

Minutes

WPFW- LSB Regular Meeting Minutes August 9, 2023

Teleconference via Zoom Washington, DC

Minerva Sanders – Acting Chair Kamau Harris –Treasurer and

Ellen Williams Carter - Secretary

1. Call to Order started at 6:35 p.m.

2. Logins/Greetings/Roll Call

Minerva Sanders

Sarah Brown

Violetta Diamond

Dennis Williams

Irene Jefferson

Verna Avery Brown

Sue Goodwin

Ron Pinchback

Kamau Harris

Karen Briggs

Yaw Agyei

Eric Ramey

Vanessa Dixon-Briggs

Luci Murphy

Donna Grimes

Wanda Gnahoui

Julie Hewitt

Arthur Hyland

Thomas Blanton

Wayne Bruce

Bill Curtis

Adele M Stan

Donna Grimes

- Excused absence: Dennis Williams, Violetta Diamond, and Vicki Gass

3. Resignations: Dennis Williams resigned during the July LSB meeting; however, he will continue on the LSB.

Motion to accept Dennis Williams resignation.

Vote result: Yes votes 10 No votes 9 1 abstention

Dennis Williams' resignation as chair of the LSB was accepted.

LSB accepted his resignation but he will stay on the LSB.

Minerva Sanders, vice chair was appointed chair of the LSB.

4. The agenda was approved.

5. July 12, 2023 minutes were approved.

6. Management Reports:

Jerry Paris, General Manager, report: (see Attachment A)

The Pledge Drive began August 5, 2023 and will end on August 20, 2023. The Drive started great this weekend. On Monday, almost every show reached the goal. The Goal is \$200, 000.

Events That will occur:

- Blues Festival on August 19, 2023
- Don't Smoke the Brother's
- A remote show was aired for Roach Brown's show
- Preparing for a fundraiser and open house for the station

Transmitter and HD

- The station was off the air for a short period because of the storm last week.
- There was a problem with the HD reception but it was fixed.

Katea Stitt, Program Director, report:

Katea was unable to attend the meeting.

7. Finance Committee Report

Treasurer, Kamau Harris reported: (see Attachment B)

8. Relocation Committee: (see Attachment C)

He read and submitted his report.

Relocation Motion:

Whereas the Lease at 1990 K Street NW is set to expire on August 31, 2023

Whereas it is important that all individuals currently using the leased space do so safely, comfortably, in the most efficient manner to be as effective as possible.

Therefore the Relocation Committee requests the WPFW Local Station Board inform WPFW Management that we intend to submit the "stakeholders questionnaire" to all WPFW stakeholders presently using the studio space and to request from WPFW management the necessary contact information of such individuals meeting the stakeholder criteria.

Vote: Unanimous

Chair said she will send the motion to station management.

9. Community Comment

Marsha –

She had several questions about the programmer's coalition. She also asked, how much did the organization gross.

***Saboo**- he enjoyed the event that was held for deceased Donnie. He was surprised about names and that the station wasn't included.*

Relocation committee wants more information.

***Michael Bayfield**- He had questions and statements about and individuals behavior.*

***Community Person**- She had questions about the programmer's coalition.*

***Miyuki**- She discussed her involvement in the programmers coalition.*

10. Communication and Standards committee (see report attachment D)

Bill Curtis read his report.

11. PNB Report

Julie Hewitt chair of the PNB reported the following:

- A motion was passed to request General Managers send information about subscribers to the National Office.
- A motion was passed about Fair Campaign Provisions
- A motion was passed to raise funds for the elections ASAP.

News and Notices go to:

To get notices and news go to pacific.org/notices_home.php

Election information go to:

elections.pacific.org/wordpress/

12. Community Advisory Board (CAB)

Irene reported that there are 4 members of the committee to help organize the CAB and they are: Tony Leon, Marsha Edwards, Dennis Williams, and Irene Adams

The established an email for the CAB and created a PSA. The Following PSA was sent the station:

Community Advisory Board

WPFW and the Local Station Board are looking for listeners who are not paid staff, not current programmers, or members of the LSB to become members of the Community Advisory Board (CAB).

