

WJFF Radio Catskill Board of Trustees

Minutes of the Meeting of the Executive Committee

September 10, 2021 9:00AM ZOOM online virtual meeting

Committee members present: Kirsten Harlow Foster *President*, Sally Stuart *VP*, Kathy Geary *Secretary*, Duncan Cooper *Treasurer*

Committee members absent: none

Staff Present: Tim Bruno

Public: Barbara Demarest (Trustee)

A quorum being present, Kirsten Foster called the meeting to order at 9:03am.

Liberty Station

Kirsten, Tim and Duncan met with Collier Construction recently, who are still working on a GMP Gross Max Price to present to the Station for Phase 2. It might increase the bottom line for the project to \$1M, which includes all of Phase 1 expenses already incurred as well as \$250k of investment in hardware and software that will transform the station from analog to digital functionality. The committee had an in-depth discussion on the costs of this project as well as how and if the Station should consider meeting these costs by taking on debt from Jeff Bank. Tim and Duncan are engaging the bank to explore options to potentially increase the current construction loan as well as convert this loan into a mortgage at the end of the project. All of this work is informative at the moment and will be presented to the Board for consideration once more information on potential costs as well as financing options are known.

The largest construction costs come from the mechanical engineering plans related to HVAC and backup generators. The Committee agreed to look for independent parties who may have expertise in this area and provide some consultation on options to move ahead more conservatively. Alan Gehry's office had offered to consult in broadcast operation two years ago, and so Kirsten agreed to reach out and see if they would provide their expertise in this field and offer any suggestions. We will canvas NFCB for suggestions for a mechanical engineer to review our plans.

We are confident in the \$250K quote for the digital equipment and implementation from DNAV and will make a motion for the BOT to approve the expense and sign the contract. We expect DNAV will be available for installation in Q2 2022.

Board Meeting Agenda

The Committee also reviewed the agenda for the September Board meeting and discussed the most important items that should be discussed by Trustees at that time.

Strategic Planning Work Group

Sally says the SPWG will present the final draft of the Strategic Plan to the Executive committee for review prior to presenting it to the full BOT. Discussion was held about different approaches, for instance how financial goals are handled in the report, or staffing recommendations.

MOTION: (Geary / Foster) to approve the minutes from the executive committee meeting on 7/9/2021.

In favor: Duncan Cooper, Kirsten Harlow Foster, Kathy Geary, Sally Stuart

Opposed: None

Abstain: None

MOTION: (Geary / Foster) to approve the minutes from the executive committee meeting on 7/30/2021.

In favor: Duncan Cooper, Kirsten Harlow Foster, Sally Stuart

Opposed: None

Abstain: Kathy Geary (absent)

Public Comment

None

MOTION: (Foster/Cooper) to adjourn at 10:01AM

In favor: Duncan Cooper, Kirsten Foster, Kathy Geary, Sally Stuart

Opposed: None

Abstain: None

Minutes submitted by Kathy Geary, Secretary