

WPFW- LSB Regular Meeting Minutes February 14, 2024

Teleconference via Zoom Washington, DC

Dennis Williams – Chair

Wayne Bruce – Vice Chair

Kamau Harris –Treasurer

Ellen Williams Carter - Secretary

1. Call to Order started at 6:40 pm

2. Logins/Greetings/Roll Call

- | | |
|-------------------------|-----------------------|
| 1. Anita Irene Adams | 12. Kamau Harris |
| 2. Karen Briggs | 13. Arthur Hyland |
| 3. Vanessa Dixon-Briggs | 14. Tony Leon |
| 4. Sarah E. Brown | 15. Mariah McClain |
| 5. Verna Avery Brown | 16. Ron Pinchback |
| 6. Michael Byfield | 17. Minerva F Sanders |
| 7. Bill Curtis | 18. Adele M Stan |
| 8. Violetta Diamond | 19. Dennis Williams |
| 9. Sue Goodwin | 20. Wanda Gnahoui |
| 10. Robert A. Gordon | 21. Patrick Morrison |
| 11. Donna Grimes | 22. Andrew Kreig |

Excused absences: Wayne Bruce and Ambrose Lane Jr.

3. Resignation: Vicki Gass resigned and Wanda Gnahoui was appointed.

4. The agenda was approved with an amendment.

Minerva requested a move of the PNB report to after the Management report. She also asked the chair to Identify Bio/ Stretch and Bathroom Break. He explained.

5. January 11, 2024 minutes were approved.

6. Management Reports:

Jerry Paris, General Manager, reported:

a. Pledge Drive

The drive is going fairly well. Things are working.

Irene Jefferson reported an incident in the studio on Saturday during the pledge drive. She said there was a verbal threat made to one programmer from another. She said that she was a witness.

b. Finances

Payroll is due. Operationally we are struggling with human issues. The HAVC is broken. He will be at the station tomorrow morning.

Katea Stitt, Program Director, report:

Katea Stitt is ill and was unable to attend the meeting.

7. Development Staff

Sataria Joyner reported:

The pledge drive goal is \$325,000. So far during the February pledge drive, the station has raised \$128,944. The Cash App and Pay Pal amounts are \$7,259.44. The total amounts raised is \$136,203.44. On Friday we will have a table at the Mid-Atlantic Jazz Festival. Additionally, on Friday the WPFW newsletter will be distributed online.

The staff can be contacted at Membership @wpfw.com.

8. Finance Committee Report

Treasurer, Kamau Harris report: (see attachment A)

He submitted a motion:

Motion:

Motion to require a written financial report from station management

Whereas Article Seven, Section Three (A) of the Pacifica Bylaws reads “To review and approve the station’s budget and make quarterly reports to the Foundation’s Board of Directors regarding the station’s budget, actual income and expenditures”

Whereas station management to date has prepared and organized some of the financial activities of the station by general ledger account for monthly review by the Finance Committee

Whereas station management, during the presentation of the monthly financial activities, has provided limited to no responses to the questions of the committee

Whereas station management has failed to coherently and concisely report to the committee why the presented activities have occurred and thus preventing the committee from performing their Article Seven, Section Three (A) duty

Therefore, beginning with the review of the February 2024 financial activities scheduled to take place on March 11, 2024 and going forward, station management will submit a written report to the committee in conjunction with a complete accounting of all the financial activities occurring in all bank accounts, online payment

systems, P2P payment apps, and all other methods of collecting and recording financial activities in the suggested format outlined below

Report Format

A) Overall Summary of activities during the month

B) Detail explanation of revenues received including sources, activities performed to earn, and actual to budget comparison

C) Detail explanation of each Income Statement expense categories (Personnel Costs, Board Expenses, Administration Expenses, Programming Expenses, Development Expenses, Community/Special Events and Central Services) and actual to budget comparison

D) Detail explanation of all contracts entered into that material change the financial activities of the station

E) Detail explanation of the plan to improve the financial position of the station if overall performance is in the “red” or a detail explanation of the plan to maintain any positive overall performance

Vote: Vote: No 3 Yes 15 Abstentions 3

9. Management Assessment and Search/Evaluation Committee

Pat Morison, chair reported:

There will be 4 meetings on the next Fridays.