The CAB operates independently of WPFW's management and LSB to review the station's programming goals, the services provided by the station, and any significant policy decisions made by the station.

CAB members serve two-year terms and are committed to meeting on a monthly basis. For more information on the functions of the CAB or to receive an application, please email to wpfwfmcab@gmail.com. The deadline for applications for the Community Advisory Board is September 15, 2023.

For more information see: wpfwfm.org/radio/events/community-advisory-board

13. Development Committee report (submitted a report: Attachment E)

Irene reported and read her report.

They will create a refrigerator magnet and make them available for the blues festival.

A flyer was created for 5k run.

14. Program/LSB Show Committee report (submitted a report: Attachment F)

Minerva read the report.

15. Community Outreach Committee (submitted a report Attachment G)

A report was submitted by Violetta.

16. Evaluation Committee

Sarah reported:

- They will look into new software.
- They are waiting for the Executive Director to get back to them so they can contact the General Manager.

She stated the following individuals are members of the committee: Kamau Harris, Dennis Williams, Pat Morrison, Vanessa Dixon-Briggs, and Sarah Brown

17. Unfinished Business

Motion: The LSB will elect vice chair in our next meeting.

Vote: Unanimous

During the next meeting vote for a vice chair.

18. New Business

None

19. Action Items/Agreements Summary

None

20. Minerva Sanders, Chair, Adjourned the meeting at 10:26 PM

Minutes submitted by: Secretary, Ellen Williams Carter

Attachment A

Weekly GM Station Report

Dear WPFW Supporters,

We are immensely grateful for your continued support and dedication to WPFW. Together, let's maintain our momentum as we strive for growth and progress. Here are some important updates on station activities to keep you informed:

ENGINEERING

Last week, we experienced severe thunderstorms that caused several fallen trees in upper northwest DC. Although the storms briefly affected our transmitter, we managed to stay on air. All systems have now been reset and corrected, and the safeguards/upgrades we installed have proven beneficial once again.

DEVELOPMENT

This is who we are. Thanks to the Eaton – McKethan event, we successfully raised an additional \$8,100 for the station!; our heartfelt appreciation to everyone who contributed to this remarkable success.

Due to the financial stresses in all of Pacifica, the summer drive dates have been extended to August 5-20, with a fundraising goal of \$200K. A further, amplified financial report for the station is also forthcoming to address questions from the LSB Finance Committee. In the upcoming August min-drive, we will offer station logo items, such as WPFW bucket hats and t-shirts, which have been well-received in the past and are expected to garner a positive response.

Our Development Department is diligently working on a comprehensive plan to secure funding from grants and underwriting. Expect to hear PSA announcements from grassroots organizations as we pursue new sources of support.

The annual WPFW Blues Festival on August 19 is underway. We anticipate another opportunity to connect with our audience-supporters. Additionally, we are coordinating with Mrs. Gloria Turner.

While we welcome your ideas for development beyond pledge drives, please note that any fundraising initiatives in the name of the station require prior approval from the Development Directors, as well as the PD and GM.

PROGRAMMING

Exciting special programming, initiated by the Program Director, is on the horizon! I have every confidence that her broadcast projects will make us all proud.

Don't miss the brief inserts from the Annual "Cease Fire! Don't Smoke the Brothers" event, on Saturday, August 26, at the Upshur Street Recreation Center, noon to 4pm. More announcements will be coming your way in the following weeks.

I want to express my utmost gratitude for the exceptional work Esther undertook as the Interim Program Director during Katea's absence. Her dedication in upholding the high standards of our station's programming was pivotal to our continued success. However, I firmly believe that the essential role of News and Public Affairs Director, which embodies our commitment to justice on the air, can be capably fulfilled now by Sue Goodwin as the Interim News Director and Katea Stitt as the Program Director moving forward.

Nevertheless, Esther has agreed to voluntarily support the Development Department. Her efforts, including the critical August summer fund drive where she has graciously volunteered time and energies to assist Sataria Joyner, will be immensely effective in raising funds.

