

12/15/20 — WJFF Board of Trustees Personnel Committee
(Online Zoom meeting)

Committee members present: Sally Stuart, Clay Smith, Duncan Cooper, Kevin Cooke, Judith Schwartzstein

Non committee member trustees present: Thane Peterson

Staff present: Tim Bruno

Committee member absent: Jeff Barnes

Quorum being present, call to order at 10:04am

Motion: Approve minutes from 10/27/20 (Cooper, Smith). All in favor

Policy organization issues: Tim raised this issue, and we all agree that the station needs a policy manual and digital file structure — flagged this as something that he needs board support on. Last year Kit made a list of policies passed by the board that Nom & Gov was intended to finalize last year, but didn't. Tim will share Kit's work w/ this committee to help finish.

We discussed Q4 GM goals, as created by Tim and Sally, and these preliminary goals for 2021:

- *Determine Full Time Staffing Needs*
- *Set Phase 2 construction dates/timeline and Secure contractor for Liberty Phase 2 Construction*
- *Secure Engineer Contractor (Nick Straka) for Digital Equipment Purchasing and Install*

Sally also outlined the committee's goals for 2021:

- *Q1 conduct the GM's six month review and set goals for the rest of 2021*
- *Q2-3 give advice to the GM on revised job descriptions and staff review process*
- *Q2-3 give advice to the GM on employee hiring*
- *Q1-4 respond to and resolve any employee grievances and advise the GM on any other personnel/volunteer matters as needed*

Motion: To end the meeting at 11am (Stuart, Cooper). All in favor