

Minutes
WOMR Board of Directors Meeting
5 PM, April 4, 2018
WOMR, Davis Space, 494 Commercial St, Provincetown, MA

In Attendance: Ira Wood, John Braden, Fred Boak, Justine Alten, Dave Wilber, Marcy Feller, Tony Pierson, John Yingling, Sheila House

Regrets: Seth Rolbein, Breon Dunigan, Rick Sigel, Susan Lindquist, Bruce Bierhans

Meeting called to order at 5:00pm

Public Comment: none

Minutes: Tony moved to approve January BoD minutes, Sheila seconded, approval was unanimous (7-0-0)

Finance Committee report: attached
quick summary: compared to last year, income is down (we've lost underwriter Orleans Toyota), and expenses are up, but in line with y2018 budget

Executive Director's report: attached

Anti-Harrasment Policy: a new anti-harrasment policy, drafted by the Policy Committee, was presented. There was some discussion as to how it should be distributed to everyone; consensus was that Staff would handle distributing the policy to Volunteers, and that it would be included in updated policy binders, and presented at the Annual Meeting. John pointed out that at some point CPB funding will require training of staff, officers, and interns. It is unclear at this time whether station volunteers are considered "interns" to the CPB.

John Y moved to approve the Anti-Harrasment Policy draft and add it to the WOMR Policies, Marcy seconded, approval was unanimous (7-0-0)

BoD Reorganization: Vice President: no real discussion, although it was clarified that Susan and Ira leave the BoD due to term limits in Nov 2019 and that John Y, Seth, and Sheila leave in Nov 2018.

Update: Outreach: Volunteer Coordinator? Development Director? Staff were asked "if we hired a new staff member as volunteer coordinator, what tasks would we want them to do?" They came up with about a dozen activities in need of more time & effort [attached]

Tony pointed out that the task list did not mention outreach or marketing and asked what sort of job description that provides the most value to the station?

Someone [*sorry, I missed who said it, maybe Tony? - FB*] pointed out that some items on the list possibly could be handed by an intern or volunteers.

Several BoD members expressed that finding the right person could be difficult and that we have to

be very careful in writing the job description. Justine suggested that the ideal position for WOMR would be marketing/outreach that includes volunteer coordination. John Y asked if we're really looking for an assistant to the Exec Dir.

Tony pointed out that there are proposed job description in place, but we need more discussion to determine the priorities of the BoD and just what position we require.

Dave said that the various aspects we're looking for (Communications, Marketing/Outreach, Training, Volunteer Recruitment) require different qualities in a job candidate.

Tony will lead a discussion at the next BoD meeting (June 6): Is it time to spend more on a higher-level Development Coordinator or should we make a lower-level hire?

BECC Update - Tony

As of now, approx \$97k in donations.

We have suspended the on-air appeal so as not to conflict with the Spring Pledge Drive. Checks have slowed, which was expected. We are waiting on grant announcements (expected in June).

We have a goal of contributions from 100% of volunteers, currently at 35%

A direct marketing campaign will launch in May, to be prepared in April

Dave will spearhead training in approaching people to ask for larger donations.

Future Agenda Items: John Y requested that we discuss past BoD Presidents being invited to BoD meetings and welcomed to participate ex-officio

Next BoD meeting:

Wednesday, June 6, 2018, 5pm at WOMR, David Space, 494 Commercial St, Provincetown, MA

Meeting adjourned at 6:03: Sheila moved to adjourn, Marcy seconded, approval was unanimous (8-0-0)

Minutes by Fred Boak

April 4, 2018
WOMR Finance Committee Report

Cash Flow:

Balances are as of 3/31/2018

	<u>2018</u>	<u>2017</u>	<u>difference</u>
Checking	\$33,805	\$17,432	+16,372
Reserve (Money Market)	\$32,559	\$14,442	+18,117
LOC	\$15,000	\$14,998	+2

Pledge Drive:

Reported by Executive Director

Income (*Through 3/31/2018*)

Income is down <1% over previous YTD -\$1,009

Upon review it was determined that we are in-line with the FY18 budget

Expenses (*Through 3/31/2018*)

Expenses are up 4% previous YTD +\$8,499

Upon review it was determined that we are in-line with the FY18 budget

Other issues:

None

Submitted by,
Rick Sigel, Treasurer
April 4, 2018

Report of the Executive Director

Meeting of the Board of Directors of WOMR/WFMR

Wednesday, April 4, 2018 – 5:00 PM

Spring Pledge Drive:

Dates for the Drive are 4/6-4/19. *Please use the sign-up sheets to help DJs across the calendar.* To date we have received \$24,586 in pledges toward the Spring Drive (as of Friday the 30th).

Upcoming Events & Outreach:

- Awkward Disasters & Inappropriate Opinions comes to the Cultural Center of Cape Cod on April 26 at 7:30 pm.
- In the Pocket at the Academy Playhouse, April 28.
- Blue Skies on the Hill Music Series at the Academy Playhouse April 7 through May 12.

Septic System Pump:

The bill came in for the repairs made last month: \$3,900.

Building Committee/Basement Issues:

The water has abated and the Building Committee met this past month to tour the basement and talk about some other issues that have come – mostly small stuff. Jeff Scott, a contractor who is a member of the committee has offered to remove the rest of the debris from the basement, we still need to talk about a plan. We still need to have a sump pump installed as well to address any future flooding.

SCORE Award:

The Provincetown Chamber of Commerce has selected WOMR to receive the SCORE (Counselors to America's Small Business) *Build a Better Mousetrap Award* at a breakfast ceremony in West Yarmouth on May 10. This award is selected yearly by Chambers across the Cape and Islands "in recognition for growing a business that has not only survived the first years when most businesses fail, but has also become a recognized member of the Cape Cod business community". A press release by SCORE will be distributed before the event.

Possible New Tenant:

I mentioned the interest a communications equipment contractor took in the Schoolhouse over the last two months to install a device that would divert civilian communications traffic during a national emergency or incident. The representative explained that the device would need line of sight to the North Atlantic. As observed by the staff at our of our staff meetings, the Schoolhouse does not actually look out over the Atlantic Ocean being on the wrong side of the peninsula, the engineer who came to assess the building made the same

observation. He also had a full list of alternatives he was going to look at. It's not likely this piece of equipment will be installed here.

Community Advisory Board Meeting:

The CAB will be meeting on Saturday the 31st – before the date of the board meeting and after writing this draft. Feedback will be forthcoming.

Upcoming Meeting Schedule:

- **Spring Pledge Drive:** April 6-19
- **Capital Campaign Committee Meeting:** TBD
- **Personnel Committee:** Needs to be scheduled
- **Events Committee Meeting:** April 11 at 6:30, Orleans Bowling Center
- **Program Committee:** April 18 at 4:00, Eastham Library

Summited March 30, 2018
John Braden, Executive Director