What do they need to get done:

1. Create a vacancy announcement.
2. The community needs to be involved.
3. Make sure we get feedback from the community.

Robert Gordon, chair of sub-committee:

Members of the sub-committee: Tony Leon and Ambrose Lane

They will:

- a. Create a survey to reach out the community.
- b. Determine how to implement it.
- c. Focus on how to get feedback.
- d. Have survey questions at the end of February and distribute them to the community at the Town Hall in March.

Motion submitted by Patrick Morrison:

Motion:

Allow alternate members of MASC to speak during the meeting.

Vote: No 3 Yes 15 Abstentions 3

10. Community Comment

Martha Peterson asked has there been a response regarding the Festival Center issue.

Sabooch Hikim stated that the CAB meets on the 3rd Monday of the month. The enrollment is open to 7 to 11 people. The meetings are open to the public.

11. Relocation Committee

Kamau Harris, chair reported:

The committee met in January and February and discussed:

1. Nailed the required space needed.
2. Viewed a list of potential properties.
3. There are 13 properties that more details are needed and there are other properties that they may explore.

The next meeting is February 21st.

12. PNB Report

Minerva Sanders reported:

- The PNB will work to ensure that the stations are compliant with the Bylaws.
- Make sure the audits are completed
- The National Election Supervisor job needs to be placed on the WPFW website.
- They are Looking for two LSB members from each station for the audit and governance committee.

There are 4 standing PNB committees:

1. Governance
2. Audit
3. Election
4. Programming Committee

Their meetings are posted on the Pacifica website.

13. Development Committee report (see Attachment B)

Irene stated:

They are working on a donor card and they will have a display table at the Mid-Atlantic jazz festival.

14. Community Outreach

Violetta Diamond, chair

Mid-Atlantic jazz festivals:

They will have water bottles, magnets, WPFW t-shirts and bumper sticker items to auction off at the festival.

Town Hall:

The Town Hall is scheduled for March 16th at 1300 10th Street NW, New Bethany Baptist church from 12:00 noon to 2:30pm. They want to reach out to young people. A PSA will be sent to Katea Stitt.

Newsletter

The newsletter is completed and will be sent to members.

Fundraising

They are planning a major donor event in March and another fundraiser.

15. Program/LSB Show Committee report

Minerva Sanders reported:

Sarah provided information about an event that will take place in June.

They want to do a survey to see how they can help the programmers.

LSB show

Bill stated that they need the drop-down menu to indicate the LSB show on the WPFW website donation list.

16. Communication and Standards Committee

No report submitted.

17. Unfinished Business

Minerva

PNB committee requests filled:

Audit

1. Wanda Gnahoui
2. Karen Briggs

Governance

1. Verna Avery Brown
- 2.

18. New Business

Motion submitted by Sarah Brown:

Where as WPFW proclaims by Mission Statement and dictum to support the causes of communities that have been marginalized by hatred, disrespect, and malicious legislation,

Where as the WPFW LSB has recognized the LBGQT communities as being recipients of such treatment and abuse

Therefore, we at WPFW LSB will support at minimum the two major DC Pride month activities with radio coverage:

Pride Parade

Pride Festival

And provide respectful and full coverage of the various communities involved.

Vote: Unanimous

19. Action Items/Agreements Summary

- Documents from the evaluation committee.

- Relocation committee working on possible space for the station.

