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WJFF Radio Catskill Board of Trustees Meeting Minutes September 30, 2019 at 6:30pm

Approved 11/13/2019

Catskill Regional Med. Center, 2ndFl. Board Room
68 Harris-Bushville Rd, Harris, NY 12742

Trustees Present: Tim Bruno, Duncan Cooper, Steve Davis, Bill Fellenberg, Kirsten Foster (online), Kathy Geary, John Gordon, Leila McCullough, Angela Page, Thane Peterson, Judith Schwartzstein, Clay Smith, Sally Stuart, Caitlin Wilson

Trustees Absent: Kevin McDaniel

Staff Present: Dan Rigney

Members of the public present who identified themselves: Kevin Hanek

A quorum being present, Thane Peterson called the meeting to order at 6:45 pm.

Motion: (Peterson/Bruno) to approve the minutes from the 8-26-2019 BOT Meeting.

In Favor: Tim Bruno, Duncan Cooper, Steve Davis, Bill Fellenberg, Kirsten Foster, Kathy Geary, John Gordon, Leila McCullough, Thane Peterson, Judith Schwartzstein, Clay Smith, Sally Stuart, Caitlin Wilson

Opposed: None

Abstaining: Angela Page (not enough info)

President's Remarks

Thane Peterson

General Manager's Report

See attached

Programming Director's Report

See attached

Treasurer's Report

John Gordon reports the Year End Projection is stable and we are on track to satisfy the CPB requirement for NFFS income of \$300k – see attached SUMMARY OF WJFF P & L YEAR END PROJECTION

Report on Chemical Sensitivity

Angela Page and Clay Smith presented a report, see attached Guidelines for Making WJFF a Healthy and Safe Environment for All.

Public Comment

None

COMMITTEE REPORTS

Executive Committee

No meeting since the last on 8-21-2019

Finance Committee

John Gordon, Chair. See attached finance reports from meeting 9-04-2019.

Personnel Committee

Sally Stuart, Chair. No meeting since the last on 8-19-2019. The next meeting is Oct 21, location TBD.

Audit Committee

Leila McCullough, Chair. See attached report from 9-4-2019

Nominating and Governance

Steve Davis, Chair. The three policies for Public Comment, Social Media and Harassment were written and delivered to the BOT for review in April 2019. It was decided they needed to be reviewed by our attorney. He completed his review and the updated policies are attached.

Motion: (Davis/Geary) to approve the three policies for Public Comment, Social Media and Harassment as submitted by the Nom & Gov committee for inclusion in the Policy handbook.

After discussion the motion was tabled.

The Personnel committee will review the Harassment Policy to see that it conforms with NY State regulations.

Motion: (Davis/Geary) to approve the Public Comment Policy and Social Media Policy as submitted by the Nom & Gov committee for inclusion in the Policy handbook.

In Favor: Tim Bruno, Duncan Cooper, Steve Davis, Bill Fellenberg, Kirsten Foster, Kathy Geary, John Gordon, Leila McCullough, Angela Page, Thane Peterson, Judith Schwartzstein, Clay Smith, Sally Stuart, Caitlin Wilson

Opposed: None

Abstaining: None

The Nom & Gov committee chair, Steve Davis, is reviewing the document prepared by Kit Hult, a compilation of the BOTs decisions for the past few years. Based on the review, revisions to the current WJFF Policy Manual will be proposed. They will be reviewed by the full committee and then presented to the BOT when the review is complete. The policies in the manual apply to all staff, volunteers and contractors who work with the station.

The Nom & Gov committee suggests that the BOT members complete a self-assessment in Jan 2020 and again at the end of the term in June 2020. The committee will develop the questionnaire and submit the BOT for approval.

The current WJFF Policy manual from 2012 is being revised by the Nom & Gov committee. It currently says that the Programming committee members are nominated by the BOT and serve one-year terms. That is no longer the case since the position of Programming Director was established in Sept 2014. The GM says the Programming Director appoints the members of the committee. Some members have been on the committee 6 years.

DCOC Committee

Judith Schwartzstein, Chair. See attached

Recent Pina movie broadcast at Hurleyville Arts Center had 61 people in attendance. The Annual Auction will be Oct 19 and BOT members are requested to volunteer and help solicit businesses to participate. There is approximately \$3k in items from local businesses. Committee is considering a Barn Dance in Nov but concerned about cold temperatures.

Facilities Committee

Dan Rigney reports that Kevin McDaniel, David Dann and Steve Richter did a clean-up of the debris from the recent demolition at the Liberty property. The issue at the property regarding a water leak has been temporarily fixed. Perhaps a permanent repair can be done by either BOCES students or members of the Job Corp.

Community Advisory Board (CAB)

Steve Davis, CAB liaison, reports that they will meet on Oct 1 at the Crawford Library in Monticello.

Motion: (Schwartzstein /Fellenberg) to go into a closed session to discuss an issue related to a real estate transaction at 7:46pm

In Favor: Tim Bruno, Duncan Cooper, Steve Davis, Bill Fellenberg, Kirsten Foster, Kathy Geary, John Gordon, Leila McCullough, Angela Page, Thane Peterson, Judith Schwartzstein, Clay Smith, Sally Stuart, Caitlin Wilson

Opposed: None

Abstaining: None

Motion: (Geary/Bruno) to end the closed session at 8:26pm

In Favor: Tim Bruno, Duncan Cooper, Steve Davis, Bill Fellenberg, Kirsten Foster, Kathy Geary, John Gordon, Leila McCullough, Angela Page, Thane Peterson, Judith Schwartzstein, Clay Smith, Sally Stuart, Caitlin Wilson

Opposed: None

Abstaining: None

Motion: (Stuart/Fellenberg) to accept an offer from an interested party to purchase a 10 acre parcel in Liberty and furthermore to act on behalf of the BOT to pursue further

discussions regarding the property.

In Favor: Tim Bruno, Duncan Cooper, Steve Davis, Bill Fellenberg, Kirsten Foster, Kathy Geary, John Gordon, Leila McCullough, Angela Page, Thane Peterson, Judith Schwartzstein, Clay Smith, Sally Stuart, Caitlin Wilson

Opposed: None

Abstaining: None

Motion: (Peterson/Geary) to go into a closed session to discuss an issue related to a member of the CAB at 8:31pm

In Favor: Tim Bruno, Duncan Cooper, Steve Davis, Bill Fellenberg, Kirsten Foster, Kathy Geary, John Gordon, Leila McCullough, Angela Page, Thane Peterson, Judith Schwartzstein, Clay Smith, Sally Stuart, Caitlin Wilson

Opposed: None

Abstaining: None

Motion: (Geary/Schwartzstein) to end the closed session at 8:50pm

In Favor: Tim Bruno, Duncan Cooper, Steve Davis, Bill Fellenberg, Kirsten Foster, Kathy Geary, John Gordon, Leila McCullough, Angela Page, Thane Peterson, Judith Schwartzstein, Clay Smith, Sally Stuart, Caitlin Wilson

Opposed: None

Abstaining: None

Dan Rigney reports that the application for the NY State Grant is being reviewed by Pat Pomeroy and Julia Greenberg and he expects it will be submitted in Oct. NY Assemblywoman Aileen Gunther is expecting the application.

Treasurer John Gordon estimates that in 2019 we will have \$309k income that satisfies the NFFS requirements of the CPB. This amount is dependent on \$16k in additional program underwriting before the end of the year. There are concerns that is reasonable expectation. See attached summary

Clay Smith addresses Public Comments from the BOT July meeting, since none were made at the August meeting.

1. Sonja Hedlund suggested we analyze membership. This is being done on the DCOC Membership sub-committee who are collecting data.
2. Sonja Hedlund finds the pledge drives are tedious and not effective, that the staff is on air too much. Dan Rigney notes that the pledge drive goals are met and that there is no evidence to support the complaint.
3. Sonja Hedlund thinks the whistle-blower policy needs to be updated. Nom & Gov is addressing this issue.
4. The station needs to recruit more volunteers to increase listenership and expand local programming. This is being addressed by DCOC.

NEW BUSINESS

Nom & Gov suggests that the General Manager include in his monthly reports to the board, a statement on the status of volunteers including the number of new volunteers and the number of departed volunteers during the last time period. Dan Rigney says that information is not required by the CPB. He will review the volunteer status on a quarterly basis instead of monthly. He addressed the issue in this month's GM report.

Public Comments - none

Motion: (Fellenberg/Schwartzstein) to adjourn at 9:08pm.

