

WJFF Radio Catskill Board of Trustees
Meeting Minutes of the Executive Committee
January 2, 2023 at 10:00am

In Person meeting at the home of Sally Stuart
Approved 2/18/23

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 10:02am.

MOTION to approve minutes from the Executive Committee meetings on 11.28.22 and 12.16.22.
(Foster/Smith)

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

Abstained: None

Opposed: None

We recommend deciding on any yearend bonuses in November or early December this year. The Executive Committee will set up a reminder and coordinate with for their input Personnel Committee. At the board's next meeting Kirsten will update in executive session.

The Committee discussed the strategic plan tracking document and decided to simplify it and to ask for verbal updates during the board meeting next week and if committees need any further time the deadline for updates of progress against strategic plan goals and actions will be the February board meeting. Then Executive committee and Tim will put it together all progress in one document and share it with the board. We need to recognize that many committees have responsibilities and work that is not included in the strategic plan.

The January meeting will be all remote. Tim will update the calendar invites.

Facilities committee is focusing on the opportunity to add new frequencies. We haven't had a big picture strategy discussion about whether to invest more in broadcast versus digital transmission and if broadcast, then what considerations should inform the decisions about the possible new frequencies. It would be good to have this discussion at the February board meeting. We will need to prepare for this meeting and pull together an analysis of projected costs.

Tim explained that we have no back up for our transmitter. It is best practice to have a backup and the current one could be the backup. Fifteen years is the average lifespan for a transmitter. The current one was purchased in 2008. A new transmitter is estimated to cost \$32,752.90.

As part of improving our security system at the Liberty studios, we will install motion detectors and keypads to complement the existing fire alarm system. That cost is \$1,600. This is a one-time expense.

The Studio To Transmitter Link installation is now complete and is operational, strengthening our signal.

Motion to approve spending \$1,600 for upgraded security for motion detectors (Cooper/Foster)

In Favor: All in favor

Opposed: None

Abstaining: None

The year end fundraising appeal exceeded budget.

MOTION to adjourn at 10:50 am (Stuart/Foster):

In Favor: All in favor

Opposed: None

Abstaining: None

Submitted by Sally Stuart, Secretary