

Teleconference via Zoom Washington, DC

Dennis Williams – Chair, Eileen Rosin – Vice Chair

Kamau Harris – Interim Treasurer and Ellen Williams Carter - Secretary

**I. Call to Order started at 6:34p.m.**

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

Members that were present:

- 21 - Sarah E Brown, Ellen Williams Carter Non-Voting, Bill Curtis, Sue Goodwin, Kamau Harris, Minerva Sanders, Eileen Rosin, Violetta Diamond, Dennis Williams, Thomas M Blanton, Donna Grimes, Vanessa Dixon-Briggs, Julie Hewitt, Arthur McCloud, Anita Adams, Yaw Agyei, Wayne Bruce, Marsha Coleman-Adebayo, Arthur Hyland, Kathleen Maloy, Maxx Myrick and Tim Willard
- 2- Excused absences: Frank Stearns, Adele Stan

Parliamentarian: John Tatum

**3. The agenda was approved.**

**4. Interim Treasurer**

Chair Dennis Williams' motion: Kamau Harris has agreed to be the interim treasurer. Are there any objections to Kamau Harris serving in this position? There were no objections. The vote was Unanimous in favor.

**5. The October 12, 2022 minutes were approved.**

**6. Management Reports:**

**Jerry Paris, General Manager, reported:**

**Finances**

Welcome aboard Kamau. The station completed the pledge drive with 75.1% of the goal of \$350,000. We succeeded to make payroll.

**PEPCO K Street Power Down**

There was a power down on K Street. We were given short notice from PEPCO. The Chief Engineer helped coordinate the transmitter configuration to send the shows to be aired. I had to go to the transmitter to throw the switch 4:00am. The power was down for 18 hours on K Street.

**Questions:**

Kathleen had several questions. They were postponed until executive session.

A LSB member commented that members would like to meet at the station. The GM said we need to follow protocol for COVID in the District. Eileen asked, could we meet at a Library? The Chair, Dennis said he would poll the members regarding meeting in person in January.

Minerva asked the GM, what are the hours that the staff are present at the station? The GM stated that the board ops are there from 7:00am until 8:00pm. Annette is there from 10:00am until evening. He stated, while Annette is there, she is packaging premiums to be mailed, making calls and handling finances.

Dennis asked the GM, where are we with HD? The GM stated that you can hear HD 1. It is a copy of the FM signal.

Minerva asked the GM, who is covering for Katea Stitt, PD? The GM stated, everyone is covering for Katea.

**Katea Stitt, Program Director, reported:**

Katea is on medical leave.

**7. Finance Committee Report (see Attachment A)**

Kamau Harris, Interim Treasurer reported:

On Monday, the finance committee met.

The following financial information was reported:

- Cash on hand \$107,284
- Outstanding Accounts Payable \$106,628
- Pledge Drive collections \$269, 000

There was a payroll short fall but staff and the GM raised money from donors. On Tuesday, November 29, WPFW will fundraise for the station as part of Giving Tuesday.

Questions:

Dennis asked the GM, is there any reason that we should not have access to the financial information? The GM responded, for security reasons some information can't be shared, if Pacifica considers it sensitive information.

**8. PNB Report**

**October 27<sup>th</sup> motion:** Individual members of one station can't be on a voting list of another station as member.

**November 3<sup>rd</sup>** meeting regarding extending LSB terms postponed until November 10<sup>th</sup>.

**November 15<sup>th</sup>** There will be a Fundraiser for the Pacifica Archives aired on all stations.

**9. Program/LSB Show Committee Report**

Frank Stearns is the Secretary. Minerva Sanders is the Vice Chair.

We received a proposal from Thomas Blanton regarding how we can come together as a LSB, programmers and management.

The LSB Show needs members of the LSB to be part of the LSB show committee.

Arthur McCloud said Bill Curtis does a great job on the LSB show when reporting on the LSB meetings and he is a good LSB representative.

**10. Community Outreach Report (see Attachment B)**

The Town Hall meeting will be held at New Bethel Baptist Church, located at 1300 10<sup>th</sup> Street N.W. Washington, D.C. from 12:00pm until 2:00pm.

Minerva suggested that we have a workshop to improve our working together as a LSB.

Motion: We should have a LSB Workshop to improve our working together and improve our process as a working board. Dennis said he would present the motion to the coordinating committee. Vote: Unanimous

Donna asked about the Newsletter. Martha said that Arthur Hyland tried to get someone to interview but he needs help from management.

#### **11. Community Comment**

Saboo said the Relocation Committee needs to be restructured and Jerry needs some help at the station.

Tony Leon had inquiries about staff evaluations, fundraisers and programming.

Steve Tibet had questions about staff members and an on air programmer's situation.

Martha is willing to help with a retreat.

Marsha had questions and comments about the September LSB meeting.

#### **12. Chair's Report**

- Coordinating Committee: A response was sent to the letter from the concerned programmers.
- Develop a directory to identify areas of interest and expertise of LSB members.
- Sponsor a Holiday gathering for staff, programmers and management
- Officer elections are next month anyone interested in becoming an officer notify us in the next two weeks.

#### **13. Unfinished Business**

- Develop a needs assessment to determine how LSB members can help at the station and areas of need that volunteers could help.
- Volunteers are needed at the station. Minerva and Thomas said they will help and volunteer during Giving Tuesday.

#### **14. New Business**

No new business was introduced.

#### **15. Dennis Williams, Chair, Adjourned the regular meeting at 9:36pm**

#### **16. Convened the Executive Session 9:46pm**

#### **17. Adjourned the Executive session at 11:34pm**

Minutes submitted by: Secretary, Ellen Williams Carter

## Attachment A

Finance Committee

WPFW Local Station Board (LSB)

Report to the LSB

November 9, 2022

Kamau Harris, Interim Treasurer/Chair

The Finance Committee met on Monday November 7, 2022, 7pm via Zoom. The informal agenda was as follows:

1. (Re)introduction of Kamau Harris as Interim Treasurer and Finance Committee Chair
2. Update on current finances presented by WPFW General Manager Jerry Paris
3. Next steps to achieving greater transparency, team work and timely financial reporting

### **The following financial information was reported:**

Cash on hand at 10/31/22: \$107,284

Outstanding Accounts Payable at 10/31/22: \$106,628

Pledge Drive collections: \$269,000

Other anecdotal information reported:

- The Foundation may not make the next payroll payment due to shortfalls from other stations;

The GM offered the help of WPFW with this shortfall.

- Staff is currently reaching out to major donors (+\$250) to raise funds between pledge drives with two major donors set to contribute right away
- On the advice of consulting firm, the station will change fundraising technique to bring in more revenue
- There are some staffing concerns. GM is considering soliciting the help of the programmers to mitigate the shortfall in man-hours
- A campaign is being developed around "Giving Tuesday" to raise funds

In conclusion:

It is the intent going forward that the LSB Treasurer along with the WPFW General Manager, WPFW Accounting Clerk, the Pacifica Foundation National Business Manager, and the Executive Director put in place a system of financial reporting that is timely, verifiable, and informative in a way to allow for the WPFW LSB to perform their critical duty of organizational oversight.

## **Attachment B**

### November Community Outreach Committee Report

The Community Outreach Committee met on Tuesday, November 1, 2022. The entire meeting focused on the upcoming Town Hall meeting which will be held on Saturday, December 3rd, 2022. The event will be held at New Bethel Baptist Church, 1300 10th Street NW, Washington D.C. from 12 pm to 2pm.

The theme of the Town Hall is WPFW: Proud, Positive and Poised For Greater Sustainability! Members from Management, the LSB, Programming and the PNB will be our panelists.