

Minutes

WPFW- LSB Regular Meeting Minutes September 13, 2023

Teleconference via Zoom Washington, DC

Minerva Sanders – Acting Chair Kamau Harris –Treasurer and
Ellen Williams Carter - Secretary

1. Call to Order started at 7:20p.m.

2. Logins/Greetings/Roll Call

Minerva Sanders	Verna Avery Brown
Sue Goodwin	Ron Pinchback
Kamau Harris	Karen Briggs
Vanessa Dixon-Briggs	Eric Ramey
Julie Hewitt	Wanda Gnahoui
Thomas Blanton	Arthur Hyland
Bill Curtis	Wayne Bruce
Dennis Williams	Violetta Diamond
Donna Grimes	Vicki Gass
Irene Jefferson	

Excused absence: Patrick Morrison, Sarah Brown, Adele M Stan

Unexcused absence: Yaw Agyei, and Luci Murphy

3. Resignations: No resignations.

4. The agenda approved with changes as set out in the motion.

Minerva wanted to add a candidate forum during Community Comment.

Motion:

Ron’s motion: I move that the 2023 candidates for the LSB not receive time to talk during Community Comment.

Votes: No 6 Yes 8 2 Abstentions

5. August 9, 2023 minutes were approved.

6. Nomination for the vice chair

Thomas Blanton was nominated by Vanessa.

Thomas Blanton was elected by Acclamation.

7. Management Reports:

- Jerry Paris, General Manager, report

1990 K Street Rental Lease

The lease extension has been signed and executed for 18 months. The rent for June and July was paid. August will be paid. The landlord has discounted September's rent. The station doesn't need to pay September's rent.

Transmitter

Some bills have doubled up. The heat wave increased the electricity bill. During the heat wave the air conditioner limits at the transmitter failed. A contractor was hired to repair it so the transmitter heat load was controlled. Jerry and Moe were able to prevent damage and burnout because they responded quickly.

Pledge Drive

The next pledge drive begins October 8th. The goal is \$350,000. We will need all hands-on deck. We want to save money so we want to get a small group to answer the phones during the pledge drive.

Pacifica General Managers Meeting

Jerry attended a Pacifica General Manager's meeting for all stations. They discussed the state of Pacifica and the stations.

- Katea Stitt, Program Director, report: (see **Attachment A**)

The PD attended the meeting but had to leave to another meeting. She submitted a report.

8. Finance Committee Report

Treasurer, Kamau Harris reported: (see **Attachment B**)

The Finance Committee met on September 11, 2023. The chair, Kamau Harris reported on the August Activity and Outstanding WPFW A/P (vendor) which is Attachment B.

Dennis' and Kamau's Resolution:

Whereas the WPFW Local Station Board should control its own means of communication;
Whereas nearly all LSB meetings and most committee members are now conducted on Zoom;
Therefore, be it resolved that the LSB will pay the annual renewal fee of \$149 for its Zoom account, due on October 13, 2023, along with the \$10 added monthly charge for 30GB of cloud storage for recordings.

Vote: Unanimous

9. Relocation Committee

The committee didn't meet.

Kamau shared what square footage was essential needs for the station: 2010 square feet of space. He said presently, the station at 1990 K Street has 5776square feet of space. Kamau said the Festival Center had 1200 square feet of space allocated to WPFW.

10. Community Comment

Martha Peterson requested answers to the questions in the zoom chat in August. Jerry Paris, General Manager, answered questions and he stated, during the October meeting, he would give further information about the amounts raised during the event. Katea Stitt, Program Director, submitted written answers that were read at the meeting.

SabooH Hikim congratulated Thomas Blanton, the new vice chair. He said the 5K was a great success. SabooH advised that this is the last meeting before the LSB elections period ends.

Lou Wolf was concerned about the events surrounding the loss of the Festival Center lease.

Marsha Edwards wants answers to her questions placed in the August meeting zoom chat.

Michael Byfield congratulated Martha for the 5Krun. He wants to congratulate Gloria Turner for the Blues Festival. michael congratulated Thomas Blanton. He also is concerned about the Festival Center situation.

11. Communication and Standards committee (see report attachment B)

Bill Curtis reported Bill and Eileen are on the committee.

12. PNB Report

Julie Hewitt reported:

The PNB and National Office are concerned about getting out the vote out. A possibility of a week extension of the voting would cost more money. As of now, only 10% of the eligible voters have voted and the election is scheduled to end on September 30th.

13. Community Advisory Board (CAB): (see Attachment C)

The Application deadline for the Community Advisory Board is the September 15. *A copy of the Application is at Attachment C.*

Resolution:

The Committee recommends that the LSB adopt the application.

Vote: Unanimous to adopt the application.

Dennis will reach out to those who request applications.

They have received 7 applications so far and they will convene to review applications and pass them to the LSB for review.