In Favor: Tim Bruno, Duncan Cooper, Steve Davis, Bill Fellenberg, Kirsten Foster, Kathy Geary, John Gordon, Leila McCullough, Angela Page, Thane Peterson, Judith Schwartzstein, Clay Smith, Sally Stuart, Caitlin Wilson

Opposed: None

Abstaining: None

Submitted by Kathy Geary, Secretary

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Preliminary Agenda for WJFF Board of Trustees
Sept. 30 @ 6:30 PM
Catskill Regional Med. Center, 2ndFl. Board Room
68 Harris-Bushville Rd, Harris, NY 12742

Note: This meeting will be Livecast. **Members of the public may attend remotely by visiting this website: meet.google.com/rfi-uhyk-bvo.** Or you can dial-in at +1 636-649-4153 PIN: 135 992 998#. **All public attendees' microphones will be disabled except during public comment periods. Please note, if you attend via a computer with a camera, you will appear on screen as one of the participants in the meeting, though there is the option for you to disable your own video. If you attend in person, please endeavor to be fragrance-free.**

1. President's Welcome (2 minutes)
2. Approval of Minutes for Aug. 26, 2019 meeting [5 minutes]
3. Revision of the agenda
4. General Manager Report [10 minutes]
5. Treasurer Report [5 minutes]
6. Public Comment [Max. 3 minute/per person]
7. Committee Reports
 - Executive
 - Finance
 - Personnel
 - Audit
 - Nominating & Governance
 - DCOC
 - Facilities
 - Community Advisory Board
8. Old Business:
 - Executive Session to Discuss a Real Estate Matter
 - Executive Session to Discuss a CAB matter
 - Discussion re NY State Grant, progress on NFFS revenue goal
 - Discussion of previous public comments (Clay Smith)
9. New Business:
 - Chemical Sensitivity (Angela Page/Clay Smith)
10. Public Comment (Max 3 minutes per person)
11. Adjournment

WJFF Radio Catskill Board of Trustees Meeting Minutes

August 26, 2019 at 6:30pm

DRAFT

Foster Supply (former Clair Inn), 4053 NY-52 Youngsville NY

Trustees Present: Tim Bruno, Duncan Cooper, Steve Davis, Bill Fellenberg, Kirsten Foster, Kathy Geary, John Gordon, Leila McCullough, Kevin McDaniel, Angela Page, Thane Peterson, Judith Schwartzstein, Clay Smith, Sally Stuart, Caitlin Wilson

Trustees Absent: None

Staff Present: Dan Rigney

CAB Present: Nicole Sleven

Members of the public present who identified themselves: none

A quorum being present, Thane Peterson called the meeting to order at 6:35 pm.

Motion: (Foster/Stuart) to approve the minutes from the 7-24-2019 BOT Meeting.

In Favor: Tim Bruno, Duncan Cooper, Steve Davis, Bill Fellenberg, Kirsten Foster, Kathy Geary, John Gordon, Leila McCullough, Kevin McDaniel, Angela Page, Thane Peterson, Judith Schwartzstein, Clay Smith, Sally Stuart, Caitlin Wilson

Opposed: None

Abstaining: None

President's Remarks

Thane Peterson

Dates for the upcoming BOT meetings were decided, all meetings at 6:30pm, locations TBD: Monday Sept 30, Wed Nov 13, Monday Dec 9, 2019.

General Manager's Report

See attached

Programming Director's Report

See attached

Treasurer's Report

John Gordon said the current financial reports will be available for review at the upcoming Finance Committee meeting on Sept 4.

Public Comment

None

COMMITTEE REPORTS

Executive Committee

See attached minutes 8-21-2019

Finance Committee

John Gordon, Chair reports no meeting since last.

Personnel Committee

Sally Stuart, Chair. They met 8-19-2019.

Audit Committee

Leila McCullough, Chair. Next meeting Friday Aug 30. The Annual audit report has been received from the accountants. The FSA 990 has been submitted.

Nominating and Governance

Steve Davis, Chair. See attached minutes from 8-15-2019

Motion: (Geary/McCullough) to implement, when possible, live streaming of all BOT meetings, to be handled by a member of the BOT on a voluntary basis. When the agenda for the meeting is published 48 hours before the meeting, the live streaming link is included. Live streaming can include both audio and video and a Wi-Fi connection must be present.

In Favor: Tim Bruno, Duncan Cooper, Steve Davis, Bill Fellenberg, Kirsten Foster, Kathy Geary, John Gordon, Leila McCullough, Kevin McDaniel, Angela Page, Thane Peterson, Judith Schwartzstein, Clay Smith, Sally Stuart, Caitlin Wilson

Opposed: None

Abstaining: None

Motion: (Davis/Cooper) to record the live stream from BOT meetings and archive the recordings which will be available to the BOT and the public.

In Favor: Duncan Cooper, Steve Davis, Kevin McDaniel, Clay Smith

Opposed: Tim Bruno, Bill Fellenberg, Kirsten Foster, Kathy Geary, John Gordon, Leila McCullough, Angela Page, Thane Peterson, Judith Schwartzstein, Sally Stuart, Caitlin Wilson

Abstaining: None

Nom & Gov suggests that the General Manager include in his monthly reports to the board, a statement on the status of volunteers including the number of new volunteers and the number of departed volunteers during the last time period. Discussion will be held under New Business.

DCOC Committee

Judith Schwartzstein, Chair. They will create sub-committees: Membership, Events, Fund Raising and Public Relations. There has been no meeting since last.

Motion: to appoint Ken Hilton to serve on the Development and Community Outreach Committee (DCOC)

In Favor: Tim Bruno, Duncan Cooper, Steve Davis, Bill Fellenberg, Kirsten Foster, Kathy Geary, John Gordon, Leila McCullough, Kevin McDaniel, Angela Page, Thane Peterson, Judith Schwartzstein, Clay Smith, Sally Stuart, Caitlin Wilson

Opposed: None

Abstaining: None

Facilities Committee

Kevin McDaniel, Chair. Work is needed at the Liberty property to repair a hole in the back wall. There is no longer an issue regarding a leak in the roof.

Community Advisory Board (CAB)

Steve Davis, CAB liaison, reports that they met on Aug 19 and will meet every 6 weeks. The CAB members would like to have Business Cards printed for them. They have agreed to call their meetings "Town Halls". They have agreed that any committee member with 2 absences with no notice will be removed from the committee. They are interested in the Programming Director attending their meeting. She reports that Gloria Simms term expired on August 16, 2019. Joseph Abraham is interested in joining the CAB. He's an employee of the SC Democrat as the Life and Sports Co-Editor.

Motion: (Davis/Gordon) to appoint Gloria Simms to the CAB for a three-year term Aug 16, 2019 – Aug 15, 2022.

In Favor: Tim Bruno, Duncan Cooper, Steve Davis, Bill Fellenberg, Kirsten Foster, Kathy Geary, John Gordon, Leila McCullough, Kevin McDaniel, Angela Page, Thane Peterson, Judith Schwartzstein, Clay Smith, Sally Stuart, Caitlin Wilson

Opposed: None

Abstaining: None

Motion: (Davis/Foster) to appoint Joseph Abraham to the CAB for a three-year term Aug 26, 2019 – Aug 25, 2022.

In Favor: Tim Bruno, Duncan Cooper, Steve Davis, Bill Fellenberg, Kirsten Foster, Kathy Geary, John Gordon, Leila McCullough, Kevin McDaniel, Angela Page, Thane Peterson, Judith Schwartzstein, Clay Smith, Sally Stuart, Caitlin Wilson

Opposed: None

Abstaining: None

OLD BUSINESS

Motion: (Geary/McCullough) to go into a closed executive session to discuss an issue related to a member of the CAB at 8:00pm

In Favor: Tim Bruno, Duncan Cooper, Steve Davis, Bill Fellenberg, Kirsten Foster, Kathy Geary, John Gordon, Leila McCullough, Kevin McDaniel, Angela Page, Thane Peterson, Judith Schwartzstein, Clay Smith, Sally Stuart, Caitlin Wilson

Opposed: None

Abstaining: None

Motion: (Davis/Foster) to end the closed executive session at 8:25pm

In Favor: Tim Bruno, Duncan Cooper, Steve Davis, Bill Fellenberg, Kirsten Foster, Kathy Geary, John Gordon, Leila McCullough, Kevin McDaniel, Angela Page, Thane Peterson, Judith Schwartzstein, Clay Smith, Sally Stuart, Caitlin Wilson

Opposed: None

Abstaining: None

Motion: (Geary/Gordon) to direct Steve Davis, Thane Peterson, Sally Stuart and Nicole Slevin to meet with a member of the CAB, prior to the next CAB meeting, to discuss their participation in the CAB.