20. Dennis Williams, Chair, Adjourned the meeting at 9:40pm

Minutes submitted by: Secretary, Ellen Williams Carter

Attachment A

Finance Committee WPFW Local Station Board (LSB)

Report to the LSB
February 14, 2024

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 February 12th at 7pm via Zoom. The agenda was as follows:

1. *Convene Meeting*
2. *Financial Report from Management (Jerry Paris, General Manager)*
3. *Review December & January bank transactions and Outstanding Accounts Payable*
4. *Update on Winter Fund Drive*
5. *Update on FY24 Budget*
6. *Relocation Costs*
7. *Schedule LSB Workshop: "How to read an Income Statement"*
8. *Motion from Chair – "Written Financial Reports"*
9. *Questions*
10. *Adjourn*

The following financial information was provided by station management:

<i>Ending Cash Balance in Truist Acct at 1/31/2024:</i>	<i>\$ 16,505.86</i>
<i>Total Debits in Jan (-)</i>	<i>\$ 130,598.70</i>
<i>Total Credits in Jan (+)</i>	<i>\$ 116,212.52</i>
<i>Ending Cash Balance in United Acct at 1/31/2024:</i>	<i>No info provided</i>
<i>Ending Cash Balance in Truist Acct at 2/12/2024:</i>	<i>No info provided</i>
<i>Outstanding Accounts Payable at 1/31/24:</i>	<i>\$ 349,919.72</i>

Attachments: Reports from WPFW Management; Motion passed on "Written Financial Reporting"

Conclusion:

The next meeting of the Finance Committee will be on Monday March 11, 2024 beginning at 7:00pm via Zoom.

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

Dec-23	WPFW Bank Activity		
Beginning Balance		Amount	\$ 38,195.06
Listener Support		\$ 63,048.91	
Off Air Campaign WPW			
Donations (CARS)			
Major Gifts			
Comm Event			
Total Deposits			
Withdrawals			
Loans and Advances to Employee - Administrat	700-1270-01		
Payroll	700-1293-01	\$ 34,779.24	
Wire	700-1293-01		
Health	7001293-01		
Central Services	7001293-01	\$ 2,667.00	
Central Services PRA	7001286-01		
Consultants - Admin	700-6300-01	\$ 3,250.00	
Consultants-Engineering 3 people	700-6511-01	\$ 6,427.00	
Telephone - Admin	700-6581-01	\$ 6,250.46	
Postage	700-6590-01		
Professional Service- Legal	700-6600-01		
Bank Charges - Admin	700-6610-01	\$ 556.92	
Credit Cards Financing Fee-Administration	700-6630-01	\$ 1,309.05	
Local Travel - Admin	700-6641-01	\$ 287.62	
Board Expenses - Meeting & Travel- Administration	700-6650-04		
Office Expenses - Admin	700-6680-02	\$ 379.95	
Rent Expense - Admin June	700-6680-04		
Tower Rent - Admin Nov/Dec Oct/Nov	700-6698-01	\$ 12,862.16	
Utilities-Tower - Admin	700-6750-03		
Maintenance-Non-technical -Op	700-6751-03	\$ 128.95	
Maintenance Technical - Programming	700-6820-02	\$ 89.09	
Maintenance Technical - Operations	700-6790-03	\$ 819.96	
Premiums - Development	700-6750-03		
Premiums - Development shipping	700-6752-03	\$ 67.85	
Fund-Drive Exp Development -5 K run	700-6751-03	\$ 300.00	
Web-Site Expenses - Programming	700-6698-01	\$ 176.68	
Total Withdrawals		\$ 70,351.93	
Ending Balance			\$ 30,892.04

