

WPFW Regular LSB Meeting February 10, 2021

Teleconference via Zoom Washington, DC

Arthur McCloud – Chair, Dennis Williams – Vice Chair

Nick Arena – Treasurer and Ellen Williams Carter - Secretary

I. Call to order started at 6:35pm

II. Roll call

17 - Members that were present: Craig Hall, Dennis Williams, Eileen Rosin, Ellen Williams Carter, Julie Hewitt, Louis Wolf, Marsha Coleman Adebayo, Vanessa Dixon-Briggs, Wayne Bruce, Arthur McCloud, Tim Willard, Kathleen Maloy, Sabooh Hikim, Nancy Sorden, Ron Pinchback, Thomas O'Rourke, Thomas Blanton, and Lucille Perez, Martha Peterson

2-Excused absence: Donna Grimes, Nick Arena

1-Unexcused absence: Jay Winter Nightwolf

Nancy Sorden termed out.

Timekeeper: Dennis Williams Sergeant at Arms: John Tatum

III. The agenda was approved. Approved

IV. The January minutes approved.

V. Management Reports

Jerry Paris, General manager stated,

Broadview phone company alleged that WPFW owes them \$5500. WPFW changed phone services because there were problems with the phone system. The station lost \$1500 during a pledge drive because the phone system wasn't working. The new phone system saves the station \$65 a month. The transmitter is in good health. Presently, meeting with a few major donors. Martha Peterson is bringing Jerome Page to the station to help with development. Martha emphasized that he is volunteering his services. The GM stated that he has permission from the IED to hire a development director. On Friday, there was an incident where the signal was intermittent. There were outages in the area. The winter pledge drive begins February 15 and ends on March 7. The goal is \$300,000. Pacifica received the second PPP loan to help make the payroll. Programming is great.

Question: Craig asked about the HD channel. GM stated they could meet to talk about it.

Katea Stitt, Program Director stated,

The pledge drive goal is \$300,000. The theme for the pledge drive is, **WPFW: Building a Better World One Broadcast at a Time**. Special programming is planned during the drive to celebrate Black History Month. BLM masks will be offered as premiums. We may offer hoodies. WPFW joined WBAI and broadcasted special programming for the inauguration. The station gave ten-minute updates regarding the impeachment trial. WPFW participated in the opening of the new Walt Whitman clinic. We will present special programs for Women in March. She will train LSB members who are interested in being pitch partners during the pledge drive. WBAI and WPFW are doing National programming together.

VI. Finance Committee Report (submitted a written report: See Attachment A)

Julie stated,

The station needs to do well in the pledge drive. The station is a little behind on the budget (see attachment A). A major donor is coming in a couple of months with a donation. Julie stated the finance committee meets the 2nd Monday of each month.

Question:

Arthur asked, "Please explain the fluctuations of the internet and cable bill." Jerry said it will go down soon. Arthur asked about the utility bill. Jerry said that refers to the antenna. Arthur stated that he was referring to the other Utility Bill annotated under "Office Utilities" on Nick's Finance Report. Arthur stated that office utilities are included in the rent and should not have any figures there. Jerry stated that he would get back to the LSB on this matter.

VII. Community Comment

Ramone said thank you Jerry for the information he shared about DCTV.

Betty Shaw said that she had a very strange conversation with a native DC individual that did not know about WPFW. She said that we should give out cards. Jerry said there are postcards that we can make available.

VIII. PNB Report

Ron stated,

The PNB is in transition. New Day has submitted emails to Pacifica stations' members.

IX. Outreach and Development (submitted a written report: See Attachment B)

Martha Peterson, chair,

She submitted a resolution concerning WPFW premiums available during the pledge drive.

Outreach & Development Committee Resolution

The Outreach & Development Committee would like to codify the period of time between when a pledge is made during a fund drive and the promised gift from the station is received by the public. It is hoped that this resolution shall clarify the time frame that the public can expect to receive its gift. The gift shall also include a note of thanks from WPFW expressing appreciation for the donation and its tax deductible information.

It was decided that the resolution should be discussed with management before it is voted on. The 5K Walk/Run has been approved by management for June 2021.

X. Programming Committee (submitted a written report: See Attachment C)

Acting chair, Thomas O'Rourke stated,

The Program Director, Katea Stitt attended the meeting. They discussed the LSB show. Arthur will host the LSB show in February. The Program Director gave the LSB the assignment to listen and critic the Programs from February 4th to the 11th. It was stated that the LSB approved that the program committee would do the management evaluation document but not the evaluation.

XI. Communication Standards and Enforcement Committee

Chair Dennis Williams stated,

They are accepting new members.

XII. Unfinished Business

Lou stated he has a list of 47 progressive foundations. He said they may be interested in providing funding for WPFW.

XIII. New Business

Arthur read a letter that he wrote and sent to Annette and a \$50 gift certificate.

Arthur McCloud chair, shared items discussed during the Officer's meeting:

- Deadlines for submitting committee reports and agenda items
- Committee reports should state the purpose of the committee/mission
- Each LSB member must join one sub-LSB committee
- Establish a Committee for the purpose of evaluation of the PD & GM during a fiscal year
- Vote on a \$50 annual LSB personal budget as needed for Zoom, gifts, fundraising, etc.
- Switch Community Comment to 8:00pm until 8:30pm
- The Chair will meet with each committee chair
- He is available for calls from 1:00pm to 5pm.