In Favor: Tim Bruno, Duncan Cooper, Steve Davis, Bill Fellenberg, Kirsten Foster, Kathy Geary, John Gordon, Leila McCullough, Kevin McDaniel, Angela Page, Thane Peterson, Judith Schwartzstein, Clay Smith, Sally Stuart, Caitlin Wilson

Opposed: None

Abstaining: None

Motion: (Peterson/Gordon) to go into a closed executive session to discuss an issue related to a real estate transaction. At 8:31pm.

In Favor: Tim Bruno, Duncan Cooper, Steve Davis, Bill Fellenberg, Kirsten Foster, Kathy Geary, John Gordon, Leila McCullough, Kevin McDaniel, Angela Page, Thane Peterson, Judith Schwartzstein, Clay Smith, Sally Stuart, Caitlin Wilson

Opposed: None

Abstaining: None

Angela Page left the meeting due to illness at 9:15pm.

Motion: (Davis/Foster) to end the closed executive session at 9:35pm

In Favor: Tim Bruno, Duncan Cooper, Steve Davis, Bill Fellenberg, Kirsten Foster, Kathy Geary, John Gordon, Leila McCullough, Kevin McDaniel, Thane Peterson, Judith Schwartzstein, Clay Smith, Sally Stuart, Caitlin Wilson

Opposed: None

Abstaining: None

Motion: (Davis/Geary) to authorize Kirsten Foster to pursue her suggestion related to a real estate matter and to send a polite letter to update the interested party on the progress of deliberation on their offer.

In Favor: Tim Bruno, Duncan Cooper, Steve Davis, Bill Fellenberg, Kirsten Foster, Kathy Geary, John Gordon, Leila McCullough, Kevin McDaniel, Thane Peterson, Judith Schwartzstein, Clay Smith, Sally Stuart, Caitlin Wilson

Opposed: None

Abstaining: None

NEW BUSINESS

Motion: (Schwartzstein/Geary) to table discussion of New Business till the next BOT meeting regarding the proposal for a monthly volunteer status report from the GM.

In Favor: Tim Bruno, Duncan Cooper, Steve Davis, Bill Fellenberg, Kirsten Foster, Kathy Geary, John Gordon, Leila McCullough, Kevin McDaniel, Thane Peterson, Judith Schwartzstein, Clay Smith, Sally Stuart, Caitlin Wilson

Opposed: None

Abstaining: None

Public Comments - none

Motion: (Peterson/Bruno) to adjourn at 9:37pm.

In Favor: Tim Bruno, Duncan Cooper, Steve Davis, Bill Fellenberg, Kirsten Foster, Kathy Geary, John Gordon, Leila McCullough, Kevin McDaniel, Thane Peterson, Judith Schwartzstein, Clay Smith, Sally Stuart, Caitlin Wilson

Opposed: None

Abstaining: None

Submitted by Kathy Geary, Secretary

Radio Catskill, Inc. Profit & Loss Prev Year Comparison

Accrual Basis

January 1 through September 23, 2019

| | Jan 1 - Sep 23, 19 | Jan 1 - Sep 23, 18 | \$ Change | % Change |
|-----------------------------------|--------------------|--------------------|------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Benefit Income | | | | |
| Awards Dinner | 15,955.00 | 0.00 | 15,955.00 | 100.0% |
| Bill Mays Concert | 0.00 | 1,789.44 | -1,789.44 | -100.0% |
| Chappelle House party. | 0.00 | 5,140.00 | -5,140.00 | -100.0% |
| Gala Brunch | 6,680.00 | 0.00 | 6,680.00 | 100.0% |
| Maris Concert | 715.00 | 435.00 | 280.00 | 64.4% |
| Movies and Music Series | | | | |
| Don't Look Back | 295.00 | 0.00 | 295.00 | 100.0% |
| Last Waltz | 1,554.28 | 0.00 | 1,554.28 | 100.0% |
| Taking Woodstock | 1,415.00 | 0.00 | 1,415.00 | 100.0% |
| Total Movies and Music Series | 3,264.28 | 0.00 | 3,264.28 | 100.0% |
| Music Sale | 10.00 | 425.00 | -415.00 | -97.7% |
| Wonderful Things Auction | 0.00 | 8,506.50 | -8,506.50 | -100.0% |
| Yard Sale | 280.00 | 4,327.20 | -4,047.20 | -93.5% |
| Benefit Income - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Benefit Income | 26,904.28 | 20,623.14 | 6,281.14 | 30.5% |
| Benefit Underwriting | 329.00 | 440.00 | -111.00 | -25.2% |
| Business Underwriting | 18,416.00 | 13,275.00 | 5,141.00 | 38.7% |
| Car Talk Donations | 2,433.47 | 610.00 | 1,823.47 | 298.9% |
| Contribution | 100.00 | 0.00 | 100.00 | 100.0% |
| Donated Services and Materials | 0.00 | 750.00 | -750.00 | -100.0% |
| Government Grants | | | | |
| CPB | | | | |
| CPB-Other | 15,938.00 | 0.00 | 15,938.00 | 100.0% |
| Restricted | 5,755.00 | 0.00 | 5,755.00 | 100.0% |
| Total CPB | 21,693.00 | 0.00 | 21,693.00 | 100.0% |
| Total Government Grants | 21,693.00 | 0.00 | 21,693.00 | 100.0% |
| In-Kind NFFS | 2,350.00 | 350.00 | 2,000.00 | 571.4% |
| King Fisher Project | 0.00 | 225.00 | -225.00 | -100.0% |
| Match | 0.00 | 670.00 | -670.00 | -100.0% |
| Members | | | | |
| End of Year 2016 | 15.00 | 0.00 | 15.00 | 100.0% |
| End of Year 2017 | 0.00 | 890.00 | -890.00 | -100.0% |
| End of Year 2018 | 4,215.50 | 0.00 | 4,215.50 | 100.0% |
| LYBUNT Last Year But Not This | 528.00 | 0.00 | 528.00 | 100.0% |
| Member(Sound Supporters) | 41,414.26 | 46,737.73 | -5,323.47 | -11.4% |
| Membership Other | 25.00 | 0.00 | 25.00 | 100.0% |
| Pledge Drive 1 | 39,897.46 | 34,051.34 | 5,846.12 | 17.2% |
| Pledge Drive 2 | 40,430.42 | 32,431.00 | 7,999.42 | 24.7% |
| Pledge Drive 3 | 0.00 | 5,610.00 | -5,610.00 | -100.0% |
| Total Members | 126,525.64 | 119,720.07 | 6,805.57 | 5.7% |
| Merchandise | | | | |
| Sale of T-Shirts etc. | 83.00 | 100.00 | -17.00 | -17.0% |
| Merchandise - Other | 100.00 | 100.00 | 0.00 | 0.0% |
| Total Merchandise | 183.00 | 200.00 | -17.00 | -8.5% |
| Miscellaneous Income | | | | |
| Amazon Smile | 38.12 | 0.00 | 38.12 | 100.0% |
| Studio Rental | 30.00 | 0.00 | 30.00 | 100.0% |
| Miscellaneous Income - Other | 5.30 | 0.00 | 5.30 | 100.0% |
| Total Miscellaneous Income | 73.42 | 0.00 | 73.42 | 100.0% |
| other income | 544.00 | 0.00 | 544.00 | 100.0% |
| Paid Public Service Announce. | 3,200.00 | 1,000.00 | 2,200.00 | 220.0% |
| Trade discounts | -250.00 | 0.00 | -250.00 | -100.0% |
| 4999 - Uncategorized Income | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Income | 202,501.81 | 157,863.21 | 44,638.60 | 28.3% |
| Gross Profit | 202,501.81 | 157,863.21 | 44,638.60 | 28.3% |
| Expense | | | | |
| ask my accountant | 85.00 | 496.22 | -411.22 | -82.9% |
| Bank Charges | | | | |
| Credit Card Fees | 3,069.67 | 3,146.78 | -77.11 | -2.5% |
| Bank Charges - Other | 0.00 | 253.61 | -253.61 | -100.0% |
| Total Bank Charges | 3,069.67 | 3,400.39 | -330.72 | -9.7% |
| Benefit expenses | | | | |
| Awards Dinner | 6,225.40 | 0.00 | 6,225.40 | 100.0% |
| Bill Mays Concert | 0.00 | 61.75 | -61.75 | -100.0% |
| Gala Brunch | -50.00 | 0.00 | -50.00 | -100.0% |
| Maris Concert | 0.00 | 392.50 | -392.50 | -100.0% |
| Movies and Music Series | | | | |
| Last Waltz | 337.78 | 0.00 | 337.78 | 100.0% |
| Taking Woodstock | 86.01 | 0.00 | 86.01 | 100.0% |

