

Minutes

WPFW- LSB Regular Meeting Minutes October 11, 2023

Teleconference via Zoom Washington, DC

Minerva Sanders – Acting Chair

Kamau Harris –Treasurer

Thomas Blanton – Vice Chair

Ellen Williams Carter - Secretary

**1. Call to Order started at 7:15 p.m.**

**2. Logins/Greetings/Roll Call**

- |                         |                       |
|-------------------------|-----------------------|
| 1. Minerva Sanders      | 10. Anita Irene Adams |
| 2. Sue Goodwin          | 11. Verna Avery Brown |
| 3. Kamau Harris         | 12. Ron Pinchback     |
| 4. Vanessa Dixon-Briggs | 13. Karen Briggs      |
| 5. Julie Hewitt         | 14. Eric Ramey        |
| 6. Thomas Blanton       | 15. Wanda Gnahoui     |
| 7. Bill Curtis          | 16. Violetta Diamond  |
| 8. Dennis Williams      | 17. Luci Murphy       |
| 9. Donna Grimes         | 18. Wayne Bruce       |

**Excused absence:** Arthur Hyland, Eric Ramey

**Unexcused absence:** Yaw Agyei, Sarah Brown, Wayne Bruce, Vicki Gass,

**3. Resignations: No resignations.**

**4. The agenda approved.**

**5. September 13, 2023 minutes were approved.**

**6. Management Reports:**

**Jerry Paris, General Manager, report**

**Transmitter**

The station is operational. On Tuesday everything went down. The network crashed. It took several hours to get the system back up. Some equipment is needed for the transmitter.

**Pledge Drive**

The pledge drive is a little behind. It is 14.6% slightly over \$50,000. At this time. The pledge drive goal is \$350, 000. The pledge drive ends on October 28<sup>th</sup>.

**Grants**

The development staff is applying for some D.C. Humanities grants for capitol projects.

**Rent and Payroll**

We just made payroll. Next, the rent will be paid.

### **Miscellaneous Information**

When the General Manager was asked questions about amounts on a Pacifica financial report for WPFW, he said he would check with the Pacifica financial officer and get an answer by October 18, 2023. There was a question about Staff Points of Contact (POC) for LSB Advisory Committees. The Response from the GM was the following:

- Development Committee: Miyuki Williams, Sataria Joyner and Esther Iverem
- Program Committee: PD, Katea Stitt
- Community Outreach Committee: same as Development Committee
- The General Manager is the overall (POC)

### **Katea Stitt, Program Director, report.**

The Program Director, Katea Stitt was unable to attend the meeting.

### **7. Finance Committee Report**

Treasurer, Kamau Harris reported: (see Attachment A)

The treasurer shared the Outstanding WPFW AP (vendor) for September 30, 23. In addition, he shared the proposed budget and Pacifica financial statements.

### **8. Introduction of the Community Advisory Board**

There main contact for the CAB is the General Manager.

The seven members of the Community Advisory Board are:

1. Rev. Dr. Denise Braxton Brown-Hollingsworth
2. Marsha Epps Edwards
3. Sabooh Hakim
4. Martha Peterson
5. Cheryl Simmons
6. Frederick Wilson
7. Auset Victoria Whaley

### **9. Community Comment**

**Martha Peterson** asked is it possible to see the minutes. She was told they are on KPFTx.org/ Pacifica Archives and Calendar. She also asked, is the relocation committee still working on a new location? In addition, she asked, what is happening with the investigation about the Festival Center issue.

**Tony Leon** discussed the difference in the amount that is paid now as opposed to previously. He is also concerned about the relocation issue. Additionally, he is concerned about the way this Pacifica election (2023) was carried out. He said, it shows why we need a local Station Board election supervisor.

**Sabooh Hikim** appreciates the CAB position. He is interested in being a pitch buddy.

**Marsha Edwards** wants to know who is on staff and who is not on staff. She also wants to know who is paid and who is not paid. She wants financial statements for the Outreach Community events.

**Eileen Rosin** said the recordings are not being posted. She suggested that we could post the recordings on our website, if we are getting space on the website.

#### **10. Relocation Committee**

They didn't meet. The inability to work on the relocation committee was based on the two motions from the ED.

