

**WJFF Radio Catskill Board of Trustees**  
**Meeting Minutes of the Executive Committee**  
**October 27, 2023 at 9:00am**

Online Meeting

**Committee Members Present:** Katie Childs, Duncan Cooper, Kirsten Foster, and Sally Stuart

**Board Members Present:** None

**Staff Present:** Tim Bruno

**Members of the Public:** None

Approved December 8, 2023

A quorum being present, Kirsten Foster called the meeting to order at 9:02am.

Discussion of best format for Board of Trustees meetings

There was discussion of how to best structure Board of Trustees Meetings to drive engagement at the board and committee levels. It was decided to pivot from our current structure of committee and staff updates, and instead trial a new format in which agenda topics are based on upcoming events, deadlines and tasks, and are accompanied by a clear call to action for each committee. Committee and GM updates will be included in the board packet in the form of meeting minutes, and there will be opportunity for the board to raise questions at each meeting based on the updates received.

Discussion of Overall Goal for the Board of Trustees

It was noted that the board has performed well in the past when tasked with a large, overarching goal, such as the station move. There was discussion that the next large goal that the committees of the board should address is to create a strategy for growing the WJFF audience.

Station Updates

Tim reported that the translator sale has been approved and that it is time to review and renew the staff health insurance plan.

Duncan updated on progress toward the 2024 budget.

Tim Bruno exited the meeting at 9:55am

**MOTION** to approve the minutes from the Executive Committee meetings on 09/01/23 (Stuart/Foster)

**In Favor:** Katie Childs, Duncan Cooper, Kirsten Foster, Sally Stuart

**Abstained:** None

**Opposed:** None

Sally Stuart exited the meeting at 10:10am

November 6, 2023 Board Meeting

Kirsten will introduce the new meeting agenda format.

Tim will lead an update on the translator sale and point to the programming update in the board packet.

Katie will update the master calendar with key deadlines for compliance.

Duncan will lead an update on the budget process for 2024 and next steps.

The meeting will focus on how the board can best support the following events and pending tasks:

- Fund Drives based on the results of the recent Fall Fund Drive
- Music Sale
- 2024 Budget
- Year End Appeal

We will introduce the large-scope initiative of growth of the WJFF audience and ask that committees begin to work through specific next steps.

**MOTION** to adjourn at 10:48 am (Childs/Foster)

**In Favor:** Katie Childs, Duncan Cooper, Kirsten Foster

**Opposed:** None

**Abstaining:** None

Submitted by Katie Childs, Secretary