Radio Catskill, Inc. Profit & Loss Prev Year Comparison

January 1 through September 23, 2019

| | Jan 1 - Sep 23, 19 | Jan 1 - Sep 23, 18 | \$ Change | % Change |
|--------------------------------------|--------------------|--------------------|-----------|-----------|
| Total Movies and Music Series | 423.79 | 0.00 | 423.79 | 100.0% |
| Music Sale | 0.00 | 150.00 | -150.00 | -100.0% |
| Wonderful Things Auction | 0.00 | 1,169.21 | -1,169.21 | -100.0% |
| Yard Sale | 0.00 | 435.06 | -435.06 | -100.0% |
| Benefit expenses - Other | 0.00 | 83.94 | -83.94 | -100.0% |
| Total Benefit expenses | 6,599.19 | 2,292.46 | 4,306.73 | 187.9% |
| Broadcast Equipment (durable) | 5,665.82 | 3,229.19 | 2,436.63 | 75.5% |
| Broadcast Supplies (consumable) | 1,250.57 | 649.80 | 600.77 | 92.5% |
| Donor Appreciation | 0.00 | 44.72 | -44.72 | -100.0% |
| Dues & Publications | | | | |
| NFCB | 0.00 | 250.00 | -250.00 | -100.0% |
| Dues & Publications - Other | 1,011.12 | 606.41 | 404.71 | 66.7% |
| Total Dues & Publications | 1,011.12 | 856.41 | 154.71 | 18.1% |
| Dues / Fees Programming | | | | |
| African-American P R C | 650.00 | 550.00 | 100.00 | 18.2% |
| APM Fees | 11,423.74 | 10,928.96 | 494.78 | 4.5% |
| Dues & Program Fees-Other | 650.00 | 0.00 | 650.00 | 100.0% |
| FAIR | 250.00 | 250.00 | 0.00 | 0.0% |
| Google Play | 0.00 | 0.00 | 0.00 | 0.0% |
| NPR Dues | 17,292.91 | 15,281.63 | 2,011.28 | 13.2% |
| Pacifica | 3,107.25 | 2,071.50 | 1,035.75 | 50.0% |
| PRI Dues | 296.00 | 2,264.00 | -1,968.00 | -86.9% |
| PRI Fees | 1,297.00 | 0.00 | 1,297.00 | 100.0% |
| PRX Fees | 1,630.14 | 2,849.92 | -1,219.78 | -42.8% |
| Stuart Communications. | 500.00 | 0.00 | 500.00 | 100.0% |
| Window To The World | 0.00 | 525.00 | -525.00 | -100.0% |
| Total Dues / Fees Programming | 37,097.04 | 34,721.01 | 2,376.03 | 6.8% |
| Fund Drive-other | 1,224.45 | 779.04 | 445.41 | 57.2% |
| Fund Drives-Mailing | 160.00 | 691.00 | -531.00 | -76.9% |
| Honesdale Studio | | | | |
| Electricity | 1,575.00 | 1,575.00 | 0.00 | 0.0% |
| Phone | 1,346.85 | 1,056.82 | 290.03 | 27.4% |
| Rent | 3,465.00 | 3,402.00 | 63.00 | 1.9% |
| Total Honesdale Studio | 6,386.85 | 6,033.82 | 353.03 | 5.9% |
| Household Supplies | 0.00 | 19.43 | -19.43 | -100.0% |
| Independent Contractors | | | | |
| Accounting & Bookkeeping | 2,870.00 | 1,365.00 | 1,505.00 | 110.3% |
| Accounting/Audit | 10,379.00 | 8,866.47 | 1,512.53 | 17.1% |
| Engineering | 4,550.00 | 5,351.75 | -801.75 | -15.0% |
| Legal Fees | 2,174.17 | 675.71 | 1,498.46 | 221.8% |
| News Reporting | 3,875.00 | 4,375.00 | -500.00 | -11.4% |
| Payroll Processing Fees | 300.10 | 0.00 | 300.10 | 100.0% |
| Total Independent Contractors | 24,148.27 | 20,633.93 | 3,514.34 | 17.0% |
| Insurance | | | | |
| Health | 17,677.73 | 11,933.43 | 5,744.30 | 48.1% |
| Liability | 5,511.18 | 5,677.18 | -166.00 | -2.9% |
| Other insurance | -20.40 | 0.00 | -20.40 | -100.0% |
| Insurance - Other | -48.00 | 0.00 | -48.00 | -100.0% |
| Total Insurance | 23,120.51 | 17,610.61 | 5,509.90 | 31.3% |
| Interest/Dividends | -6,841.57 | -77.29 | -6,764.28 | -8,751.8% |
| Internet | 4,649.83 | 4,302.83 | 347.00 | 8.1% |
| Jeff Hydro Tax Reimbursement | 1,264.30 | 576.33 | 687.97 | 119.4% |
| Liberty Property | | | | |
| Electric | 810.85 | 425.55 | 385.30 | 90.5% |
| Repairs and Maintenance | 2,369.26 | 401.44 | 1,967.82 | 490.2% |
| Telephone | 708.12 | 622.26 | 85.86 | 13.8% |
| Water | 210.60 | 981.48 | -770.88 | -78.5% |
| Total Liberty Property | 4,098.83 | 2,430.73 | 1,668.10 | 68.6% |
| License & fees | 33.13 | 0.00 | 33.13 | 100.0% |
| Membership Premium Exp | | | | |
| T-Shirts & Mugs | 1,470.50 | 0.00 | 1,470.50 | 100.0% |
| Total Membership Premium Exp | 1,470.50 | 0.00 | 1,470.50 | 100.0% |
| Office Consumable(supplies) | 5,667.27 | 2,014.69 | 3,652.58 | 181.3% |
| Office Durable (Equipment) | 2,036.89 | 2,387.95 | -351.06 | -14.7% |
| Payroll | | | | |
| Company expense | 8,588.34 | 7,430.93 | 1,157.41 | 15.6% |
| Disability Insurance | 333.14 | 0.00 | 333.14 | 100.0% |
| Gross Payroll | 107,905.17 | 101,827.60 | 6,077.57 | 6.0% |
| NYS Unemployment Insurance | 48.07 | 384.54 | -336.47 | -87.5% |
| Pension Expense | 2,616.65 | 1,936.96 | 679.69 | 35.1% |
| Workers Compensation | 587.74 | 252.16 | 335.58 | 133.1% |
| Payroll - Other | 0.00 | -227.06 | 227.06 | 100.0% |
| Total Payroll | 120,079.11 | 111,605.13 | 8,473.98 | 7.6% |