ADMINISTRATIVE

Thanks to our sister Pacifica station, KPFT in Houston, we were able to secure health insurance for our staff employees and avoid potential disaster.

We are currently compiling documentation for this next FCC quarterly report, involving approximately 45 shows and 540 episodes. Show producers are kindly requested to forward their weekly rundown, along with a brief blurb about the show, to Esther at iverem@wpfw.org for the next FCC report due at the end of September. Proper recognition for everyone's hard work is of utmost importance to us.

To comply with FCC requirements, we are striving to reinstitute a reliable traffic logging system for on-air content, especially as most public affairs producers now work remotely. It is crucial that your content is captured and documented as we seek to secure more limited underwriting as approved by the Pacifica National Board.

Concerns over on-air "Plugola" and calls to action may have caused confusion. We're not lawyers but, we advise reaching out to the PD and GM directly for clarification. We'll get you the answers.

Finally, we have tentatively scheduled the deep cleaning of the office for Thursday between 8 AM and noon after obtaining a few bids.

These updates are intended to be more proactive and transparent about station operations. If you have any questions or concerns, please feel free to reach out.

Best regards,

Jerry Paris

GM, WPFW

Washington, DC

Attachment B

Finance Committee Report

**Finance Committee
WPFW Local Station Board (LSB)**

Report to the LSB
August 9, 2023

Kamau Harris, Treasurer/Chair
Julie Hewitt, Member
Lou Wolf, Member
Sabooch Hikim, Member
Tony Leon, Member
Eileen Rosin, Member
Kathleen Maloy, Member

The Finance Committee held its monthly meeting on Monday August 7th at 7pm via Zoom. The agenda was as follows:

1. *Convene Meeting*
2. *Financial Report from Management (Jerry Paris)*
3. *Review of July Transactions and O/S payables*
4. *Review of preliminary May YTD Income Statement (if available)*
5. *Update on National Finance Committee (NFC) meetings*
6. *Questions*
7. *Adjourn*

The following financial information was provided by station management:

<i>Ending Cash Balance in Truist Acct at 7/31/2023:</i>	<i>\$ 5,934.11</i>
<i>Ending Cash Balance in United Acct at 7/31/2023:</i>	<i>Not Provided</i>
<i>Outstanding Accounts Payable at 7/31/23:</i>	<i>\$ 263,054.34</i>

Minutes/Notes from the 8/7/23 meeting

The General Manager reported the following:

- *Station is currently in Summer Pledge Drive*
- *Weekend pledge total ~\$30K; most shows exceeding their goals*
- *Pledge drive initially expected to end on 8/15/23, but has now been extended to 8/20/23 to assist Pacifica*
- *Pacifica Radio Archives (PRA) was lent ~\$2K so they could make payroll; Central Svcs Fees paid*
- *Office cleaning took place; contractor was hired to deep clean the carpet*

- *Phone services during fund drive to be augmented with volunteers in a “hybrid system”- Final proposal received for lease at 1990 K Street NW; this is the best offer received from property owner; rent for the first year will be ~\$34/sqft; \$30/sqft was not requested 1*

Questions:

- *What % of pledges are on cards vs. cash/check?*
 - Jerry will check w/ Sataria and return with an answer*
- *Where did all the items in the office go when the carpet was being cleaned? What is being returned to the office?*
 - Only operational items will be in the office; Pile of servers to be removed or placed into operation; Bill W., (“major donor”) purchased 30 laptops; phone bank is set up*
- *Can the escalators be used if there is a fundraiser held at the office?*
 - Yes, if the security is told in advance*
- *Are there any contractual obligations to pay staff?*
 - Yes and no..., some do, some don't*

Additional from General Manager:

- *Emergency with healthcare; KPFT was able to contribute the back balance due to the vendor in order for staff health insurance to stay enforced; highest priority for payments is payroll and then healthcare*
- *pay cuts for management may come; est. 35% reduction; costs around the network must be lowered; SAGAFTRA will sue if union employees not paid; contractors will be scaled back; the entire industry is struggling; ESPN layoffs*
- *Transmitter was lost a few weeks back; there was an over-heat situation and when that happens the transmitter will shut itself down automatically; work was done on HVAC to restore climate control*
- *PEPCO bill to be paid tomorrow (8/8/23) per Jerry; utility bill costs are due to transmitter*

Requested from the General Manger:

- *What is the \$8,500 showing as “Major Donor” income on the July transactions report?*
- *What are the website costs in the month? Who are we paying and for what services?*

- Is Telerep paid prior to the drives or after the drives? - Who are the consultants working for the station?