1. Motion: negates the lease.
2. Motion: The ED set out the constitution of WPFW relocation committee.

#### **11. PNB Report**

Julie Hewitt reported:

- The PNB is moving forward regarding the Festival Center issue. The investigation is not finished. When it is finished, information will be provided.
- The election results haven't been announced because the election company didn't eliminate the disqualified candidates. The NES asked them to rerun without the disqualified individuals.
- Vanessa's question: Regarding the Relocation Committee: Can the public be invited to the relocation committee? Julie said, the PNB motion indicates only Local Station Board members can participate and vote on the committee.

#### **12. Development Committee report (submitted a report: Attachment B)**

The development committee met on Thursday, September 28, 2023.

- Irene went to a new company for the magnets. The initial company hadn't completed the magnets.
- She wants to make sure there is no overlap, in all committees and staff, Marketing the station. In addition, Irene wants to make sure they are all working together.

#### **13. Program/LSB Show Committee report (submitted a report: Attachment C)**

##### **Programming**

They sent an email to the PD requesting information about which shows have changed and what documentation is needed for people interested in doing a show at WPFW.

##### **LSB Show**

They also want programmer's information so they can schedule interviews with them for the LSB show.

Bill Curtis wants to add a listener-call-in segment into the LSB show.

#### **14. Community Outreach Committee**

Violetta Diamond is the chair.

She said it is an overlapping committee.

They met on the first Tuesday in October. They discussed the following:

- The 5K Run/Walk which raised \$3,915 in profit.
- The next Town Hall meeting will occur in January or February.
- A possible major donor event that is on hold because the station doesn't have liability insurance.

#### **15. Evaluation Committee**

Sarah Brown the chair resigned. There was no report.

#### **16. Communication and Standards committee (see report attachment D)**

Bill Curtis submitted a report and read it during the meeting.

#### **17. Unfinished Business**

##### **Motions:**

##### **Kamau Harris Motion:**

Whereas the primary responsibility of the LSB (Article 7, Section 3A) is "to review and approve the station's budget...";

Whereas the LSB maintains committees on Programming and Development, both of which are major categories of the Pacifica and WPFW Profit and Loss Statements;

Whereas the Chairs of each said committee are in direct contact with station management regarding the activities of these major P&L Statement categories;

Therefore, be it resolved that the Chair of the Programming Committee and Development Committee will submit to the LSB, in writing, the expected annual costs for the station to efficiently and effectively manage these areas of oversight they are entrusted with.

Kamau motion: Vote: 10 yes 4 no 1 abstention

##### **Thomas Blanton's Motion:**

I move that we encourage the GM, Jerry Paris, to work with the development committee to hold the major donor event.

Thomas' Vote: Unanimous

#### **18. New Business**

#### **19. Action Items/Agreements Summary**

#### **20. Minerva Sanders, Chair, Adjourned the meeting at 11:09 PM**

Minutes submitted by: Secretary, Ellen Williams Carter

## **Attachment A**

### **Finance Committee**

The treasurer shared the Outstanding WPFW AP (vendor) for September 30, 23. In addition, he shared the proposed budget and Pacifica financial statements.

#### **Outstanding WPFW A/P (vendor) 09/30/23**

<b><u>Vendor</u></b>	<b><u>Date</u></b>	<b><u>Amount</u></b>
Service HVAC July 2022	as of 09/30	\$11,320.00
Central Service PRA 9 months	as of 09/30	\$18,369.00
Central Service 12 months	as of 09/30	\$151,680.00
RRC/Nielson Data( svs suspension)	as of 09/30	\$6,960.00
BMI Music Jan 2023	as of 09/30	\$6,726.00
July/Aug/Sept Rent 2023	as of 09/30	\$52,022.01
June/May/July/Aug/Sept Health Insurance		
	as of 09/30	\$62,308.41
Aug/Sept Tower	as of 09/30	\$11,982.16
Utility bill Sept 2023	as of 09/30	\$9,489.81
HVAC Heating services call	as of 09/30	\$295.00
Total	as of 09/30	\$331,152.39

## **Attachment B**

### **Development Committee Meeting – Thursday, September 28, 2023**

Irene Adams, Chair;; Sabooh Hakim; Martha Peterson; Marsha Edwards; Minerva Sanders, LSB Chair and Miyuke Williams, new Development Director

Quorum was met at 7:06 pm

#### Agenda

1. Upcoming events to promote and support –

Question was raised as to how we can support the station when we are not collaborating and communicating. We should collaborate more and communicate better.