Marsha Edwards and Toney Leon are also on the committee.

14. Development Committee report (submitted a report: Attachment D)

They didn't meet.

The refrigerator magnets were ordered but the magnets are not available yet.

15. Program/LSB Show Committee report (submitted a report: Attachment E)

Program Committee Motion: We move that management provide information about the amounts that programmers have raised for the last 3 years during the pledge drives. Vote: Unanimous

She stated, that the WPFW LSB is presenting it's **2nd Candidate forum**. The forum is open to all LSB candidates eligible to run for vacant seats on the board for 2023. The forum will take place on Zoom from 7:00 p.m. to 8:30 p.m. on Thursday, September 21, 2023. The Zoom link will be posted on the WPFW website at wpfwf.org. This event is a LSB Town Hall. Participating candidates must ensure that they have proper equipment including microphone and video when speaking.

16. Community Outreach Committee (submitted a report Attachment F)

Violetta said she appreciated everyone who participated in preparation for the 5Krun and those who attended the event.

17. Evaluation Committee

Sarah Brown resigned from the committee.

The evaluations were submitted to their supervisors.

18. Unfinished Business

No unfinished business.

19. New Business

The Candidate forum is scheduled for September 21 from 7:00pm to 8:30pm.

19. Action Items/Agreements Summary

No responses were made.

21. Minerva Sanders, Chair, Adjourned the meeting at 11:09 PM

Minutes submitted by: Secretary, Ellen Williams Carter

Attachment A

PROGRAM DIRECTOR REPORT

SEPTEMBER 2023

The Summer Drive ended successfully. WPFW was able to achieve and surpass the goal of \$200K. The Programmers rallied to ensure WPFW would be successful in attaining target. The Programming was varied, compelling and resonated with the listeners.

Special Programming:

WPFW produced the August 26, 2023 live broadcast of the 60th Anniversary of the March on Washington for broadcast on WPFW and WBAI, with portions of it being aired on KPFK that Monday. Dr. Julianne Malveaux, Dr. Greg Carr and Chip Jones provided commentary during the event. Sue Goodwin was on the ground, interacting with the people on the street and shared much of what she collected on Monday Morning QB. Thanks to Sue Goodwin for help with the production.

Reviewing the Grid for future changes. American Songbook will remain in tact until the end of the year to honor Donnie's contribution and in response to the audience heartbreak. There are some shows that will be changed, perhaps before the end of the year, still listening and fine tuning.

Addressing the Programmer's Bill of Rights and the Handbook - collaborating with Programmers, LSB members and others to ensure both are in the best interest of our Programmers, and the documents are consistent with each other.

Fall Drive is 10/8-10/28.

- Fall special programming in planning stages
 - Indigenous People's Day
 - Anniversary of Noble Prize
 - Music is the Weapon

- Due to the uptick in COVID, we decided to table bringing the phone volunteers in at this time fir upcoming drive.

- Programmers are participating in Workshops to increase their ability to perform well during the drives and improve their overall on air presentation.
- Below is the theme for the upcoming drive. It allows music to be more prominent, as requested last drive by some of our musicologists. It also allows the opportunity for our public affairs people to stretch. I can/will help them prepare/curate programming, however, they definitely have the capacity to do a stellar job with it.

WPFW: 46 years of the music, the message, the wisdom, the story!

WPFW was founded on the premise that music IS the message, and the message is always in the music! Fela declared “music is the weapon,” while Bob Marley ensured that “...when it hits you feel no pain.”

Music has propelled socio-political movements from soulstirring Civil Rights anthems to the Folk songs of the Anti-War movement to the Anti-Apartheid movements powerful a capella Zulu songs, to the unapologetic Hip Hop of Black Lives Matter.

During WPFW’s Fall drive, October 8-28, we explore and interrogate the relationship between the message and the music, and celebrate artists steeped in the Jazz and Justice tradition.

We ask that you donate generously during this time because just as music has sustained the movement, you have sustained WPFW. Pledge anytime at wpfw.org or by calling 800.222.9739.

Equipment:

Still having challenges with the Turntables

Promised deep cleaning of studio has not happened. This was promised by Jerry at June Programmers meeting.

Current Promotion:

Partnering with Bethesda, Blues and Jazz for Phil Perry - additional monies if sold out, and promo for WPFW.

Thank you, Martha Peterson and the entire LSB for the 5K Run. Heard great things, and we appreciate your efforts! My apologies for not being there, was out of town.

Attachment B

Finance Committee Report

Kamau Harris, Chair of the Finance Committee submitted the following information and gave a report during the meeting.

