

## Minutes

### WPFW- LSB Regular Meeting Minutes June 14, 2023

#### Teleconference via Zoom Washington, DC

**Dennis Williams – Chair, Minerva Sanders – Vice Chair**

**Kamau Harris –Treasurer and Ellen Williams Carter - Secretary**

#### **I. Call to Order started at 6:30 p.m.**

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

Minerva Sanders	Julie Hewitt	Verna Avery Brown
Violetta Diamond	Thomas Blanton	Ron Pinchback
Sue Goodwin	Bill Curtis	Karen Briggs
Kamau Harris	Donna Grimes	Eric Ramey
Yaw Agyei	Sarah Brown	Luci Murphy
Vanessa Dixon-Briggs	Dennis Williams	Wanda Gnahoui
Donna Grimes	Patrick Morrison	Viki Gass

- Unexcused absence: Arthur Hyland and Adele M Stan
- Excused absence: Bruce Wayne

#### **3. Resignations: None**

#### **4. The agenda was approved.**

#### **5. May 10, 2023 minutes were approved.**

#### **6. Management Reports:**

**Katea Stitt, Program Director, reported:** (see Attachment A)

#### **Motion:**

I move that the LSB keep the General Manager, Jerry Paris as the first to give his report rather than the order that the Chair, Dennis Williams suggested to allow the Program Director, Katea Stitt, to present her report first.

Vote: 5 yes 10 no 5 abstentions

Program Director, Katea Stitt, ( also see her written report at **Attachment A**) she reported:

- She returned to work on May 16<sup>th</sup>
- Sent to programmers a report
- Dr. Nick is leaving. Lady C will continue to do the show. On June 25<sup>th</sup> a going away party will be held.
- Event July 3<sup>rd</sup> the film screening of Justice for Barry Farms Co-Directors Samuel George & Sabiyha Price and presented by Empower DC
- Special program: Thomas Blanton will host a special Juneteenth show
- July 4<sup>th</sup> programming “Of thee We Swing” from noon to 8pm

- Pride program June 30<sup>th</sup> from 12- to midnight. The show will memorialize Wanda Austin.
- July 24<sup>th</sup> meeting with the programmers.
- Programmer evaluations
- Looking at the Grid to replace shows where needed. I want to discuss it with the programming committee.

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

**Pledge Drive, Events and Sponsorships**

- Spring pledge drive goal is \$300,000. As of today we have raised about \$220,000.
- Funds were also raised in an off-air fundraiser with author, Gerald Horn. He also donated books.
- In addition, we established a media sponsorship with Bethesda Blues and Jazz and Wolf Trap

**Finances**

- Payroll is current through May, Rent and Tower rent-.
- The next pledge drive is in August.
- We will do some remote programming at Lorton.
- Station is not moving to 1640 Columbia Road. We are seeking to extend the lease at 1990 K street.

**Esther Iverem, Interim Public Affairs Director:**

She didn't attend the meeting.

**7. Finance Committee Report (Submitted a report: see Attachment B)**

Treasurer, Kamau Harris reported:

**8. Relocation Committee: (submitted a report: see Attachment C)**

**Relocation Motion:**

...that the WPFW-LSB accept the report from the relocation committee, as amended by the LSB following discussion, with its final recommendations being sent to the PNB and copies issued to the WPFW General Manager for review.

Vote: Unanimous

**9. Community Comment**

**Tony Leon** disagreed with the outcome of the relocation committee. He felt the 1640 Columbia Road location represented our community more and saved the station money. He felt an action should be taken, if negative behavior of some delegates, caused WPFW to lose the lease.

**Sabooh Hikim-** He thought the 1640 Columbia Rd was a nice place. The Outreach Committee is working on a new flyers to distribute to listeners.

**Louis Wolf** stated, "We had a chance to get in the black with the move to 1640 Columbia Rd. Pacifica was in favor of the move to 1640 Columbia Rd.

