

Teleconference via Zoom Washington, DC

Dennis Williams – Chair, Eileen Rosin – Vice Chair

Nick Arena – Treasurer and Ellen Williams Carter - Secretary

I. Call to Order started at 6:32 p.m.

II. Roll Call

18 - Members that were present:

Francis Yaw Agyei, , Thomas M Blanton, Sarah E Brown, Ellen Williams Carter Non-Voting, Marsha Coleman-Adebayo, Bill Curtis, Vanessa M. Dixon-Briggs, Sue Goodwin, Kamau Harris, Julie Hewitt, Arthur Hyland, Kathleen A Maloy, Maxx Myrick, Eileen Rosin, Minerva F Sanders, Frank Stearns, Violetta Diamond, Dennis Williams, and Wayne Bruce, Nick Arena: non-Voting,

Parliamentarian: John Tatum

1-Unexcused absence: Anita Irene Adams

4 - Excused absences: Arthur McCloud, Adele M Stan, Tim Willard, Donna Grimes

III. The agenda was approved.

IV. The January and March minutes were approved.

V. Management Reports

Jerry Paris, General Manager, reported:

1. ***New Staff Position:*** He couldn't emphasize how large the loss of Askia Muhammad, WPFW News Director is. Jerry stated he talked to the Executive Director about this matter.
2. ***Pacifica Archives:*** The Pacifica Archives needs more financial help and everyone in Pacifica is stepping up to help.
3. ***Studio and Transmitter:*** WPFW is working from the studio to the transmitter implementing new equipment.
4. ***Question:*** Dennis asked, is there approval for another position, Development Director? Jerry stated, the Executive Director said if WPFW could afford it. Jerry stated that NETA will check. Dennis asked, who will speak to NETA? Jerry stated, Annette will ask NETA and get an answer by Friday.

Katea Stitt, Program Director, reported:

1. ***News Director:*** She spoke about the loss of Askia Muhammad, the former News Director.
2. ***Pledge Drive:*** The WPFW Pledge Drive will begin May 8th and end May 28th. The goal for the drive is \$300, 000. A poster will be created to send out to members regarding the Pledge Drive. Katea asked the LSB to please share the flyer on their social media pages. The station is planning special programming during the Pledge Drive. Kathleen said she has T-Shirts that could be offered during the Drive.
3. **Special Programming:**
 - a. International Jazz Celebration
 - b. May Day Special programming
4. **News Department:** New staff person in the news department Hakam Takhar.

VI. Finance Committee Report (submitted a written report: See Attachment A, page 4)

Nick Arena stated:

There is \$123,000 in the bank as of 3/31/22. We are still behind in the budget as it pertains to major donors. The Development Director position was not added to the budget for 2022. The budget would need an adjustment.

VII. Programming Committee

Sabooh presented a report for the LSB show:

Bill Curtis will give the LSB meeting update during the April 29, 2022 LSB show. A presentation will be given on Roberts Rules by Ted Weisgal, a professional parliamentarian who has written a book on the subject. In addition, Ms. Cooper, mother of Kwamena Ocran, will give an update about the lawsuit against the Gaithersburg police for killing her son.

VIII. Community Outreach Committee

Minerva stated that the Community Outreach Committee is continuing to work on the following exciting ideas:

1. A WPFW Newsletter: Art interviewed Von Martin, programmer for the WPFW show Caribbeana, for the newsletter and presented a draft to the committee.
2. WPFW bus trip to Cambridge, MD, Harriet Tubman Museum and Educational Center July 16, 2022
3. Blues Festival August 20, 2022
4. 5K walk
5. Musicians perform music and LSB members will pass out information about WPFW and the Pledge Drive
6. An Anacostia Skate party

IX. Communication Standards and Enforcement Committee

Frank and Bill met with the Eileen. They discussed what the committee's role is.

X. PNB Report

Julie stated:

1. Kudos to Vanessa. She served on the Personnel Committee that was responsible for hiring the new Executive Director, Stephanie D. Wells. She has the expertise to do the job.
2. Since WPFW is a minority station it will get a big chunk of the CPB funds.
3. WPFW Delegates are needed to serve on the PNB committees. We need to represent so our voices are heard.

XI. Community Comment

Carol from KPFA shared information about three stations, KPFT, WBAI and KPFK. She appreciates the news that WPFW presents. She shared her thought on why WPFW and KPFA are successful:

1. Great station managers
2. Programming Outreach presenting programming that listeners will pay for
3. News programming and Democracy Now

Cerene thanked WPFW for reviving the station. She appreciates the news programming. Congratulations for being in the black.