The detail schedules of Truist bank transactions and outstanding Accounts Payable are attached.

Conclusion:

The next meeting of the Finance Committee will be on Monday September 11, 2023 beginning at 7:00pm via Zoom.

Many thanks to the members of the committee for their service!

2

Jul-23	WPFW Bank Activity		
Beginning Balance		Amount	(\$ 30,006.89)
Listener Support		(\$ 29,814.16)	
Off Air Campaign			
Advance Repayment			
Donations (CARS)		(\$ 2,322.20)	
Refund			
Major Gifts		(\$ 8,500.00)	
Transfer			
Total Deposits		(\$ 40,636.36)	
Withdrawals			
Loans and Advances to Employee - Administratio	700-1270-01		
Payroll	700-1293-01	(\$ 42,326.62)	
Fund Drive Exp - Development - TeleRep	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 8/1	700-6300-02		(\$ 2,124.00)	
Consultants - Admin	700-6300-02		(\$ 2,160.00)	
Consultants - Engineering	700-6300-03		(\$ 3,547.00)	
Consultants - Programming	700-6500-01			
Telephone - Admin	700-6511-01		(\$ 1,100.01)	
Postage	700-6530-02			
Professional Service- Legal/ I - Programming	700-6570-01			
Bank Charges - Admin	700-6576-01		(\$ 1,582.73)	
Credit Cards Financing Fee-Administration	700-6581-01		(\$ 256.40)	
Local Travel - Admin	700-6590-01		(\$ 408.77)	
Board Expenses - Meeting & Travel- Administratio	700-6600-01			
Office Expenses - Admin	700-6610-01		(\$ 932.09)	
Rent Expense - Admin	700-6630-01			
Tower Rent - Admin	700-6641-01			
Utilities-Tower - Admin	700-6650-04			
Maintenance-Non-technical - Operations	700-6680-02		(\$ 89.67)	
Maintenance Technical - Programming	700-6680-04		(\$ 89.04)	
Maintenance Technical - Operations	700-6698-01		(\$ 182.34)	
Web-Site Expenses - Programming	700-6750-03		(\$ 325.52)	
Premiums - Development	700-6751-03			
Premiums Shipping - Development	700-6820-02			
NFCB Dues- Station Expenses - Programming	700-6790-03			
Marathon Expenses - Development				
			(\$ 64,709.14)	
Total Withdrawals				(\$ 5,934.11)
Ending Balance				

Outstanding WPFW A/P (vendor) 07/31/23

Vendor	Date	Amount
Service HVAC July 2022	as of 07/31	\$ 11,320.00
Central Service PRA 7 months	as of 07/31	\$ 10,205.00
Central Service 10 months	as of 07/31	\$ 126,400.00
RRC/Nielson Data(svs suspension)	as of 07/31	\$ 6,960.00
BMI Music Jan 2023	as of 07/31	\$ 6,726.00
Verzion Enterprise (transmitter)	as of 07/31	\$ 1,545.84
Pepco June/July	as of 07/31	\$ 15,347.47
June/July Rent	as of 07/31	\$ 34,681.34
June/May/July Health Insurance	as of 07/31	\$ 37,385.03
June/July Tower	as of 07/31	\$ 12,483.66
total	as of 07/31	\$ 263,054.34

Attachment C

Relocation Committee Report

Relocation Committee WPFW Local Station Board (LSB)