**Michael Byfield** stated, "When we moved to 1990 K street, there were problems. People went after the General Manager. What ever is necessary get some justice."

**Martha Peterson** thought 1640 Columbia Rd was a nice setting. It would have been good people to partner with WPFW. She asked, “What happened to the 10 places the relocation committee said they have.”

**Dennis** responded: The Relocation committee will continue to look for new locations. **Kamau** said the relocation committee did a cursory look before they got a broker. They identified four specific locations.

**Miyuki Williams** stated, I have been a programmer at WPFW for 43 years. The ED did not have the paper work (lease agreement) on her desk. The GM didn’t have the lease on the ED’s desk by May 25<sup>th</sup>.

**Arthur McCloud**-He wishes we would not go back and forth. We should be looking for a new place. We should work towards acquiring a place that we could own. The Pledge drives leave money on the table when reminders are not sent. We should send reminders.

**Star Bowie (Community Member)**- she addressed the relocation issue. She hopes that we do underwriting. Some of the folks opposing the festival center and red baiting are not progressive enough.

**Kimberlee Vaughn** said police shootings are a national problem. She said keep these Justice stories at the forefront of your programming.

**Ms. Melody** requests raising this issue up high. She said WPFW can help with this work.

**Robin Holden** is interested in more outside fund-raising events. She said sponsorships from Wolf Trap, Blues Alley or whoever, shouldn’t be a secret. She suggests a flat rate for co-sponsors.

## **10. PNB Report**

### **Election**

- There are questions about the length of the terms as a result of the late elections.
- Pacifica has found donors for the election.

### Relocation of WPFW PNB Motion

PNB motions passed.: Pacifica owns WPFW ‘s license. Pacifica can sign the lease not GM or LSB. ED has to take the first step.

The people who vote on the relocation committee must be delegates.

## **11. Development Committee (submitted a report: Attachment D)**

*Motion: LSB contribute \$25. To the 5k run.*

Vote: unanimous

## **12. Program/LSB Show Committee Report**

Program Director was unable to attend the meeting.

### **LSB Show**

They discussed the LSB show. The next person to host the show is Irene. Von Martin was invited to participate on the show on June 30<sup>th</sup>. Bill Curtis will present information about the LSB June meeting, the LSB and events. Lona Alias will help to prepare the show. During the show received, the received a \$500. Pledge.

## **13. Community Outreach Committee**

## Events

5 K run/walk will occur on September 9 from 7:30am to 12:00pm. A flyer was created by the Development committee.

On Juneteenth WPFW will do PSA outreach committee will plug in where they

Saturday August 20<sup>th</sup> Blues Festival.

Town Hall October 2023

## 14. Evaluation Committee

- They have a meeting tomorrow.
- Sent out evaluations to selected people.
- Included committee members who were not delegates on the board.

## 15. Unfinished Business

Thomas' resolution/motion:

Ron amended the resolution.

- **Add possibility of a stand alone show**
- remove Ms. Cooper's name from the motion.

## Motion/Resolution presented by Thomas Blanton:

I propose to move...

Whereas The LSB in its last term adopted a resolution on genocide of African American;

Whereas, the LSB Show in 2021-2022 season, conducted a segment on police shooting of Komena Oran;

Whereas the LSB Show reported without objection or contradiction on over 29 killings of African American by police;

Whereas the reality of police murders have been reported by Pacifica listeners,

We, therefore, call upon the LSB and WPFW Program Director, assisted by and in consultation with the LSB Program Committee, a regular reporting of a segment on the appropriate show (amount of time to be determined) a regular segment on police murders in America.

**Vote: Unanimous Motion accepted as amended**

## 16. New Business

No new business discussed.

## 17. Action Items/Agreements Summary

- Volunteers for the Thomas Blanton motion/resolution: Sue Goodwin and Verna Avery Brown
- Motion: LSB members will contribute to the 5krun/walk. Vote: unanimous
- Relocation committee is reconstituted.
- More LSB members are needed to join the finance committee.

