

Minutes of the Meeting of the Executive Committee
WJFF Radio Catskill Board of Trustees
Approved 6-18-2020
May 8, 2020 4:30pm ZOOM meeting

Committee members present: Thane Peterson *President*, Kirsten Foster *VP*, John Gordon *Treasurer*, Kathy Geary *Secretary*.

Committee members absent: none

Staff Present: Dan Rigney

Public: Angela Page, Sonja Hedlund, Dick Reisling

A quorum being present, Thane Peterson called the meeting to order at 4:32 pm.

MOTION: (Geary/Gordon) to approve the minutes of the Exec Committee Meeting of April 3, 2020.

In favor: Thane Peterson, Kirsten Foster, John Gordon, Kathy Geary

Opposed: None

Abstain: None

Dan Rigney presented the proposed 2020 Budget with three different scenarios to account for the effects of the Corona virus on our expected Income for the year. The biggest areas of concern are the listener members who pledge during three pledge drives throughout the year. The best case at \$185K and worst case at \$95K. He recommends preparing for the worst case when it comes to membership income with the possibility of cancelling one of the pledge drives. The committee agreed with this recommendation.

The other area affected is the Business Underwriting, which is the best case at \$35K and worst case at \$17.5K. Dan recommends the medium case at \$26.2 with the belief that current underwriters will continue their support and a potential for new businesses to want to expand their coverage with underwriting support for the station. The station is reviewing ways to help support underwriters and add value to their current commitments to help minimize chance of slippage/underwriters dropping their contracts and to help do what we can as a station to support our community.

These two income items represent a potential loss of \$98K, which is being mitigated by the \$112K funds received from the Federal CARES program and the \$26.6 SBA Paycheck Protection Program loan. Additionally, there is strong opinion that the members will continue to support the station, considering the positive response we have received due to our coverage of the pandemic, and the loss in income won't be as big.

MOTION: (Geary/Gordon) to recommend that the BOT approve the proposed 2020 Budget, with changes made in consideration of the Corona virus pandemic, at the upcoming BOT meeting on May 11.

In favor: Thane Peterson, Kirsten Foster, John Gordon, Kathy Geary
Opposed: None
Abstain: None

Discussion was held regarding the stations response to Covid-19 and when to safely allow volunteers to return in person to the station. The importance of testing for exposure to the virus is a critical part of the decision. We will have to decide over time how to proceed. Dan explained some of the cleaning they are currently practicing in Master control and Production to keep the broadcast equipment sanitary. Microphones are a big concern.

We reviewed a Letter of Engagement from Sickler, Torchia, Allen & Churchill CPAs. They can provide services for our annual audit and prepare our form 990. The audit committee Chair, Leila McCullough, will present a report to the BOT.

MOTION: (Geary/Gordon) to recommend that the BOT approve and accept the contract from Sickler, Torchia, Allen & Churchill CPAs, to perform our annual audit and other services, at the upcoming BOT meeting on May 11.

In favor: Thane Peterson, Kirsten Foster, John Gordon, Kathy Geary
Opposed: None
Abstain: None

Thane reviewed the agenda for the upcoming BOT meeting and asked for any suggestions. He will add an item for a closed session to discuss a personnel matter.

PUBLIC COMMENT

Sonja Hedlund – as a local business owner she is challenged to pay for Business Underwriting support during the pandemic lock down and thinks other businesses will be in the same position. She asked how can we add value to our Business Underwriting? She is concerned about local programs that are not being broadcast during this time, such as Catskill Character, Making Waves, Words and Travel segments. She suggests that we cover issues related to minorities being affected during the pandemic. Thane suggested that she refer these ideas to Program Director and Committee.

MOTION: (Foster/Geary) to go into a closed session to discuss a personnel matter at 5:35pm.

In favor: Thane Peterson, Kirsten Foster, John Gordon, Kathy Geary
Opposed: None
Abstain: None

MOTION: (Peterson/Foster) to return to an open meeting at 5:42pm.

In favor: Thane Peterson, Kirsten Foster, John Gordon, Kathy Geary

Opposed: None

Abstain: None

MOTION: (Peterson/Foster) to discontinue the job search for a Producer and Volunteer Coordinator and to approve the Personnel Committee recommendation to immediately hire Tim Bruno as the Deputy General Manager, contingent upon his resignation from the Board of Trustees.

In favor: Thane Peterson, Kirsten Foster, John Gordon, Kathy Geary

Opposed: None

Abstain: None

Motion: to adjourn at 5:46 PM (Peterson/Foster)

In favor: Thane Peterson, Kirsten Foster, John Gordon, Kathy Geary

Opposed: None

Minutes submitted by Kathy Geary, Secretary