XIV. Adjourn the regular meeting 9:11pm

Arthur McCloud, Chair adjourned the meeting

Minutes submitted by: Secretary, Ellen Williams Carter

Finance Committee Report (Attachment A):

WPFW Finance Committee Report - Monday, February 9, 2021

1. Station Cash Flow Update: Bank Balances were \$72K as of January 31. Additional major donor gifts are expected in January thru March. The Winter Pledge Drive will run Feb. 15 to Mar. 7 with a goal of \$300K. LSB members are encouraged to assist with pitching and other assistance during this drive. Off-air and other types of fundraising are still needed due to shortfalls in 2019 and 2020. Certain LSB members and the General Manager will be discussing new grant opportunities and foundation going forward.
2. 2021 Budget Revenue and Expense Updates: Financial statements are being provided by NETA, the interim CFO to Pacifica who also is providing accounting support to the Station. November statements were available at the time of the report.

PNO estimates that WPFW past due Central Services payments for FY20 are approximately \$94K. Additional payments for other expenses from FY19 are estimated at \$180K. Three large major donor contributions budgeted for November, December and January are now expected February thru April. This is the majority of the shortfall in the Estimated Actual FY2021 Budget to Actual provided below:

WPFW FY2021		
	<u>Budgeted Income</u>	<u>Actual Income</u>
October	230,175	212,445
November	112,304	108,442
December	243,510	129,471
January	109,862	80,628
YTD total	695,851	530,986
Difference		(164,865)
	<u>Budgeted Expense</u>	<u>Actual Expense</u>
October	126,812	144,641
November	131,588	143,103
December	127,844	125,166
January	126,196	98,140
YTD Total	512,440	511,050
Difference		(1,390)
Total Difference		(163,475)

Outreach and Development Committee Report Attachment B:

February 2021

Topics of Discussion:

1. WPFW Walk to Combat Covid-19: A proposal to sponsor a fundraiser in June 2021 titled the WPFW Walk to Combat COVID-19 was discussed. Participants will choose to walk or run each day for a week in a park, on a trail, around the neighborhood, etc. A request for approval of the fundraiser was sent to Management. It was approved.

2. As stated on WPFW airwaves, gifts offered during a pledge drive will be delivered to their donors within 4 to 6 weeks. To ensure that this statement is adhered to, The O & D Committee prepared a resolution to present to the LSB for approval. The resolution reads as follows:

Outreach & Development Committee Resolution

The Outreach & Development Committee would like to codify the period of time between when a pledge is made during a fund drive and the promised gift from the station is received by the public. It is hoped that this resolution shall clarify the time frame that the public can expect to receive its gift. The gift shall also include a note of thanks from WPFW expressing appreciation for the donation and its tax deductible information.

The O & D Committee realizes that WPFW is short staffed and may not be able to send gifts out in a timely manner. We would like to form a committee of 3 to 4 so that the committee can help with the process of sending out gifts in whatever way it can. All CDC guidelines will be followed.

2. A Virtual Music Concert by way of Facebook is still being studied.

Program Committee Report (Attachment B):

FEBRUARY PROGRAM COMMITTEE MEETING

Tuesday, February 2, 2021

Start Time: 7:11pm

Participants: Vanessa Dixon Briggs, Sabooh Hikim, Arthur McCloud, Tony Norman, Thomas O'Rourke, Martha Peterson, Katea Stitt, Lou Wolf, and Nancy Saibana-Naripomi (representing KPFT Radio).

Agenda: 1. January LSB Show 2. Page 5 of PNB Resolutions 3. Task Force Meeting 4. PD & GM Evaluation 5. Programmer Evaluation

January LSB Show: Arthur McCloud gave the following comments about the Show: 1. Although the Hosts and Co-host did a good job, the Show sounded more like a public affairs show. 2. Only LSB, PNB and WPFW issues should be highlighted during the majority of the Show. Also, issues concerning Pacifica Committees and other Pacifica stations can be included in discussions. 3. Inform the audience about what is happening on the local and national level with Pacifica and WPFW. 4. The theme of the February LSB Show is WPFW - The University of Diversity.

PNB Resolutions: The PNB Program Committee resolutions have not been debated yet. A meeting of the Program Committee will take place on Sunday, 2/7 to discuss the Resolutions.

Task Force Meeting: The Task Force Committee has yet to come up with a workable draft. A meeting date will be established to continue working on a draft.

PD and GM Evaluation: Same status - no evaluation forms have been established. The evaluation forms should be developed from the PD and GM Job Descriptions.

Programmer Evaluation: The Programmer Evaluation form has not been located yet but there is a self evaluation form that the Programmers will fill out. The PD will send the evaluation form to the Programmers who will in turn evaluate themselves according to the evaluation form and send it back to the PD. The Programmer and Katea will talk about the completed form. The PD will allow a month and a half window of time to correct any deficiencies the Programmer might have. The Operations Manual was signed by the Programmers in 2014. It is a Pacifica wide Guide and is still in effect. Recommendation: Programmers should outline what they feel should be included in the Programmers Bill of Rights.

New Business: 1. PD report from Katea Stitt - a. New masks will be offered for the Winter fund drive. b. There will be a Bob Marley tribute on February 7th.

c. International Women's Day is an upcoming program . 2. Katea requested that PC members listen to Programmers from February 4 - 11th and jot down notes about the sound quality, expertise at the desk, relevancy of music and music quality of the shows they listened to. 3. The MASC - Article 7, Sections 3B and 10 will be studied to determine the legitimacy of the move to disband the MASC.