Report to
the LSB
August 9,
2023

Kamau
Harris,
Chair
Adele
Stan

Verna
Avery-
Brown
Ronald
Pinchback
Vanessa
Dixon-
Briggs
Wayne
Bruce
Sarah
Brown
Dennis
Williams
Jerry Paris
Moe
Thomas

The Committee met on Tuesday August 8th at 6:30pm via Zoom. The agenda was as follows:

- 1) Convene meeting
- 2) Roll Call
- 3) Approve agenda
- 4) Review minimum space requirements (Craig's List)
- 5) Review and approve Staff questionnaire
- 6) Update on lease at 1990 K Street NW (Stephanie Wells)
- 7) Set time for next meeting
- 8) Adjourn no later than 8PM

MINUTES:

A report was received from our Executive Director (ED) Stephanie Wells on the progress made in the negotiations with the property owner of 1990 K Street NW, currently occupied by WPFW. Her written report was submitted with this committee report.

A review of the minimum space requirements as submitted by Chief Engineer Moe Thomas was completed. There was very little variance between his reported minimum and the minimum identified by the committee prior to reorganization.

There was a questionnaire developed by the committee soliciting feedback from Programmers and other WPFW stakeholders currently using the space for work, volunteering, creating and community development. We submit this questionnaire to the LSB and ask the following:

1

MOTION:

Whereas the Lease at 1990 K Street NW is set to expire on August 31, 2023

Whereas it is important that all individuals currently using the leased space do so safely, comfortably, in the most efficient manner to be as effective as possible.

Therefore the Relocation Committee requests the WPFW Local Station Board inform WPFW Management that we intend to submit the “stakeholders questionnaire” to all WPFW stakeholders presently using the studio space and to request from WPFW management the necessary contact information of such individuals meeting the stakeholder criteria.

ED REPORT TO WPFW RELOCATION COMMITTEE 8/8/23

- The current lease is scheduled to expire August 31, 2023.
- The lease is extended for an additional 16 months commencing on September 1, 2023, and ending on December 31, 2024.
- The lease will be signed by the ED prior to the expiration upon approval from General Counsel.
- The property owner has extended an abatement of the September 2023 rent, meaning WPFW will pay rent for 15 of the last 16 months, equating to \$34.69/sf.
- Email received from the Meyer Group upon termination of WPFW's agreement with them:

The Meyer Group (TMG) exclusive real estate broker agreement (Agreement) with WPFW/FM and the Pacifica Foundation (Tenant) terminated May 16, 2023. During the term of the Agreement, the properties below were submitted to Tenant for consideration by TMG. As per the terms of the Agreement, if within two years Tenant leases or purchases any of these properties, or portion thereof, Tenant will acknowledge TMG as

its broker:

William K. Schwartz
Senior Vice President
The Meyer Group

- 1990 K St, NW
- 1640 Columbia Rd, NW
- 820 1st St, NE
- 401-409 7th St, NW
- 720-722 7th St, NW
- 1426 9th St, NW
- 1012 14th St, NW
- 1111 14th St, NW
- 727 15th St, NW
- 915 15th St, NW
- 1023 15th St, NW
- 1016-1018 Bladensburg Rd, NE
- 204 Riggs Rd, NE
- 3600 New York Avenue, NE
- 1317 F St, NW
- 1319 F St, NW
- 10 G St, NW
- 1100 H St, NW
- 1331 H St, NW
- 220 I St, NE
- 1441 I St, NW
- 1420 K St, NW
- 1300 L St, NW
- 1025 Vermont Ave, NW
- 1029 Vermont Ave, NW
- 1100 Vermont Ave, NW
- 1120 Vermont Ave, NW
- 2121 Wisconsin Ave, NW
- 2170-2176 Wisconsin Ave, NW
- 2233 Wisconsin Ave, NW
- 5025 Wisconsin Ave, NW
- 4400 Jennifer St, NW
- 4400 MacArthur Blvd, NW
- 5185 MacArthur Blvd, NW
- 4001 Brandywine St, NW

Best, Will

- 4301 Connecticut Avenue, NW

WPFW LSB Relocation Committee Staff Questionnaire

SUMMARY

As an experienced practitioner of radio arts & sciences, we'd like your views on ideal radio studio facilities, i.e., what you need and what makes you comfortable while "making great radio". As you may know, we must look for new WPFW studio facilities but please do not let that pursuit, any current or past declared limitations (i.e., monetary, cultural, management, or network) inhibit your answers as to what you need for the ideal creation of great radio shows.