## 18. Adjourn to Executive Session 10:40pm

Executive session involved a financial matter.

**19. Dennis Williams, Chair, Adjourned the meeting at 11:53 PM**

Minutes submitted by: Secretary, Ellen Williams Carter

*Attachment A*

*Program Director, Katea Stitt, report*

After over a decade of impeccable service, Dr. Nick, host of Southern Soul Rumpin', is departing for greener pastures. He has taught so many about the beauty of Southern Soul, the Blues, Oldies and so much more, and will be terribly missed! We wish him much success in all future endeavors, and thank him for his service. Fortunately, Lady C, whom Dr. Nick trained, will carry on the Southern Soul tradition at WPFW. A proper farewell is being planned for June 25; invite coming soon.

EVENT:

On Monday, July 3, 6:30PM, at Busboys and Poets Brookland, we will co-present with Busboys and Poets a FREE screening of Barry Farm: Community, Land and Justice, the award-winning documentary tell the story of a community's journey within the cycles of place and displacement, followed by a Q&A with Co-Directors Dr. Sabiyha Prince and Sam George. The film is a collaboration between the Bertelsmann Foundation and the DC Legacy Project, established by Empower DC. While the event is free, we will do an Eventbrite for reservations.

SPECIAL PROGRAMMING:

June is Black Music Month, Pride Month, Mental Health Awareness Month, and Immigrant Heritage Month, among so many others. Please keep these in mind when planning your June programming. There are several specials that we will be presenting. Detailed info on those will be sent in a separate email, but here is the list so you can think about participating:

JUNE 19 - JUNETEENTH - Many of our Monday Programmers are incorporating Juneteenth into their regular time slots with a few exceptions. This day is completely programmed.

JULY 4 - OF THEE WE SWING! Swing can be found in all musical genres and throughout all cultures. Swing is the experience of all of us finding joy inside our tears, and keeping a ringshout in the heart. It is how we got over! From noon until midnight, we'll celebrate the audacity and intricacy of swinging music. Please think about participating. So many creative folks can only result in a phenomenal day of programming! Please email if interested!

DATE TBD - Annual Wanda Alston WPFW Pride Extravaganza - For over 5 years, WPFW dedicated the last day of Pride to 12 hours of programming. Last year, under the curation of Sheila Reid, we dedicated the day to Wanda Alston. Because she is such a seminal figure in the fight for LGBTQ rights, it seems fitting to memorialize her in this way. This programming has always been curated and spearheaded by the Inside Out Collective, however, if you're interested in participating, please email and we will put you in touch.

There are a few other specials being discussed. Detailed info on those will be sent in a separate email, but here is the list thus far so you can think about participating. Please feel free to reach out with other ideas:

Jazz is the Teacher; Funk is the Preacher

Tributes to Wayne Shorter, Ahmad Jamal

CONTINUING ON...

There has been a lot of chaos swirling regarding what Programmers responsibilities, protocols and rights are. To that end, I'm sharing information that will hopefully help alleviate some of the confusion and stress. You all already give so much to WPFW by committing to providing excellent weekly content. Our job and only goal is to support you in doing this good work for WPFW and our community.

#### HOUSEKEEPING:

As the old Negor spiritual declares, we're going back to the old landmark - which means going to the basics -

1. The LEGAL station ID is simply WPFW Washington. You can say anything else you want to describe the station, i.e. member supported, jazz and justice, etc, but WPFW and WASHINGTON must be said together at the top of EACH hour.

2. PUBLIC AFFAIRS PROGRAMS w/out newscasts following and ALL MUSIC PROGRAMS must have outro music playing no later than :55 to give time for the next program to prepare to begin. That's just being courteous to your colleagues.

3. PUBLIC AFFAIRS PROGRAMMERS with newscasts following must have outro music playing by :53 so that the engineer has time to get the news prepared to play. Again, being courteous.