Attached the August Activity and Outstanding WPFW A/P (vendor)

Au -23	PFWB n Activit			
Beginnin Balance			Amount	5,934.11
Listener Su port			178,086.71	
Off Air Cam aign donation Wolf trap			1,500.00	
Comm Event /Donnie Mckethan			8,199.95	
Donations (CARS)			792.20	
Comm Event Blues Fest Au 2023			5,441.00	
Refund			50.00	
Major Gifts			4,250.00	
Comm Event WPW 5K Starts 9/9/2023			725.00	
Total De osits			199,044.86	
Withdrawals				
Loans and Advances to Em 10 ee - Administra	700-1270-01			
Pa roll	700-1293-01		49,622.07	
Fund Drive Ex - Develo ment - TeleRe	700-6751-03		6,917.95	
Health	700-1293-01			
Central Services	700-1286-01		2 667.00	
Central Services PRA	700-6300-01			
Consultants - Admin	700-6300-02		1,728.00	
Consultants-En ineerin Jui	700-6300-03		2,667.00	
Consultants - En ineerin	700-6300-03		4 367.00	
Consultants - Pro rammin June Jul	700-6500-01		10 155.20	
Tele hone -Admin Jul Au ust	700-6511-01		7,089.00	
Posta e	700-6530-02			
Professional Service- Le al I - Pro rammin	700-6570-01			

Bank Charges - Admin	700-6576-01		497.17	
Credit Cards Financin Fee-Administration	700-6581-01		223.75	
Local Travel - Admin	700-6590-01		593.43	
Board Expenses - Meeting & Travel- Administrati	700-6600-01			
Office Expenses - Admin	700-6610-01		1 583.86	
Rent Expense - Admin	700-6630-01			
Tower Rent - Admin	700-6641-01			
Utilities-Tower - Admin june/•uly/au	700-6650-04		22,726.37	
Maintenance-Non-technical - O erations	700-6680-02		3,270.00	
Maintenance Technical - Programmin	700-6680-04			
Maintenance Technical - O erations	700-6698-01		113.37	
Web-Site Expenses - Pro ramming	700-6750-03		184.40	
Premiums - Develo ment	700-6751-03		3,569.39	
Premiums Shi in - Development	700-6820-02		294.58	
Communit Events Ex s - Admin Blues Fest	700-6790-03		1,439.40	
Community Evts Exp -Admin WPFW 5k Run 9/9	700-6790-03		394.85	
			\$ 120,103.79	
Total Withdrawals				84,875.18
Ending Balance				

copy WPFW August
2023 Bank Activity

Outstanding WPFW A/P (vendor) 08/31 /23

Vendor

Service HVAC July 2022 Central Service PRA 8 months
Central Service 11 months
RRC/Nieison Data(sv's suspension)
BMI Music Jan 2023
June/July/Aug Rent
June/May/July/Aug Health Insurance June/July/Aug Tower total
Date Amount

as of \$ 08/3111,320.00 as of 08/3116,328.00 as of
\$ 08/31139,040.00 as of 08/316,960.00 as of 08/316,726.00
as of \$ 08/3152,022.01 as of 08/3149,846.72 as of 08/3118,474.74
as of \$ 08/31300,717.47
\$
\$
\$
\$
\$

Attachment C

Report

The Communication Standards and Enforcement (CSE) Committee.

The current working members of the **Communication Standards and Enforcement (CSE) Committee** are Eileen Rosin and Bill Curtis. We had a meeting with a past participant on the CSE committee. We had a broad discussion on how the committee came about and its role in the LSB. Over the next 21 days, we will reach out to two other participants in its early formation to learn from their perspectives. This committee is open to Members of the LSB. Please volunteer to help finalize the **Special Rules of Conduct (SRC)** Pamphlet.

The goal of the committee is to update the **SRC Pamphlet** and build on the decorum established during the LSB Chairmanships of Arthur McCloud, Dennis Williams and Chairwomanship of Minerva Sanders. This committee will continue its review over the next month. Our goal is to present the document at the next LSB meeting on October 11, 2023

Background Note: The **Communication Standards and Enforcement**

Committee was established on June 10, 2020, by the WPFW Local

Station Board. At that time, participating Members included Arthur

McCloud, *Chairman*; Eileen Rosin, *Member*; Dennis Williams, *Member*; John Tatum, *Parliamentarian*; and Sabooh Hikim, *Ex-Officio*. We thank them for their important work and service to the station. -- submitted by Bill Curtis September 11, 2023

Attachment D

Community Advisory Board (CAB) Committee Report
Applications for the (CAB)



WPFW 89.3 FM

1990 K Street N.W., Suite 14R, Washington, D.C. 20006 202.588.0999 (Office)

Community Advisory Board Application Ranking Sheet-2023

Name of Applicant _____

Is applicant a paid or unpaid staff member of WPFW or Pacifica? Yes No
(Response "No" disqualifies applicant)

Has applicant volunteered at WPFW? Yes No
(Response Yes-1; No=0)

Is applicant a member of WPFW? Yes No
(Response Yes-1; No=0)

Has applicant volunteered with any other nonprofit organization? Yes No
(Response Yes-1; No=0)

Did applicant serve on any advisory or governing board? (Rate response)

1 2 3 4 5

Did applicant provide reasons why they listen to WPFW? (Rate response)

1 2 3 4 5

What type of programs did the applicant prefer?