Violetta volunteer to serve on the PNB Governance committee or Programming committee.

XII. Evaluation Committee (submitted a written report: See Attachment B, page 5)

Dennis reported that the Evaluation committee:

1. Sent the General Manager and Program Director a Self-Evaluation. They requested that the evaluations be returned by end of the day on Friday.
2. Is considering developing an instrument for individual paid staff to evaluate the General Manager and develop an instrument, that by lottery, a sample of volunteer programmers will evaluate the Program Director.

XIII. Unfinished Business

1. Development Director Position: A work in progress
2. Suppository for Documents: A work in progress

XIV. New Business

No new business

XV. Action Items/Agreements Summary

Chair, Dennis Williams' report:

1. Working with management to get a new staff delegate there has been no interest.
2. Met 3 weeks ago with two other Pacifica station chairs KPFK and WBAI. They will meet on a monthly bases.
3. Is in touch with the leadership of WPFW CAB.
4. Contacted the Local election supervisor; however, received no response.

Action items

1. WPFW delegates needed for the PNB committees: Governance, Elections, Audit and Programming
5. Evaluation committee assessment of documents for Management evaluation.
6. Hiring a Development Director

XVI. Adjourned the regular meeting at 9:37p.m.

Dennis Williams, Chair adjourned the meeting

Minutes submitted by: Secretary, Ellen Williams Carter

Attachment A

WPFW Finance Committee Report – Monday, April 11, 2022

1. Station Cash Flow Update: Bank Balances were over \$123K as of 3/31/2022. The next Pledge Drive is targeted to begin on May 8. The goal is \$300K. Additional major donor gifts are needed expected May thru July. Off-air and other types of fundraising are still needed due to shortfalls in 2019 and 2020.

2. FY 2022 and Expense Updates: PNO estimates that WPFW past due Central Services payments for FY19-20 are approximately 170K. WPFW was one of the only stations to exceed it's FY2021 Budget and consistently pay its bills. Thru 3/31/2022 the Station is approximately \$127K behind its FY2022 Budget. This is largely due to the lack of budgeted major donor income (\$125K) and lack of Central Services payment credits (\$12K).

WPFW FY2022		
	Budgeted Income	Actual Income
October	224,442	253,707
November	97,130	49,873
December	167,533	209,875
January	130,797	89,500
February	178,392	217,635
March	211,000	102,924
YTD total	1,009,294	923,514
Difference		(85,780)
	Budgeted Expense	Actual Expense
October	132,194	159,116
November	147,456	116,059
December	137,582	144,841
January	126,235	149,055
February	130,521	150,271
March	139,284	135,953
YTD Total	813,272	855,295
Difference		42,023
Total Difference		(127,803)

Attachment B

WPFW LSB

Evaluation Committee Meeting

April 4th, 2022 8:15 PM EDT

Committee Members Present: Dennis Williams, Arthur McCloud, Vanessa Dixon-Briggs, Kamau Harris;
Committee Members Absent: Kathleen Maloy (excused)

Committee Chair: Dennis Williams

Committee Secretary: Kathleen Maloy

The committee has been meeting biweekly since February with the goal of completing LSB evaluations of the General manager and Program Director this year (as mandated by bylaws).

The Committee has created a self-evaluation tool for each employee; the GM and PD each gave input to the Committee on the development of the tools. which have been shared with the LSB. The GM and PD have been asked to complete these self-evaluations and return them to the Committee no later than COB Friday, April 15th.

The Committee has a new evaluation tool format under consideration with a point ranking system for each category. (Note: the evaluation categories being considered in all these tools also reflect those developed in 2021 by the Program Committee.) The Committee hopes to finalize this tool for the next phase of the evaluation by late spring.

At the April 4th meeting, the Committee began to refine the evaluation tool. The Committee also began discussing the process for conducting the next phase of the evaluation. There is a consensus that all paid staff should be asked to participate in the evaluation of the GM and that some subset (perhaps chosen by lottery) of volunteer programmers should be asked the same for the PD. In both cases some but perhaps not all LSB members will be asked to participate as well.

Next Steps:

- Review self-evaluations from GM and PD.
- Modify and consolidate evaluation categories for the next-phase tool.
- Consider which items are measurable, how they can be measured and who might be in the best position to do so.

Next Meeting April 18th Monday 8 PM EDT

Meeting Adjourned 9:10 PM EDT