

**Minutes of the meeting of the  
WJFF Radio Catskill Nominating and Governance Committee  
October 29, 2019 at 6:00pm**

Meeting conducted by conference call

**Trustees Present:** Steve Davis, Kathy Geary, Tim Bruno, Sara Stuart, Clay Smith

**Trustees Absent:** Caitlin Wilson

**Staff Present:** None

**Members of the public:** None

A quorum being present, Steve Davis called the meeting to order at 6:01pm.

**A. OLD BUSINESS**

1. Approval of minutes from September 23, 2019 N&G meeting (attached)

Members of the Committee reviewed the minutes.

**Motion:** To approve the minutes of the September 23, 2019 N&G meeting.

(Kathy / Steve)

In favor: Tim Bruno, Steve Davis, Kathy Geary

Opposed: None

Abstaining: Clay Smith and Sara Stuart (not present at Sept 23 meeting)

Additional note from Tim: Minutes from the June 2019 N&G meeting have been approved by the old Committee, have been submitted to staff, and were submitted for posting

2. Yearly assessment of the BOT by N&G revised [V2] for approval (attached)

The Committee discussed the assessment and agreed on final revisions, see attached.

**Motion:** To approve, to satisfy the 2018-2019 requirements of this committee as stipulated in the By-Laws, the Yearly Assessment of the BOT prepared by the N&G Committee for the BOT serving 2018-2019. (Kathy / Steve)

In favor: Tim Bruno, Steve Davis, Kathy Geary, Clay Smith, Sara Stuart

Opposed: None

Abstaining: None

**B. Public Comments**

None

**C. New Business**

1. Policy manual updates:

- a. Program Committee

- i. A review by Steve of Kit's summary of past policy decisions shows that no changes have been made regarding the Program Committee. The Program Committee guidelines from the 2012 Policy Manual have not been updated or changed. Since there were no policy changes or additions noted in Kit's summary the policy as currently written is in effect and should be adhered to. The policy currently states "The Program Committee is appointed by the BOT to work with the station manager in arranging WJFF's broadcast schedule and in selecting and evaluating its programming. The committee meets regularly to review network and locally produced programs, as well as new program proposals submitted by volunteers. Its members serve one year terms that are up for renewal each June." Steve read this as quoted from page 8 of the policy manual.
- ii. N&G will review this further in light of the hiring of a Program Director, investigate relevant CPB requirements, and begin a process of drafting an updated policy to bring to the BOT, the Personnel Committee, and staff.

## 2. Elections

- a. Steve noted that Angela mentioned a decision for "a board member and assistant manager to count votes in volunteer elections." The Committee should look to see if this was a change in policy. Beyond this, there were no policy changes made on elections.

## 3. Self-Assessment survey for Board of Trustees

- a. The committee previously decided to conduct a Self-Assessment Survey of the Board of Trustees. To develop the survey:
  - i. Tim will share copies of the old surveys and their goals
  - ii. Steve will draft an updated version for review and editing by the Committee

## D. Public Comment:

None

## Next Meeting Dates:

- Monday, November 18 at 6:00pm
- Monday, December 16 at 6:00pm

**Motion:** To adjourn the meeting at 7:28pm.

In favor: All

Opposed: None

Abstaining: None

*Submitted by Clay Smith*