Music Talk News Health Environment

Did applicant provide strengths of the station's programming? (Rate response)

1 2 3 4 5



Did applicant provide how WPFW fills its role as a "local" station? local programming?

1 2 3 4 5

Were any gaps in local programs noted? Yes No

How can WPFW be more involved in the community? (Rate response)

1 2 3 4 5

How can the Community Advisory Board assess the community's wants and needs? (Rate response)

1 2 3 4 5

How do you envision yourself contributing to the CAB? (Rate response)

1 2 3 4 5

Applicant's strengths and skills? (Rate response)

1 2 3 4 5

What communities can the applicant reach? (Rate response)

1 2 3 4 5

Overall Score: (Tally each rated response)

RECOMMENDATIONS FOR JUMPSTARTING CAB

- All parties should have a clear understanding of the significant role that the CAB plays as it pertains to public broadcast and grant funding. The relationships with the CPB, LSB, PNB and station management should also be unambiguous.
- The station management shall produce a document stating programming goals for the station and submit it to the CAB for review no later than May of each year. (PNB Policy 2010)
- The CAB shall also conduct a community needs assessment (“CNA”). (PNB Policy 2010)
- The following 8 points are excerpts taken from the 2014 CAB Report. See the report for an in-depth analysis regarding their CNA.
 1. Establish a Community Outreach group to help identify a set of approaches by which to engage community members in providing feedback on their cultural and educational programming needs.
 2. Develop new or reimplement the existing listener survey.
 3. Research topics pertaining to survey questions.
 4. Determine the best approaches to administering the survey for true representation.
 5. Define the survey population in a way that would result in an unbiased random sampling, allowing each member of the survey population an equal opportunity to be selected for the survey.
 6. Determine the precise sample size required to obtain statistically significant results.
 7. Convene a focus group to test and review the survey prior to implementing.
 8. Conduct the survey.

- The CAB will prepare a report, based on the CNA, advising the governing body of the station on whether the programming and other policies of the station are meeting the specialized educational and cultural needs of the communities served by the station and whether the station is meeting its programming goals. (PNB Policy 2010)
- This report and the CNA shall be presented to the LSB no later than October of each year. (PNB Policy 2010)
- The LSB and CAB should coordinate their schedules to ensure that the CAB members, or designated representatives from that body, may present this report to the LSB, and discuss its findings, during a regularly scheduled or special meeting of the LSB. (PNB Policy 2010)
- General Managers, as non-voting members of the LSBs, may work with the LSBs on the implementation of this resolution. In addition, the General Manager will act as the liaison between the CAB and the station and will make available such resources to the CAB as are reasonably necessary in order for the CAB to carry out its duties. (PNB Policy 2010)
 - All compliance documentation submitted to the CPB shall be made available for inspection at each station and at the Pacifica national office. The CAB's schedule of meetings, meeting minutes, and the names and short biographies of the CAB members shall be posted on the station website. (PNB Policy 2010)

Attachment D

Development Committee Report

The Development Committee Meeting scheduled for Thursday, August 24, 2023 at 7 pm was cancelled as it conflicted with the LSB Listener Candidate Forum. Development Committee Chair attended the Forum in person for support of the Outreach and Programming Committees.

Chair would like to report that an order for 200 refrigerator magnets was submitted to Community Printing, the printing company used by WPFW often. Although it was intended to have the magnets in time for both the Blues Festival and the 5K Run/Walk, the printer was not able to have them delivered on time. We will provide some to Gloria Turner for her cache of giveaways at her next event. The committee will discuss the availability of the remaining magnets and are open to suggestions.

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Attachment F

Outreach Community Report

Outreach Members,

Thank you to all of you who played a part in making the WPFW 5k Run/Walk go over well! From arranging the tables, decorating the tables, registering participants, selling t-shirts, providing coolers, ice, food and more, we all made it happen.

The participants list that we got from Vinnie had 49 people listed. The Race Director sent us his report and 56 people ran or walked; however, when he added people who signed up on his website, (he listed our 5k on his website), a total of 85 people either attended or donated to our event. I'm sure this included people who registered the day of the event.

Our expenses included \$600 for the Race Director, \$300 for the use of Bladensburg Park and \$405 for Liability Insurance for each runner. So far we've received \$1,175 in donations. Hopefully we'll get the \$130 we need so that we don't have to use some of the money we made from the event. Some people may still donate.

I'm going to ask Vinnie if he can place the link for the runners/walkers to see the results of each participant's time.

Thanks again!

Marty