2. Marketing Material needs for both LSB events and WPFW events – There are tee shirts and magnets; we have lost 7,000 listeners. We need stronger presence in the community.

3. Possible SOP for marketing material procurement – Irene is working on an SOP for procurement marketing.

According to The Development Director, the idea to do magnets began at the station on or around September 2nd. Development Director says she was unaware of the Development Committee’s efforts with a refrigerator magnet. This was a concern to several members, as the Development, Outreach and Programming Committees has had the refrigerator magnet project on its agenda since June.

We offered to purchase tickets for the October 4th fundraiser and donate to encourage voting. The Development Director felt it was too little time to pull together since the deadline to vote was within 48 hours. She thought it was a great idea, just too little time to pull together, as one had to be there to keep up with the tickets, etc.

It was asked how this position was different from Sataria’s position. The Development Director explained her new role’s particular focus will be campaigning for the drive and special programs October 4, 2023. (Happy Hour FUNRaiser at Eighteenth Street Lounge).

DD was also asked how she was appointed and by what authority. She explained that the GM needed someone to have these specific focuses and since she has done it before, it was agreed that she would step into that role.

The group agreed that a firmer grip on how communication will take place. There may have been some double efforts in terms of obtaining marketing materials.

Proposed Marketing Materials: Magnets, tee-shirts, flyers, buttons (for clothing).

Development Director says she will be scheduling pitch classes and buddying class upon her return from vacation.

Meeting was adjourned at 8:10 pm

### **Attachment C**

#### **WPFW Program Committee Meeting Minutes**

Monday, September 25, 2023

Meeting began 7:15 pm

Members in attendance:

Present: Minerva Sanders, Irene Adams, Bill Curtis, Marsha Edwards, Martha Peterson, Sabooh Hikim, Vanassa Dixon Briggs, and Verna Avery Brown

The Program Director was unable to attend the meeting. Stated that there was a letter from Pacifica and Dr. regarding who could be in the meeting with her. Explained the Program Committee meetings as are other meetings per Pacifica Bylaws open to the Public. Persons cannot be denied access. PD was asked to provide a copy of the official letter from Pacifica.

Agenda :

Programmers Bill of rights

LSB Show update.

Changes to Grid -Shows

Update upcoming Fund Drive (pitching)

Election/PSAs

WPFW programs/grid.

(No additional items and agenda items were approved by the committee)

Update Programmers Bill of Rights – no update the group has had only one meeting.

Previous meeting chaired by Program Director.

Questions for Program Director

Who is heading the committee?

When will the group meet again?

Document provided for members to provide suggested changes who should the information be sent too.

Committee member, Martha Peterson stated she has a copy of a programmer's bill of rights and grievance document that was approved around 2015. The process was accepted by management but has not to this day been implemented. Member Marsha Edwards stated at the time she was a member and will look for any information she has also. Question raised why are we addressing it again instead of using what was approved by a previous board ? Advised will check with the secretary regarding the document.

LSB Show update- present hosts – Irene Adams and Bill Curtis

The subcommittee met September 14th to discuss the September 28th show guest who will be "Brother Ka Ba with information shared from the September 13th LSB meeting.

Future show suggestions: Find ways to reach out to other programmers (invite via flyers, word of mouth from previous guests) Purpose of interviews to allows the community to meet the people and interact with them. Call in component to be added at a future date. Standard Operating Procedure (SOP) being prepared by Irene Adams for future use. Currently there is nothing in writing on how to set up the show.

The LSB Show will strongly encourage all listeners to take part in the Election process currently taking place for new LSB members.

### Fund Drive and Pitching Support

October 8 through October 28th. Period for the drive. Some training has taken place for the programmers. Verna Avey Brown stated Miyuki Williams oversaw training. Her email address was provided so people interested in the training can contact her .

The goal for the drive is \$350,000.

### Election, Ballots, PSAs

Each member is encouraged to reach out to their community and encourage them to vote in the election. Explain to people the ballots are coming from the Pacifica Foundation not WPFW. Quorum is needed to validate the election. The final day to vote is Saturday , September 30 11:59 pm. There will be an additional cost to extend.

### Changes to Grid programs

The Program Director stated in August there would be changes to the grid. Since PD was not able to attend the meeting. This information will be requested in writing.