Jan-24	WPFW Bank Activity		
Beginning Balance		Amount	\$ 30,892.04
Listener Support		\$ 116,212.52	
Off Air Campaign WPW			
Donations (CARS)			
Major Gifts			
Comm Event			
Total Deposits			
Withdrawals			
Loans and Advances to Employee - Administrat	700-1270-01		
Payroll	700-1293-01	\$ 51,593.62	
Wire	700-1293-01		
Health	7001293-01	\$ 24,923.38	
Central Services	7001293-01	\$ 2,667.00	
Central Services PRA	7001286-01		
Consultants - Admin	700-6300-01	\$ 1,500.00	
Consultants-Engineering 3 people	700-6511-01	\$ 8,252.00	
Telephone - Admin	700-6581-01	\$ 4,303.27	
Postage	700-6590-01		
Professional Service- Legal	700-6600-01		
Bank Charges - Admin	700-6610-01	\$ 467.30	
Credit Cards Financing Fee-Administration	700-6630-01	\$ 2,704.64	
Local Travel - Admin	700-6641-01	\$ 915.65	
Board Expenses - Meeting & Travel- Administration	700-6650-04	\$ 800.00	
Office Expenses - Admin	700-6680-02	\$ 390.47	
Rent Expense - Admin June	700-6680-04		
Tower Rent - Admin	700-6698-01		
Utilities-Tower - Admin nov/dec	700-6750-03	\$ 14,114.29	
Maintenance-Non-technical -Op	700-6751-03	\$ 83.62	
Maintenance Technical - Programming	700-6820-02	\$ 58.20	
Maintenance Technical - Operations	700-6790-03	\$ 1,564.00	
Premiums - Development	700-6750-03	\$ 6,987.10	
Premiums - Development shipping	700-6752-03	\$ 47.38	
Fund-Drive Exp Development -Telerep	700-6751-03	\$ 8,900.00	
Web-Site Expenses - Programming	700-6698-01	\$ 326.78	
Total Withdrawals		\$ 130,598.70	
Ending Balance			\$ 16,505.86

Outstanding WPFW A/P (vendor) 02/01/24

Vendor	Date	Amount	
The Bernstein Companies	as of 02/24	\$	70,069.98
Service Mechanical Service HVAC	as of 02/24	\$	295.00
Service Mechanical Service HVAC July	as of 02/24	\$	11,320.00
Central Service 14 months	as of 02/24	\$	176,960.00
Central Service 12months	as of 02/24	\$	24,492.00
American University Tower /dec/jan/feb	as of 02/24	\$	19,679.24
Heath Insurnace	as of 02/24	\$	13,421.46
RRC/Nielson Data(svz suspension)	as of 02/24	\$	6,960.00
Kastle System dec/jan/ feb	as of 02/24	\$	297.00
Pepco jan/feb	as of 02/24	\$	16,994.84
Verizon T1 Tower	as of 02/24	\$	1,561.91
Verizon (in house)	as of 02/24	\$	1,007.19
BMI	as of 02/24	\$	6,861.10
		\$	349,919.72

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Attachment B

Minutes for Development Committee Meeting – Thursday, January 25, 2024

Agenda

A. Roll Call:

Marsha Edwards	Martha Peterson
Art Hyland	Minerva Sanders
Sabooh Hakim	Miyuki Williams
Irene Adams	

B. Recognizing New members/attendees – No new members today. Chair announced that a list of committees with a description has gone out to the LSB members. We hope that new members will express interest in the various committees.

C. Supporting upcoming events

1. Town Hall meeting confirmed with New Bethany Baptist Church 12 noon-3:30 on Saturday, March 16, 2024. Intent to do a survey and research subject matter.
2. Atlantic Jazz Festival – Gloria Turner POC. WPFW table will be set up, displaying information. Looking for individuals to man table 10-7 Friday, Feb 16th, 17th & 18th. Vinnie will be sending out something. Looking for LSB monetary and time support. There will be a fee to attend the concert.
3. Fund Drive – beginning Sunday, February 4th through the 24th. Looking for live volunteers for specific times for the busiest times on the weekend.

D. Development of materials

1. Arthur was working on the advertising card. He has tried Community Printing, but unable to get a quote. Irene suggested Vistaprint and will investigate other resources.

E. Items for the Newsletter

1. The newsletter will feature DJ Underdog
2. Other items would probably include the search for permanent GM
3. Programming Updates

New Items

1. Art wants to do a concert – possibly a jazz fund-raiser and is requesting music world contacts. Needs person with jazz connections.

Adjourn

Next meeting will be held on Thursday, February 22, 2024 at 7:00 p.m.

