen's UW for Surfabilly
- Worked with Andrew Cardinal to update Jet's UW
- Ordered Fall Pledge Drive T shirts
- Worked with VN for Winter Appeal letter mailing list
- Ordered supplies for Winter Appeal letter
- Registered WEFT for Give Big to my station fundraiser
- Found a printer for the office
- Removed Bob Selby from WEFTi and WEFTo
- Worked with the Jazz collective to cover the open shifts, including reaching out to some members of the Jazz community to become Airshifterers with WEFT.
- Worked with volunteers for the phone interface issues
- Added Give Big log in to smartsheet
- Finished reclassing income in QB
- Deposit in QB
- Took a Deposit to the bank
- Worked with Evelyne to establish a podcast
- Worked with the SOUNDhouse committee to arrange a PA system
- Followed up with Megan Rushing rejoining WEFT on the PR committee handling our social media
- Registered WEFT for Give Big to my Station
- Registered for Give Big's merchant account
- Coordinated the Winter Appeal letters. We sent out 1,000 of them this year. We sent this out to those who donated since March 2016 and our biggest donors noted within donor snap.
- Established protocol for bulk mailings (zip codes, laminated forms, etc...) to make it much easier in the future.
- Ordered Fall Pledge Drive T Shirts
- Distributed car chargers & bandanas from Fall Pledge Drive
- Offered podcast training with the Black Lives Matter team
- Reached out to Phoenix Botanical to follow up on their monthly contribution and their podcast