Next committee meeting October 23, 2023.

Meeting ended at 8:30 pm

### Action items:

The Chair will check with secretary regarding a Programmers Bill of Rights approved by the LSB around 2015.

### Questions for Program Director

Who is heading the committee for Programmers Bill of Rights?

When will the group meet again?

Document provided for members to provide suggested changes who should the information be sent too.

Grid

Please provide information regarding changes to the Grid. Identifying new shows. How were they selected?

Access to programmers

List of programmers and their email addresses to be used to invite them to be guests on the LSB show

### **Attachment D**

#### *Report*

## **The Communication Standards and Enforcement (CSE) Committee report, WPFW LSB meeting Oct. 11, 2023**

Since our last LSB meeting, the Communication Standards and Enforcement Committee (**CSE**) completed its initial discussions with the Local Station Board (**LSB**) Members who found it prudent and necessary to create the Communication Standards and Enforcement Committee. Its purpose was to help establish basic respect and courtesy between LSB Members, establish a new culture, thereby helping the LSB to become effective in its important work. As written by the original Members of the CSE, below are Purpose, Mission Statement, Vision, and Current Status (for the committee at that time):

### **Purpose**

To create a stress-free peaceful meeting environment without threat of being bullied, or verbally abused for our input, ideas, or opinions regarding issues, disagreements or other related items that influence conflicts of interest. We're all volunteers and deserve a vast amount of respect for our efforts and humanity. Our intent is to ensure that we all get it! We're all grown but sometimes can act like undisciplined children, therefore it stands to reason that when warranted, grown folks need discipline too. Therefore this committee is undoubtedly purposeful and on point per our current experiences with a total of six member resignations/withdrawals in eight months (i.e. Jan. - Aug. of 2020) due to unnecessary acts of personal derogatory behaviors.

## **Mission Statement**

To put a stop to the personal attacks (inclusive of written and verbal conduct) that adversely affect our members, organizational representation and purpose.

The “Enforcement” part of our title is to provide fair and sanctioned due process to hold ourselves accountable for such conduct within the guidelines of our Pacifica By-Laws in conjunction with Robert's Rules of Order.

## **Vision**

To bring forth the realization that we all need to break our old chronic habits of “addressing people instead of issues and not who's right or wrong but what's right and what's wrong!” – *McCloud*

## **Current Status**

The SRC (Special Rules of Conduct) pamphlet has been completed inclusive of rules, penalties and processes as approved and amended by the LSB finalized 12/9/20. Any further inquiries regarding this pamphlet may be directed to either of the current members (Dennis or Eileen)

1

of the CSE Committee.

The actions of the CSE Committee has sparked a new and strengthened foundation for changing the culture of our LSB to a more positive and respectable organization for representation of WPFW as well as our Public.

## **Current CSE considerations on the Standards**

After much open and honest discussions with original CSE members and the current WPFW

LSB Chairwoman Minerva Sanders, the current CSE committee determined that the current Standards Pamphlet was quite sufficient for LSB purposes as originally conceived by the original CSE members and approved by the WPFW LSB. Missing was the will of the LSB to implement and establish the Standards as an ongoing practice.

Basic politeness and respect. Adherence to personal verbal self-discipline. Flexible cooperation for the better good of WPFW in all matters. These outcomes are realized with the Standards as practice. The WPFW LSB must assert its will “*to break our old chronic habits of “addressing people instead of issues*

*and not who's right or wrong but what's right and what's wrong!" – McCloud.* The Members of the LSB must 'practice the practice' to establish the Standards in our meetings.

## **The Pamphlet**

The **Special Rules of Conduct (the Standards) Pamphlet** is attached. Please review. Take to heart and mind its positive implications for the WPFW LSB. At the LSB meeting in November, we will briefly walk through the document. For now, read the document. Begin to use the Standards in our LSB meetings. Additionally, the **Standards Pamphlet** shall be included in the Orientation Packet given to new WPFW LSB members. We also recommend that the **Standards Pamphlet** be placed permanently for download on the LSB page on the WPFW website.

The current working members of the Communication Standards and Enforcement (CSE) Committee are Eileen Rosin and Bill Curtis. The committee welcomes volunteers.

**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.

--CSE committee report submitted by Bill Curtis Oct 9, 2023