

Minutes of the Meeting of the Executive Committee

WJFF Radio Catskill Board of Trustees

July 16, 2020 11:00am Phone conference

Approved on Sept 22, 2020

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

Committee members absent: none

Staff Present: Dan Rigney

Public: none

A quorum being present, Thane Peterson called the meeting to order at 11:02am.

MOTION: (Foster/Geary) to approve the minutes of the Exec Committee Meeting of June 18, 2020.

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

Opposed: None

Abstain: None

Board Committee Assignments

The results of the committee selections made by the board members were discussed. Some of the DCOC committees have been consolidated to reduce the number. The idea of having an Underwriting work group was considered and it was decided to include that work as a function of both the Finance and DCOC Fundraising/Grants committee. Since Jeff Barnes requested both those committees, we suggest that he serve as the point person for this work. Every member is being asked to serve on 3 committees, except Judith Schwartzstein is on 2 committees. Additional public members will serve on DCOC and Facilities.

MOTION: (Geary/Gordon) to assign all Board members to the committees as indicated below and present the results to the full board at the meeting on July 20.

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

Opposed: None

Abstain: None

Executive	Nom & Gov	Finance	Audit	Personnel
Thane	Amy	John	Leila	Sally
Kirsten	Kevin	Jeff*	Angela	Kevin
John	Kathy	Kirsten	Brad	Judith
Kathy	Sally	Mike	Clay	Duncan
	Angela	Kathy		Clay
				Jeff

DCOC				Facilities	Strategic Planning	CAB Liason
Events	Fundraising / Grants	Digital Marketing	Membership			
		Judith		Thane	Clay	Angela
Amy	Jeff*	Kirsten	John	Mike	Mike	
Brad	Kevin	Duncan		Leila	Sally	
Leila		Amy			Thane	
		Brad			Duncan	

Recommended Interim Chairs: for each committee shown in BOLD.

Interim Chairs are asked to call the first meeting and the Committee will then vote on permanent Chair at first meeting.

*Business Underwriting: Executive Committee elects Jeff Barnes to be the Point Person on Underwriting, liaising with Finance, DCOC and Station Staff to help execute this goal

Finance reports

The finance reports from 7-16-2020 were reviewed. They will be revised to reflect the approved 2020 budget with \$112K being listed as a separate income line item for the one-time CPB Cares Grant. The Government Grants budget remains at \$96.6K, our annual CPB grants.

The SBA PPP Loan of \$26K shows as an income item of \$0 until the repayment is forgiven. It is not listed under expenses as a loan. We will review how this item should be recorded in the books. The PPP loan period has been extended to 24 weeks of expenses. Our June finance reports show \$30K in applicable expenses for April 28 – June 16, so we have met that threshold.

Quiet Fund Drive

The fund drive is in progress and Dan Rigney reports that \$11K has been received by mail and online from 120 people. A mailing was sent to past donors who have given challenge grants. There will be a Presidents Challenge for matching funds from Thane Peterson, Pat Pomeroy and Jim Lomax. John Gordon has setup a Ramble Tamble challenge grant of \$1,000. The challenges will be presented on the website and shared on social media. Any businesses donating funds for a challenge will be tagged on social media. All online contributions are listed on the website with the contributor's comments and amount donated.

Business Underwriting

Dan Rigney was supposed to deliver a written strategy for Business Underwriting to the Exec Committee two weeks ago. He agrees to prepare a written strategy and present to the committee within one week. Currently Tim Bruno is making the initial contact with

new potential underwriters by phone. As of today, we have received \$9K in underwriting with a budget target of \$26K for this year.

Liberty Project

Thane Peterson has prepared a summary of the plans for three-phases of construction for the building in Liberty with a total budget of \$450K. The plan will be presented at the orientation for new members and to the full board on the meeting of July 20. The plan includes a Line of Credit of \$225K from Jeff Bank to cover expenses for completion of this project. The 2019 NY State grant of \$150K has been approved but we are still waiting for written certification. Under the terms of the grant, we have three years from the date of certification to complete the project.

MOTION: (Peterson/Geary) to recommend to the BOT that we accept a \$225K Line of Credit from Jeff Bank for completion of the Liberty project with the understanding that the funds will not be accessed until the certification from the 2019 NY State grant is received.

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

Opposed: None

Abstain: None

MOTION: (Gordon/Peterson) to adjourn at 12:03pm

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

Opposed: None

Abstain: None

Minutes submitted by Kathy Geary, Secretary