Radio Catskill, Inc. Profit & Loss Prev Year Comparison

Accrual Basis

January 1 through September 23, 2019

| | Jan 1 - Sep 23, 19 | Jan 1 - Sep 23, 18 | \$ Change | % Change |
|--------------------------------------|--------------------|--------------------|-----------|----------|
| Penalty Expense | 399.66 | 0.00 | 399.66 | 100.0% |
| Postage & Shipping | 3,619.03 | 1,511.04 | 2,107.99 | 139.5% |
| Professional Development- Reg | 976.76 | 125.00 | 851.76 | 681.4% |
| Promotion & Publicity | 800.79 | 2,016.78 | -1,215.99 | -60.3% |
| RE Taxes | 0.00 | 0.00 | 0.00 | 0.0% |
| Repairs & Maintenance | 3,876.69 | 3,795.23 | 81.46 | 2.2% |
| Sewer Tax | 450.00 | 450.00 | 0.00 | 0.0% |
| Sunshine | 73.49 | 58.83 | 14.66 | 24.9% |
| Telephone | 5,265.29 | 3,329.39 | 1,935.90 | 58.2% |
| Tower Rent | 7,200.00 | 6,400.00 | 800.00 | 12.5% |
| Travel | | | | |
| Mileage | 171.28 | 172.15 | -0.87 | -0.5% |
| Travel - Entertainment | 192.12 | 0.00 | 192.12 | 100.0% |
| Travel - Other | 331.18 | 339.17 | -7.99 | -2.4% |
| Total Travel | 694.58 | 511.32 | 183.26 | 35.8% |
| Uncategorized expenses | 20.00 | 0.00 | 20.00 | 100.0% |
| Utilities | | | | |
| Electricity | | | | |
| Hydro | 1,038.60 | 2,136.07 | -1,097.47 | -51.4% |
| Monticello | 1,268.17 | 0.00 | 1,268.17 | 100.0% |
| Tower | 6,705.18 | 5,960.16 | 745.02 | 12.5% |
| Total Electricity | 9,011.95 | 8,096.23 | 915.72 | 11.3% |
| Gas | 2,889.76 | 2,600.39 | 289.37 | 11.1% |
| Water | 345.72 | 181.65 | 164.07 | 90.3% |
| Total Utilities | 12,247.43 | 10,878.27 | 1,369.16 | 12.6% |
| Volunteer Appreciation | 0.00 | 968.58 | -968.58 | -100.0% |
| 66000 · Payroll Expenses | 32.04 | 0.00 | 32.04 | 100.0% |
| 66900 · Reconciliation Discrepancies | 0.00 | -0.04 | 0.04 | 100.0% |
| Total Expense | 277,932.54 | 244,742.80 | 33,189.74 | 13.6% |
| Net Ordinary Income | -75,430.73 | -86,879.59 | 11,448.86 | 13.2% |
| Net Income | -75,430.73 | -86,879.59 | 11,448.86 | 13.2% |

Radio Catskill, Inc.
Profit & Loss Budget vs. Actual
January 1 through September 23, 2019

| | Jan 1 - Sep 23, 19 | Budget | \$ Over Budget | % of Budget |
|---------------------------------|--------------------|-------------------|--------------------|--------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Benefit Income | 26,904.28 | 40,000.00 | -13,095.72 | 67.3% |
| Benefit Underwriting | 329.00 | 4,000.00 | -3,671.00 | 8.2% |
| Business Underwriting | 18,416.00 | 35,000.00 | -16,584.00 | 52.6% |
| Car Talk Donations | 2,433.47 | 2,000.00 | 433.47 | 121.7% |
| Contribution | 100.00 | 0.00 | 100.00 | 100.0% |
| Corporate Grants | 0.00 | 2,500.00 | -2,500.00 | 0.0% |
| Foundation Grants | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| Government Grants | 21,693.00 | 96,500.00 | -74,807.00 | 22.5% |
| In-Kind NFFS | 2,350.00 | 0.00 | 2,350.00 | 100.0% |
| Match | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| Members | 126,525.64 | 175,000.00 | -48,474.36 | 72.3% |
| Merchandise | 183.00 | 3,000.00 | -2,817.00 | 6.1% |
| Miscellaneous Income | 73.42 | 0.00 | 73.42 | 100.0% |
| other income | 544.00 | 0.00 | 544.00 | 100.0% |
| Paid Public Service Announce. | 3,200.00 | 4,000.00 | -800.00 | 80.0% |
| Trade discounts | -250.00 | 0.00 | -250.00 | 100.0% |
| Total Income | 202,501.81 | 368,500.00 | -165,998.19 | 55.0% |
| Gross Profit | 202,501.81 | 368,500.00 | -165,998.19 | 55.0% |
| Expense | | | | |
| ask my accountant | 85.00 | 0.00 | 85.00 | 100.0% |
| Bank Charges | 3,069.67 | 3,500.00 | -430.33 | 87.7% |
| Benefit expenses | 6,599.19 | 2,000.00 | 4,599.19 | 330.0% |
| Broadcast Equipment (durable) | 5,665.82 | 4,500.00 | 1,165.82 | 125.9% |
| Broadcast Supplies (consumable) | 1,250.57 | 600.00 | 650.57 | 208.4% |
| Donor Appreciation | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| Dues & Publications | 1,011.12 | 4,000.00 | -2,988.88 | 25.3% |
| Dues / Fees Programming | 37,097.04 | 61,215.00 | -24,117.96 | 60.6% |
| Fund Drive-other | 1,224.45 | 2,000.00 | -775.55 | 61.2% |
| Fund Drives-Mailing | 160.00 | 1,000.00 | -840.00 | 16.0% |
| Honesdale Studio | 6,386.85 | 8,400.00 | -2,013.15 | 76.0% |
| Independent Contractors | 24,148.27 | 26,000.00 | -1,851.73 | 92.9% |
| Insurance | 23,120.51 | 28,850.00 | -5,729.49 | 80.1% |
| Interest/Dividends | -6,841.57 | -150.00 | -6,691.57 | 4,561.0% |
| Internet | 4,649.83 | 6,000.00 | -1,350.17 | 77.5% |
| Jeff Hydro Tax Reimbursement | 1,264.30 | 0.00 | 1,264.30 | 100.0% |
| Liberty Property | 4,098.83 | 0.00 | 4,098.83 | 100.0% |
| License & fees | 33.13 | 0.00 | 33.13 | 100.0% |
| Membership Premium Exp | 1,470.50 | 0.00 | 1,470.50 | 100.0% |
| Office Consumable(supplies) | 5,667.27 | 3,200.00 | 2,467.27 | 177.1% |
| Office Durable (Equipment) | 2,036.89 | 3,000.00 | -963.11 | 67.9% |
| Payroll | 120,079.11 | 158,200.00 | -38,120.89 | 75.9% |
| Penalty Expense | 399.66 | 0.00 | 399.66 | 100.0% |
| Postage & Shipping | 3,619.03 | 2,000.00 | 1,619.03 | 181.0% |
| Professional Development- Reg | 976.76 | 500.00 | 476.76 | 195.4% |
| Professional Development-Travel | 0.00 | 500.00 | -500.00 | 0.0% |
| Promotion & Publicity | 800.79 | 3,000.00 | -2,199.21 | 26.7% |
| Repairs & Maintenance | 3,876.69 | 5,000.00 | -1,123.31 | 77.5% |
| Sewer Tax | 450.00 | 2,000.00 | -1,550.00 | 22.5% |

4:30 PM

09/23/19

Accrual Basis

Radio Catskill, Inc.
Profit & Loss Budget vs. Actual
January 1 through September 23, 2019

| | Jan 1 - Sep 23, 19 | Budget | \$ Over Budget | % of Budget |
|----------------------------|--------------------|-------------------|-------------------|------------------|
| Sunshine | 73.49 | 250.00 | -176.51 | 29.4% |
| Telephone | 5,265.29 | 5,000.00 | 265.29 | 105.3% |
| Tower Rent | 7,200.00 | 9,600.00 | -2,400.00 | 75.0% |
| Travel | 694.58 | 1,000.00 | -305.42 | 69.5% |
| Uncategorized expenses | 20.00 | 0.00 | 20.00 | 100.0% |
| Utilities | 12,247.43 | 20,000.00 | -7,752.57 | 61.2% |
| Volunteer Appreciation | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| 66000 - Payroll Expenses | 32.04 | 0.00 | 32.04 | 100.0% |
| Total Expense | 277,932.54 | 363,665.00 | -85,732.46 | 76.4% |
| Net Ordinary Income | -75,430.73 | 4,835.00 | -80,265.73 | -1,560.1% |
| Net Income | -75,430.73 | 4,835.00 | -80,265.73 | -1,560.1% |

