

5/21/21 — WJFF Board of Trustees Personnel Committee  
(Online Zoom meeting)

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

Staff present: Tim Bruno

Public present: Sonja Hedlund, Barb Demarest

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**Quorum being present, call to order at 1:04am**

**Motion: To approve the minutes from 3/25/21** (Schwartzstein, Stuart) All in favor.

Tim discussed his draft of reopening plan, which would govern re-opening of the station to volunteers. He expects this to happen the week of May 31<sup>st</sup>. The committee provided feedback. The main question was whether to require proof of vaccination to enter the station, as called for in the draft. Tim will move forward with the policy as is, and the committee will revisit next month, in particular whether (and if so, how) to accommodate people who are not vaccinated. Committee members will do research on policies related to travel and policies at other radio stations with volunteer on-air hosts.

Tim and Barb shared some of their work on a new and improved Volunteer Handbook, which was last updated more than eight years ago. Sally will share the new draft next week and the committee will provide any feedback next meeting.

At the last meeting of the committee there wasn't a quorum, but committee members spoke with Tim about his goals and metrics for them. His 2021 goals for Q2-4 have been finalized. Tim's next review will be in early 2022 and going forward they will be once a year.

The next meeting will be on June 17th.

**Motion: To end the meeting at 1:44pm** (Cooper, Smith) All in favor.