While we'd like your answers to be in facts and measurements, please describe your feelings the best way you want to, e.g., some people might say I need two 6 by 3-foot tables, others might say I need a very two large tables. Both answers are acceptable. These questions are specifically directed to station studio broadcasters.

1. How big should a studio room be for you to be physically and psychologically comfortable while broadcasting and immediately prior to broadcasting your program?
2. What studio furniture and work space do you need to perform all of the needs of your program?
3. What on-air studio equipment do you want to perform all of the needs for your program?
4. How big should program preparation facilities be for you to be physically and psychologically comfortable while preparing a broadcast?

5. How much secure storage do you need at the studio facilities (for recording media, documents, props, etc.)?

6. Please list ten or less major auxiliary activities that you participate in while at the studio facilities (e.g., parking, bathroom breaks, program prep., discussions with staff & management, collaborating with other broadcasters, fund raising activities, eating, responding to messages, etc.).

7. During emergency broadcasts coverage (riots, demonstrations, events specific to our audience's needs) how many guests should be able to occupy a studio (while maintaining a controlled and disciplined broadcast)?

8. During emergency broadcasts coverage (riots, demonstrations, events specific to our audience) should we have basic rest facilities (cots, blankets, shower)?

9. Please add (or not) space and facility considerations we might not have asked.

Thank you for participating in this survey. While the aggregated information from all the responses may or not be used in the selection of our next choice of studio facilities, it will be available to be used (or

challenged) as the needs, desires, and opinions of our talented broadcasters. Each question should reflect a range of responses and hence a perspective of the various station needs.

2

Attachment D

The Communication Standards and Enforcement Committee.

Current working members of the committee are Eileen Rosin and Bill Curtis. We met to discuss the Special Rules of Conduct (SRC) document that was approved by the Local Station Board on September 9, 2020. Our work began with an initial review of documents. This review will continue later this month of August. We will present a more detailed report at the WPFW FM Local Station Board meeting in September 2023. We are looking for 2 or 3 volunteers to work on this committee.

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 work and service.

--submitted by Bill Curtis August 7, 2023

Attachment E

Development Committee

Minutes for Development Committee Meeting

Thursday, July 24, 2023

In Attendance: Irene Adams (Chair), Minerva Sanders, Marsha Edwards, Martha Peterson, Esther Iverem, Bill Curtis, Gloria Turner.

There are issues with members accessing the zoom link located on the website. The URL is not live and, in the past, we depended on Dennis to verify his identity. The issue now is that the account is not accessible. We will use the Chair's zoom account for future meetings.

Marketing Card -- A prototype was distributed among the committee for review. There was an issue viewing, however many had a chance to provide input. The cost for reproduction of the card would range from 150 to as much as 500 dollars. Many of these cards would end up on the ground or in the trash. Suggestion was made to minimize the size, by taking our repetitive information from the website and create a refrigerator magnet. This provides a "take away" for the supporter. These magnets will be distributed during events to promote the station and encourage membership. It will also contain a QR code so that donations to the station are seamless.

Flyers for the 5K Run/Walk – Flyers created by Development Committee will be used to solicit family and friends. Request to change contact to wpfwm.org so that runners/walkers can sign up directly. The old flyers are being used to promote the run.

Blues Festival – Development Committee will support day of activities and ticket sales.

LSB Show – This month's LSB show will be hosted by DC Chair, Irene Adams with Bill Curtis co-hosting and providing the LSB update. Irene will be interviewing Von Martin of Carribbeana. Thanking Lona Alias, Millie Ware and Esther Iverem for their support for this show. This show replaced the June show which was preempted by the Pride support activities. Thanks to Jerry for arranging the engineering support.