Radio Catskill, Inc.
Balance Sheet
As of September 23, 2019

| | Sep 23, 19 | Sep 23, 18 | \$ Change |
|--------------------------------------|-------------------|-------------------|-------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| 101.0 · Checking Account | 22,984.38 | 55,193.75 | -32,209.37 |
| 101.1 · Savings Account | | | |
| Rainy Day | 8,592.48 | 8,087.04 | 505.44 |
| Regular Savings | 43,346.38 | 61,587.27 | -18,240.89 |
| 101.1 · Savings Account - Other | 17.53 | 0.00 | 17.53 |
| Total 101.1 · Savings Account | 51,956.39 | 69,674.31 | -17,717.92 |
| 102.0 · Petty Cash | 509.17 | 85.33 | 423.84 |
| Total Checking/Savings | 75,449.94 | 124,953.39 | -49,503.45 |
| Accounts Receivable | | | |
| 1200 · Accounts Receivable | 7,486.13 | 3,074.04 | 4,412.09 |
| Total Accounts Receivable | 7,486.13 | 3,074.04 | 4,412.09 |
| Other Current Assets | | | |
| 1499 · Undeposited Funds | 0.00 | 380.00 | -380.00 |
| 154 · Vanguard Mutual Fund | 142,230.57 | 137,723.31 | 4,507.26 |
| Total Other Current Assets | 142,230.57 | 138,103.31 | 4,127.26 |
| Total Current Assets | 225,166.64 | 266,130.74 | -40,964.10 |
| Fixed Assets | | | |
| 149 Prepaid Expense | 350.00 | 350.00 | 0.00 |
| CHM Property Gift | | | |
| CHM Building | 163,278.00 | 163,278.00 | 0.00 |
| CHM expenses/improvements | 48,693.09 | 18,752.41 | 29,940.68 |
| Total CHM Property Gift | 211,971.09 | 182,030.41 | 29,940.68 |
| Land | 49,209.00 | 49,209.00 | 0.00 |
| Prepaid Expense | 7,163.51 | 1,545.00 | 5,618.51 |
| Transmitter Relocation | 31,069.52 | 31,069.52 | 0.00 |
| 145 · Broadcast Equip | 182,975.00 | 182,975.00 | 0.00 |
| 151 · Buildings | 48,700.68 | 37,302.26 | 11,398.42 |
| 152 · Equipment | 314,385.31 | 314,385.31 | 0.00 |
| 153 · Improvements | 27,505.38 | 27,505.38 | 0.00 |
| 159 · Accumulated Depreciation | -525,096.32 | -503,276.00 | -21,820.32 |
| Total Fixed Assets | 348,233.17 | 323,095.88 | 25,137.29 |
| Other Assets | | | |
| 113 · Grants Receivable | 21,693.00 | 0.00 | 21,693.00 |
| Total Other Assets | 21,693.00 | 0.00 | 21,693.00 |
| TOTAL ASSETS | 595,092.81 | 589,226.62 | 5,866.19 |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Other Current Liabilities | | | |
| ACCRUED PAYROLL | 5,874.88 | 5,700.00 | 174.88 |
| Employee Advance | 800.00 | 0.00 | 800.00 |
| 201 · Accounts Payable | 11,398.42 | -7,981.89 | 19,380.31 |
| 211 · Payroll-Fica | -314.98 | -18.76 | -296.22 |
| 212 · Payroll-Fica-Co | -314.98 | 937.75 | -1,252.73 |
| 213 · Payroll-FWT | -378.87 | -143.88 | -234.99 |
| 214 · Payroll-Mcare | -73.67 | -8.72 | -64.95 |
| 215 · Payroll-Mcare-Co | -73.67 | -356.37 | 282.70 |
| 216 · Payroll-SWT | 210.61 | -998.85 | 1,209.46 |
| 218 · Payroll- NY PFL liability | 165.08 | 175.20 | -10.12 |
| 219 · Payroll-SUI | 0.00 | 0.27 | -0.27 |

4:29 PM

09/23/19

Accrual Basis

Radio Catskill, Inc.
Balance Sheet
 As of September 23, 2019

| | Sep 23, 19 | Sep 23, 18 | \$ Change |
|--|-------------------|-------------------|-----------------|
| 240.00 · Payroll Liabilities | -300.00 | 589.52 | -889.52 |
| 240.01 · Payroll Liabilities-Fidelity EE | 50.00 | 0.00 | 50.00 |
| Total Other Current Liabilities | 17,042.82 | -2,105.73 | 19,148.55 |
| Total Current Liabilities | 17,042.82 | -2,105.73 | 19,148.55 |
| Total Liabilities | 17,042.82 | -2,105.73 | 19,148.55 |
| Equity | | | |
| 300.1 · Net Assets - Fixed Assets | 183,554.16 | 183,554.16 | 0.00 |
| 300.2 · Net Assets - Unrestricted | 333,259.00 | 333,259.00 | 0.00 |
| 300.3 · Net Assets - Temp Restricted | 37,136.12 | 31,381.12 | 5,755.00 |
| 3900 · Retained Earnings | 99,531.44 | 130,017.66 | -30,486.22 |
| Net Income | -75,430.73 | -86,879.59 | 11,448.86 |
| Total Equity | 578,049.99 | 591,332.35 | -13,282.36 |
| TOTAL LIABILITIES & EQUITY | 595,092.81 | 589,226.62 | 5,866.19 |

**DRAFT Minutes of the Meeting of the Finance Committee
September 4, 2019
WJFF Radio Catskill Studios, Jeffersonville, NY**

The evening's business was bifurcated to approve minutes of the final meeting by members of the outgoing Finance Committee, then followed by new business for discussion by the new Finance Committee. The meeting began at 6:33 p.m.

Part 1: Review of the minutes of the outgoing Finance Committee's meeting of June 18, 2019

Members Present (outgoing Committee): Kirsten Foster, Kathy Geary, Angela Page (by phone), Thane Peterson. Dan Rigney (ex-officio), WJFF G.M., also attended.

Members Absent: Jim Lomax

Others Attending: Ken Hilton, Steve Davis, Pat Pomeroy,

Motion: (Foster/Geary) that the members of the outgoing finance committee approve the minutes of their last meeting, conducted on June 18.

The motion passed.

In favor: Kirsten Foster, Angela Page, Kathy Geary and Thane Peterson

Abstaining: None

Not Present: Jim Lomax.

Part 2: Per the agenda below, to the attention of members of the new Finance Committee.

Members Present: Bill Fellenberg, Kirsten Foster, Kathy Geary, John Gordon, Angela Page (by phone). Dan Rigney (ex-officio) also attended.

Members Absent: none.

Others Attending: Ken Hilton, Pat Pomeroy

Agenda:

1. Selection of Secretary for the current Finance Committee.
Note re. item 1: The post stays vacant. Minutes will be written on a meeting-by-meeting rotating basis by Committee members until the post is filled.
2. Profit & Loss Statement through August 26, 2019
3. Projection For year end 2019
4. Status of the \$300,000 NFFS/CPB funding requirement for 2019
5. Review Status of Liberty Project (Dan Rigney, General Manager)

Note re. item 5: Committee Chair John Gordon asked that the G.M. prepare a project schedule for review by the next meeting of the BOT which presents estimated completion dates and funding requirements for each phase. In a related matter, Dan Rigney noted that the reapplication for the NY State grant for the project would be submitted by October 31, 2019.

6. Vanguard Mutual Funds.

Motion: (Foster/Fellenberg) that an Investment Subcommittee represented by Kirsten Foster, Bill Fellenberg, Ken Hilton, Angela Page and Thane Peterson be established to ensure that investment standards currently in place for socially-responsible equity mutual funds will also be applied to bond/fixed-income funds.

The motion passed.

In favor: Bill Fellenberg, Kirsten Foster, Kathy Geary, John Gordon, Angela Page (by phone). None opposed or abstaining.

7. Public comments. None.

8. Schedule Budget Meeting for October.

Note: scheduled for October 22, 4:00 pm, tentatively at The Clair.

There being no further business, the meeting adjourned at 7:43 pm.

WJFF Audit Committee Meeting Minutes DRAFT
August 30th, 2019 at the Jeffersonville Studios

The meeting began at 6:36

Attending: Kathy Geary, Leila McCullough, Angela Page

Absent: Kevin McDaniel

MOTION: (McCullough/Geary) to elect Angela Page as Audit committee secretary.

In favor: Geary, McCullough, Page

Opposed: none

Abstain: none

We discussed and saw the process of matching printouts with written checks from the organization, and determined a schedule for accomplishing this for the upcoming year.

MOTION: to adjourn (McCullough/Page)

All in favor.

Meeting ended at 7:12 pm.

Submitted by Angela Page

**DRAFT Minutes of the meeting of the
WJFF Radio Catskill Nominating and Governance Committee
September 23, 2019 at 6:00pm**
17 Center Street, 2nd Floor, Jeffersonville, NY

Trustees Present: Tim Bruno, Steve Davis, Kathy Geary, Caitlin Wilson

Trustees Absent: Clay Smith, Sara Stuart

Staff Present: none

Members of the public: Thane Peterson

A quorum being present, Steve Davis called the meeting to order at 6:11 pm.

Motion: To approve the minutes from August 15, 2019 Nom and Gov meeting (Kathy Geary / Tim Bruno).

