

WJFF Radio Catskill Board of Trustees
Meeting Minutes of the Executive Committee
October 18, 2022 at 9:30am

Virtual meeting

Approved 11/28/2022

Committee Members Present: Duncan Cooper, Kirsten Foster, Clay Smith, and Sally Stuart

Staff Present: Tim Bruno,

Public: none

A quorum being present, Kirsten Foster called the meeting to order at 9:33am.

MOTION to approve minutes from the Executive Committee meeting on September 2, 2022. (Stuart / Foster)

In Favor: Duncan Cooper, Kirsten Foster, and Sally Stuart

Abstained: Clay Smith as he didn't attend the meeting

Opposed: None

The Committee discussed committee priorities and progress. Members shared updates and next steps. The audit Committee reviewed the 990, shared it with the full board, and it has been filed. Tim is completing the online CHAR 500.

Tim updated the committee on progress in hiring a replacement for Kit Hulit who will be finishing up in November. There is a strong local candidate under consideration and the job announcement has been posted on the CPB site. The personnel committee will meet with the local candidate in November.

The Community Awards event is on 10/20 and Tim will send a final push email later today. Sally mentioned that events are selling closer and closer to the event date. It is important to push hard in the final days before an event.

The 2023 budget process is underway. Duncan will speak with Michael about health insurance costs. And he will present the budget timeline and year to date financials at the board meeting.

There is an unanticipated durable equipment expense that will need to be approved by the board. The transfer to CFOS will take place in the next few weeks. Kit Hulit will review past board meeting minutes for any investment guidelines/policy that may need review or revision.

Sally will update the board on the recent CPB noncompliance letter and stress the need to follow best practices and meeting protocols to comply with CPB requirements. Areas for greater consistency include:

- Announcing and posting meetings a week in advance or more,
- circulating the meetings agenda and circulates several days in advance and asks for additions from committee members,

- sharing draft minutes with the committee within a week of the meeting and requesting revisions,
- sharing minutes and materials for the board packet,
- sending approved minutes to Sally for posting and including in board packets

The agenda for the October 24th Board meeting was finalized.

MOTION to adjourn at 10:27am (Cooper/Foster):

In Favor: All in favor

Opposed: None

Abstaining: None

Submitted by Sally Stuart, Secretary