Next meeting Thursday, August 24, 2023

Attachment F

Minutes of Programming Committee Meeting – July 31,2023

Call to order at 7:06 p.m.

Attendance: Minerva Sanders, Irene Adams, Bill Curtis, Verna Avery-Brown, Sara Brown, Marsha Edwards, Martha Peterson, Stanley Blackwell, Thomas Blanton, Esther Iverem, Jim, Sabooh Hakim

Absent: Program Director (provided report) and Donna Grimes

1. Program Director report (Read out by Secretary. Copy attached)

2. Public Affairs Director Report
 - a. Fund drive to begin August 5th through the 18th. Theme to commemorate the 60th anniversary of the March on Washington
 - b. Pitching buddies are needed for the drive. Esther will hold trainings and provide scripts at the training.
 - c. Supporting the upcoming 14th Annual Blues Festival
 - d. Discussed some new shows that may be on the way.
 - e. PAD was asked how the decision was made to preempt shows. Also asked if there was an SOP in place for decision for programs to get on the air, remain on the air or removed. The response was “there is not one.” The previous Programming asked this question of Jerry and he verified that there was no SOP for program removals.

3. Update LSB Show on this Friday July 28th - Irene Jefferson and Bill Curtis –
 - a. Hosts will use the same show created for June. Will update election information, add information about Community Advisory Board recruitment and update LSB meeting update to include June and July minutes.
 - b. Irene requested an advance meeting to discuss LSB show content. Often the meeting for Programming Committee does not allow enough time for content discussion.

4. Programmer’s Bill of Rights (status)
 - a. Meeting scheduled for Thursday, August 3, 2023. Question as to who should receive documents with comments and input and how will input be incorporated.

5. Request for members to assist with upcoming Fund Drive, Blues Festival, and 5K

6. Recruitment of programmers to committee

Committee Recommendations:

1. Programmer's Bill of Rights should include language to address how programs are selected and removed from air. Suggested that the decision should not rest with one person making the decision.

Next Meeting

Attachment G

Outreach Committee Minutes

Violetta Diamond, Chair

Present: Marsha Edwards, Violetta Diamond, Sabooh Hikim, Irene Jefferson, Martha Peterson, Minerva Saunders, Gloria Turner, Cirene from WBAI and Stanley Blackwell??

Discussion Topics:

1. WPFW Town Hall - the proposed Town Hall will be held at the Woodbridge Library, 1801 Hamlin Street NE, Washington, D.C. on August 24th from 5:30 to 7:30pm. Those attending the Town Hall will have the opportunity to talk with the candidates who are running in this year's Local Station Board Elections. It will be in person and hopefully by way of Zoom.

2. Bones N Balance Representative - Ama Lee, co-founder of Bones N Balance, an organization that addresses the prevention and treatment of osteoporosis, attended the Outreach meeting. She conducted a Yoga class at the 5k several years ago. She hopes to partner with the WPFW 5k by bringing some of the members of her organization as well as a group of girls to the event. This will help us increase our revenue. She also invited the WPFW community to participate in their Dance-A-Thon on Saturday, September 30th, 2023.

3. Annual Blues Festival - The WPFW Blues Festival will be held on August 19th at Lamonts Complex in PoMonkey, Md. from 12pm - 6pm. Hopefully, members of the LSB are planning to attend or have already donated to this affair. In the past, LSB members were given 10 tickets to sell. Tickets are \$40. If you plan to attend, there is always a need for help at the Festival.

4. 5k Walk/Run For total Fitness - The 5k will be held on Saturday, Sept. 9th at Bladensburg Waterfront Park, 4601 Annapolis Road in Bladensburg, Md. from 8am to 12pm. Please help support this event by telling family members and friends to join us at this event. Free food, water and Yoga, Tai Chi, Meditation, Line Dancing and Double Dutch classes will be held in addition to the 5k Walk. A Double Dutch contest for seniors will be held again for the third year. We hope that LSB members will support both the Blues Festival and the 5k to help us defray the cost of sponsoring these events.

Peace,

Violetta