In favor: Tim Bruno, Steve Davis, Kathy Geary

Opposed: None

Abstaining: Caitlin Wilson (not present at Aug 15 meeting)

Old Business

1. Annual Nomination & Governance Assessment of Board of Trustees 2018-2019

Tim Bruno did not edit the assessment as discussed at our last meeting. The entire committee will review the assessment and suggest edits which will be complied. The committee's report will be submitted to the entire BOT when complete.

Public Comments

none

New Business

The committee recommends that the current BOT perform a Self-Assessment in January 2020 and a follow-up comparative assessment at the end of the term in July 2020.

WJFF Policy Manual and By Laws updates

1. New Policies on harassment, social media and public comment were submitted for legal review by General Manager Dan Rigney. The revised policies were received and reviewed by the committee.

Motion: To accept and approve the policies prepared by last year's committee and submitted for legal review regarding Harassment, Social Media and Public Comment.
(Kathy Geary / Tim Bruno).

In favor: Tim Bruno, Steve Davis, Kathy Geary, Caitlin Wilson

Opposed: None

Abstaining: None

1. Kit Hult has prepared a summary of all the motions implemented by the BOT over the past several years. Steve Davis will review this document and suggest how the WJFF Policy Manual or WJFF By Laws should be updated to reflect the decisions made by the BOT. He will present his findings the next meeting.
2. Programming Committee – Discussion was held regarding the role of the BOT and the PC. The current policy states that the BOT appoints the members of the PC to serve one-year terms. Research needs to be done about the CPB guidelines regarding the separation of the BOT and station broadcast programming. Clarification needs to be made regarding the role of the Programming Director in relation to the committee. Here's the excerpt from the current policy manual:
“(The BOT)...establishes station policies and ensures WJFF's smooth operation. It budgets and allocates funds, hires the Station Manager, appoints members to the Community Advisory Board, the Program Committee and other committees, and may act as a final arbiter in certain disputes. It also sees that CPB requirements for the station are met and that FCC regulations are observed.”
3. Any By Laws updates regarding Elections need to be determined by Feb 2020 if they are to be completed in the current term.

Public Comment:

Thane mentioned CAB best practices.

Next Meeting Dates:

Tuesday Oct 29 at 6pm

Monday Nov 18 at 6pm

Monday Dec 16 at 6pm

Motion to adjourn. (Davis/Geary) All in favor. (7:11pm)

Submitted by Kathy Geary

WJFF DCOC Meeting Minutes DRAFT
Friday September 20, 2019 6:00pm
WJFF Studios in Jeffersonville, NY

Present: Duncan Cooper, Steve Davis, Kirsten Harlow Foster, Clay Smith, Barbara Demarest, Ken Hilton, Jim Huntington (phone-in) Jim Lomax, Heather Quaintance, Judith Schwartzstein, Thane Peterson,
Absent: Bill Fellenberg, Cat Wilson
Staff Present: Dan Rigney
Members of the public: none

A quorum being present, Judith Schwartzstein called the meeting to order at 6:11 pm.

The Development and Community Outreach Committee met on Friday, September 20 and agreed to begin addressing priorities through subcommittees as follows:

Membership subcommittee which includes Steve Davis, Clay Smith, Jim Huntington, Barbara Demarest and Ken Hilton will review the past several years of data collected and analyzed and discussed at the DCOC meeting by Jim Huntington. No subcommittee meeting date yet set.

The **PR/marketing subcommittee**, including Duncan Cooper, Kirsten Harlow Foster and Heather Quaintance will begin its work on matters pertaining to station identity, image assessment based on analysis of current and projected membership, materials (website, brochures) review and recommendations, and exploration of new digital strategies for PR/Marketing -- beginning with a discussion of pursuing a social media audit, review of the potential for an e-newsletter and PR/marketing opportunities through podcasting of station-produced programs.

Fundraising subcommittee, being convened by Jim Lomax and including Bill Fellenberg and Ken Hilton will meet on October 3 to begin work on major donor potential, a capital campaign, grant prospects, starting with discussion of the planned giving program.

The **Events subcommittee**, headed by Barb Demarest and including Clay Smith, Cat Wilson, Jim Lomax and Heather Quaintance, will conference on October 2 to discuss WJFF events for volunteers, members, community, including 30th anniversary celebration and fundraising events and community outreach events. Following is an events status report submitted by Barb:

The Events Subcommittee is having a conference call on 10/2 to begin to discuss events for 2020.

There are a number of events remaining in the 4th Quarter of 2019:

10/19 Auction

11/15? Barn Dance

11/16? Open House at the Cooperage in association with Maple City Jazz Festival

11/30 Music Sale

Each of these requires a number of volunteer staff for

Admission / check out and, in the case of the Music Sale, food sales

In addition, the station would like to do some Holiday Market tabling events

11/29-12/1 Jeffersonville Bakery

12/7-12/8 Bethel Woods

12/7-12/8 Cooperage

These require 2 people per shift (usually not more than 3 hours) with 2 shifts/day except 11/29 when only 1 is required.

If we are to handle all this (on top of the pledge drive 10/25 – 11/4), it will require a strong turnout by board members.

PLEASE SIGN UP AT THE 9/30 BOARD MEETING!

| EVENT | VOL 1 | VOL 2 | VOL 3 | VOL 4 |
|------------------|-------|-------|-------|-------|
| 10/19 Auction | | | | |
| 11/16 OH – Hones | | | | |
| 11/30 Music Sale | | | | |
| 11/29 OH – Jeff | | | | |
| 11/30 OH – Jeff | | | | |
| 12/7 OH – Bethel | | | | |
| 12/8 OH –Bethel | | | | |
| 12/7 OH – Hones | | | | |
| 12/8 OH – Hones | | | | |

The following dates have been scheduled for DCOC meetings: November 15, January 17, March 13, May 15.

Respectfully submitted by Judith Schwartzstein, DCOC Chair 9/26/19

WJFF Harassment Policy

WJFF is committed to an environment in which all individuals are treated with respect and dignity free of bias, prejudice and harassment. All accusations will be investigated and resolved appropriately.

These policies apply to all volunteers, paid employees and the Board of Trustees. Harassment of any kind is unacceptable in the workplace and in any setting outside the station where people represent WJFF.

General Harassment

Harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; denigrating material toward an individual that is circulated in the workplace physically, by e-mail, phone (including voice messages), text messages, social networking sites, on air, or other means.

Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. This includes all sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace or by email or text of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Complaint Procedure for Harassment, Discrimination or Retaliation

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their

immediate supervisor. ~~If they feel no~~ If the supervisor is the person who has committed the offensive conduct, or if the supervisor does not provide adequate resolution, they should put their concerns in writing and send it to any member of the personnel committee or any Board of Trustees member.

Any reported allegations of harassment, discrimination or retaliation will be brought before the full board promptly and will be dealt with as they deem ~~-~~appropriate under the circumstances.

WJFF will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination ~~-like harassment or discrimination itself~~, will also be subject to disciplinary action up to and including termination.

If a party to a complaint does not agree with the resolution, that party may appeal to WJFF's Board of Trustees president.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may also be the subject of appropriate disciplinary action up to and including termination.

WJFF Policy for Public Comment

Written Submission / Correspondence to the Station / In Person

WJFF welcomes comments from the public on how the Station can better serve its diverse listening community and honor the mission of WJFF. Any written submission to the feedback@wjffradio.org inbox, which is an email address reserved exclusively for the purpose of submitting such comments and feedback, will be responded to with an acknowledgment of receipt within 72 hours by staff of WJFF, or can be mailed to:

All comments will be summarized and submitted to the Board of Trustees for review at the next meeting. If further follow-up is needed or warranted, ~~and~~ a response will be sent to the original sender.

Please note that not all comments or emails submitted will ~~receive be deemed necessary to prepare~~ a written response beyond ~~written~~ acknowledgment of receipt, ~~but as applicable and necessary, will be provided.~~ The ultimate goal of this policy - and of the Station - is to establish an inclusive environment that encourages feedback that continuously allows for improvement in the quality of service to WJFF's diverse listening community and to honor the mission of WJFF.

~~[Twice or just once below?]~~ Please note that the opportunity to provide comment has been granted by the Board of Trustees as a courtesy to the public and for the goal of best serving its community. This forum is not intended to be used as an opportunity to accuse specific ~~b~~ Board and staff members of wrongdoing, violations of policy and procedures, of being personally affronted, etc. Please refer to the Conflict Resolution policy, which is meant to serve as a path to guide volunteers, staff and the Board of Trustees as we endeavor to resolve potential personnel ~~differences~~ issues.

