

Minutes of the Meeting of the Executive Committee

WJFF Radio Catskill Board of Trustees

December 7, 2020 4:00pm ZOOM online virtual meeting

Approved Jan 21, 2021

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

Committee members absent: none

Staff Present: Tim Bruno

Public: none

A quorum being present, Thane Peterson called the meeting to order at 4:03pm.

MOTION: (Peterson / Geary) to approve the minutes from the previous committee meeting on 11-6-2020.

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

Opposed: None

Abstain: None

Thane reports that the annual Audit report that will be presented to the BOT at the next meeting on Dec 9 will show a loss for the year. This is because expenses for Liberty and included with the operating budget. He will mention this prior to the presentation at the meeting.

MOTION (Geary / Peterson): to go into closed session at 4:20pm to discuss a Personnel matter.

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

Opposed: None

Abstain: None

MOTION (Geary / Gordon): to return to an open session at 4:30pm.

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

Opposed: None

Abstain: None

MOTION (Foster / Gordon): to recommend to the full BOT that we give a year end bonus to our full-time staff in recognition of their efforts in the past year.

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

Opposed: None

Abstain: None

For 2020 we will probably have a surplus of \$89k and need to address how to manage this money. Suggestions were made to allocate \$10K for ongoing capital improvements including: new logo design, FCC license purchase, broadcast tower position tests, ENCO

broadcast software upgrade \$2 – 3K since last update in 2003, Honesdale studio needs a printer, Honesdale studio needs a phone connection for interviews. The BOT will be asked for further suggestions.

Tim Bruno reports that the Jeff Bank Line of Credit of \$225K for the Liberty property construction is approved and complete with closing costs of \$2750. We have 36 months to repay and funds spent from the line of credit.

Tim Bruno reports that BOCES students are currently working at the Liberty property, depending on their class schedule. There are students from environmental and construction trades. Their work is being donated as In-Kind work.

The Capital Campaign Case draft is ready and the work group meets on Dec 8. The first donor contacts have been made. Denise Frangipani from Sullivan Renaissance has expressed interest in getting involved.

Thane Peterson reports that research is still being done regarding: the purchase of Broadcast licenses that will be available in 2021; potential sale of the translator we own in Monticello; tests concerning the positioning of the transmitter on the Goosetown Tower. He will introduce these ideas to the BOT at the meeting on Dec 9.

Discussion was held regarding the work being done by the Strategic Planning committee and the recent documents distributed to the BOT. There are two areas being addressed: the five-year vision plan; a work project schedule for the BOT and Staff. Consensus is that the work project is overly complicated and might burden both the staff and the BOT committees. It will be suggested that each committee establish 3-4 goals for the year and check in on them mid-year.

Public Comment

none

MOTION: (Foster/Peterson) to adjourn at 5:09pm.

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

Opposed: None

Abstain: None

Minutes submitted by Kathy Geary, Secretary