



**WJFF Radio Catskill Board of Trustees**  
**Meeting Minutes of the Personnel Committee**  
**May 15, 2024 at 5:06pm**

Meeting Location (Online Meeting)

*Approved on: 6/24/2024*

**Committee Members Present:** Jeff Barnes, Amy Brightfield, Pete Madden, Krissy Smith, Clay Smith

**Board Members Present:** Jeff Barnes, Amy Brightfield, Pete Madden, Krissy Smith, Clay Smith

**Staff Present:**

**Members of the Public Present:**

A quorum being present, Amy Brightfield called the meeting to order at 5:06pm.

**Notes:**

Committee met prior to scheduling Tim Bruno (GM) annual employee evaluation. Decided on two possible dates for Tim's evaluation: May 29th or 30th at EOD (4 or 5pm). Will loop in Kirsten and Sally as they had expressed a desire to attend the review as well.

Discussed whether or not there is a minimum number of meetings required by the bylaws for each committee to hold. Noone had heard of this. There had been confusion because our last meeting (January 18th) had not been documented and the Exec Board thought we hadn't met since November. Has been rectified.

Discussed Tim's evaluation (he has filled his portion out). Committee will look the document over, along with Tim's answers, and gather their own notes and comments. Comments due EOD Sunday.

General discussion of Tim's answers and our collective responses: everyone was in agreement that the expansion of local news has been a big win for the station. Time to

connect this to a real strategy and set 3 and 5 year goals for the newsroom. What are the nuts and bolts of this new phase for the station- let's get specific on strategy.

Discussed the website and social media strategies as places for improvement.

We need to know if all the job descriptions are up to date. Can Tim please review this and get back to us by June 5th?

General Discussion of diversity at WJFF vis a vis programming and outreach. How do we reach these communities (outside of partnering with local nonprofits and organizations- which we are already doing)?

It was noted that in Tim's evaluation we'd like to ask him how he wants to grow?

**MOTION** to adjourn at 5:58 pm (\_\_\_y5\_\_\_/\_\_\_n0\_\_\_)

**In Favor:** Unanimous

**Abstained:**

**Opposed:**

Submitted by: Amy Brightfield