Policy for In-Person Comments and Feedback

WJFF welcomes comments from the public on how the Station can better serve its diverse listening community and honor the mission of WJFF. WJFF by-laws state that Board of Trustee meetings will be open to the public and *may* also include a public comment period. In the spirit of its mission to serve the diverse listening community of WJFF and to honor its mission, it is accepted WJFF policy to allow for public comment during the Board of Trustee meetings. All comments from the public during the Open Session of Board meetings will be acknowledged immediately, and in person, by the President of the Board. If clarification or

additional information is required, members of the Board of Trustees may ask follow-up questions during this time. A summation of these comments will be included in the minutes of the meeting. While the Board is not required to provide any further feedback after this time, it will discuss any comments raised as needed and will submit a response, through the President of the Board, if deemed applicable and necessary.

Please note that ~~the~~ any opportunity to provide public comment has been granted by the Board of Trustees as a courtesy to the public and for the goal of best serving its community. This public comment forum is not intended to be used as an opportunity to accuse specific board and staff members of wrongdoing, violations of policy and procedures, of being personally affronted, etc. This often has led to disruption of the Board of Trustee proceedings and did not allow the ~~named-accused~~ individual to prepare any response or defense. For members of the WJFF staff and volunteers, please refer to the Conflict Resolution policy, which is meant to serve as a path to guide volunteers, staff and the Board of Trustees as we endeavor to resolve potential personnel ~~differences~~ issues.

WJFF RADIO CATSKILL SOCIAL MEDIA POLICY/GUIDELINES

WJFF Radio Catskill recognizes that employees/contractors/volunteers participate in social media activities such as blogging, commenting on message boards or live chats, participating in social networks like Facebook or LinkedIn, or being active on platforms such as Twitter. WJFF Radio Catskill supports and encourages its employees/contractors/volunteers to engage and participate in social media; however, WJFF Radio Catskill asks all employees/contractors/volunteers to exercise sound judgment to prevent online social media sites from becoming a distraction to work.

WJFF Radio Catskill also expects its employees/contractors/volunteers to be responsible in their interactions in social media and similar forums, whether their use is personal or professional. There are situations where the social media activities of WJFF Radio Catskill employees and others associated with WJFF Radio Catskill can have an impact on WJFF Radio Catskill 's brand and reputation or could lead to potential legal liability for WJFF Radio Catskill. As a result, WJFF Radio Catskill has created the following policy to guide and protect WJFF Radio Catskill and its employees/contractors/volunteers as they interact in social media.

OFFICIAL WJFF RADIO CATSKILL SOCIAL MEDIA POLICY

WJFF Radio Catskill believes that blogs and other forms of online discourse are an important form of communication and relationship development between WJFF Radio Catskill and others. In order to maintain the quality and consistency of the WJFF Radio Catskill brand, any WJFF Radio Catskill employee, volunteer or contractor who communicates officially on behalf of WJFF Radio Catskill in any social media forum or platform or posts on any WJFF Radio Catskill hosted blog should be sure to comply with the following:

- Know and follow all statements in the “Social Media Guidelines—For All Employees/Contractors/Volunteers” set forth below. If you’re an employee, volunteer or contractor posting on a WJFF Radio Catskill hosted blog or social media forum/platform, the “Social Media Guidelines” apply to you. If you are an employee, volunteer or contractor posting outside of a WJFF Radio Catskill hosted or sponsored site, take care to use good judgment and common sense in your other social media activities as your actions could reflect on WJFF Radio Catskill.
- Be respectful of the audience and use common sense. Keep this rule of thumb in mind: If you wouldn’t put it on air or have it printed on the front page of a national newspaper, then don’t post it online.
- Anyone posting on wjffradio.org or any other WJFF Radio Catskill hosted or official social media must always uphold the values and mission of WJFF Radio Catskill and should coordinate with his/her manager or assigned WJFF Radio Catskill supervisor regarding information that he/she posts on these sites.
- Don’t pick fights, be the first to correct your own mistakes, and don’t alter previous posts without indicating that you have done so.
- Always add value. Provide information that is worthwhile. WJFF Radio Catskill’s brand is its most valuable asset. That brand is reflected by its people and by the content WJFF Radio Catskill provides, and whatever you publish will have an impact on the WJFF Radio Catskill brand.

SOCIAL MEDIA GUIDELINES — For All Employees/Contractors/Volunteers

WJFF Radio Catskill recognizes that many employees/contractors/volunteers maintain personal online social media pages. WJFF Radio Catskill trusts and expects employees/contractors/volunteers to exercise personal responsibility whenever they participate in social media. All employees/contractors/volunteers should remember that all of WJFF Radio Catskill's policies, including but not limited to its policies on harassment, nondiscrimination, and ethical behavior, can be violated through irresponsible use of personal social media. In all circumstances WJFF Radio Catskill expects its employees, contractors and volunteers to honor the principles embedded in WJFF Radio Catskill's policies. The following guidelines set out the responsibilities of all WJFF Radio Catskill employees/contractors/volunteers when participating in any social media forum or platform:

- Everyone is personally responsible for any content they post on blogs, chats, social networks, forums and other user-generated content sites. Remember that whatever you publish is public and will remain public (and searchable) for a very long time.
- Be aware of your association with WJFF Radio Catskill in online social networks. If you identify yourself as a WJFF Radio Catskill employee/contractor/volunteer, you are obligated to ensure your profile and content directly associated with you is consistent with WJFF Radio Catskill policies, WJFF Radio Catskill's brand, and how you wish to present yourself with colleagues and the public as a WJFF Radio Catskill associate.
- WJFF Radio Catskill encourages employees/contractors/volunteers to post information related to WJFF Radio Catskill programs on social media platforms. This type of promotion is an extremely valuable method to encourage our viewers to be engaged with WJFF Radio Catskill's programming. If, however, you are posting information related to your job, you must identify yourself as an employee/contractor/volunteer of WJFF Radio Catskill.
- Employees/contractors/volunteers must recognize that they can easily be associated with the WJFF Radio Catskill brand, even in their own personal capacity and when not discussing WJFF Radio Catskill. As a general rule, employees/contractors/volunteers should consider the impact and/or appropriateness of their actions in regards to their consistency with WJFF Radio Catskill's best interests. If you come across a discussion in a social media platform that is controversial in relation to WJFF Radio Catskill or its programming, it's generally best to hold back or step away. However, if you engage in such a discussion, be sure to identify yourself as a WJFF Radio Catskill employee/contractor/volunteer.
- It is very important that you **identify who you are whenever you discuss WJFF Radio Catskill or matters related to WJFF Radio Catskill**. Be clear that you are speaking on behalf of yourself and not WJFF Radio Catskill.
- If you publish content to a website outside of WJFF Radio Catskill that has something to do with subjects associated with WJFF Radio Catskill, use a disclaimer such as "The postings on this site are my own and don't necessarily represent WJFF Radio Catskill's positions, strategies or opinions."
- Always exercise good judgment and common sense. Refrain from posting or making comments that can be interpreted as slurs, personal insults, demeaning language or engaging in any conduct that would violate WJFF Radio Catskill policies or would otherwise be unacceptable in WJFF Radio Catskill's workplace. Employees/contractors/volunteers should show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory—such as politics or religion.

- Always respect the legal rights of trademark, and copyright owners. ~~and fair use laws.~~ Make sure you have the right to something before you publish it and always give proper credit for other people's work.
- Protect WJFF Radio Catskill's confidential and proprietary information. WJFF Radio Catskill employees/contractors/volunteers are prohibited from posting or disseminating content regarding or related to WJFF Radio Catskill's proprietary internal business matters and/or containing any internal WJFF Radio Catskill documents.

APPLICATION OF THE GUIDELINES

These guidelines apply to all WJFF Radio Catskill employees, volunteers and contractors who post content on WJFF Radio Catskill hosted sites and social media even when you may not be acting officially on behalf of WJFF Radio Catskill. This policy also applies to all WJFF Radio Catskill employees, volunteers and contractors who post content on personal social media sites. It is intended to be consistent and read in conjunction with other WJFF Radio Catskill policies on similar subjects. Employees, volunteers and contractors who violate this or other WJFF Radio Catskill policies may be subject to disciplinary action, up to and including termination. WJFF Radio Catskill, at its sole discretion, may change this and other policies without prior notice. Employees/contractors/volunteers should direct questions regarding this policy to the General Manager or Board of Trustees.