4. SEVEN DIRTY WORDS - These are words that should never reach our air. Our engineers are always prepared to hit the DUMP button during our public affairs programming. Music programmers, please always vet your music prior to air, and if one slips out, immediately hit the DUMP button located to your left in the bottom right hand corner of the CD rack in a small cage. Here's a more info, and a good read on the dirty 7 - <https://www.theatlantic.com/entertainment/archive/2012/05/the-7-dirty-words-turn-40-but-theyre-still-dirty/257374/>

5. MUSIC PROGRAMMERS should arrive no later than 15 minutes prior to your show, and ideally a half hour so that you can be cool and calm when you step in the booth. It also allows the programmer that is on air to breathe easy knowing they can leave on time. IF YOU ARE GOING TO ARRIVE LATE YOU MUST CALL either the mobile of the programmer and/or the studio - (202) 588-0893. Again, it's just being courteous!

6. MUSIC PROGRAMMERS please continue to clean the studio before you depart. Wipe down everything you touch/use. Supplies should always be there. If they are not, please email or text, and we'll get them there. WE KEEP US SAFE!

#### FCC QUARTERLY REPORT:

WPFW, like all broadcast outlets, submits a quarterly report to the FCC and places it in our public file by the 10th of each month. This has been done since our inception. The purpose of the report is to confirm that our programming is "responsive to significant community needs, issues and problems as determined by the station." We have never created extra work for Programmers in order to submit the report, and we will not do so now. Please just include the show topic/issue being addressed in the rundown that you already submit to Production and copy me on, that is enough. Those can be forwarded and the issues can be identified and compiled by the entities producing the report. Our quarterly reports are not linked to CPB funding

#### CPB FUNDING:

For many years Pacifica received funding from the Corporation for Public Broadcasting, as does NPR and PBS. That funding was then divided among the 5 sister stations - KPFA, Berkeley; KPFK, Los Angeles; KPFT, Houston; WBAI, New York; and WPFW, Washington, with each station receiving roughly \$200,000 annually. Over a decade ago we lost that funding due to Pacifica being out of compliance with their financial reporting -

audits not being done, etc. While Pacifica national has worked hard to rectify much of this, we are still unable to apply for funding. We certainly hold out hope that this will change soon and we know the national office has been working on this for some time.

#### EVALUATIONS:

We have not done evaluations in several years, and need to rectify this. We will begin with a self-evaluation form, followed by a meeting to review your answers. The purpose of the evaluation is not to be punitive or threatening; it is simply to help all of us identify what we do well, and what needs improvement. Expect to receive the form the first week in July.

#### TICKET GIVEAWAYS:

We always encourage you to treat your listeners with ticket giveaways! If you have relationships with local venues, leverage them. If not, we certainly do and can in most instances secure tickets for you. Our listeners are so loyal, and a ticket giveaway is a way to say thank you for that loyalty. You DO NOT need to use tickets only for pledge drives.

#### ATTACHED DOCUMENTS:

Operations Guide - this is a DRAFT document that Miyuki and I began working on in 2014 when she was employed at the station. Again, it is a draft, and while it may have been disseminated to some, it is not yet official. Attaching it for your review and feedback.

Programmers' Bill of Rights - this is a DRAFT document created by the LSB Programming Committee. It is to ensure PROGRAMMERS are valued, treated fairly and with respect, so please review and provide feedback.

Program Director Job Description - again, knowledge is power and transparency is key, so attached is my job description - the one I was hired under by the LSB. Hopefully this aids in questions you may have at this moment.

#### MEETING:

We will resume quarterly PROGRAMMERS MEETINGS. The first is on Saturday, July 24 at 11AM via Zoom. We will share more housekeeping and tips on good radio, and discuss the Programmer's Bill of Rights and the Operations Guide. It will also be an opportunity to share best practices and to hear what YOU as PROGRAMMERS need and want! Please email me if you cannot attend. We truly hope to see as many faces as possible. It's been a LONG TIME:-)

### **Attachment B**

## **Finance Committee**

### **WPFW Local Station Board (LSB)**

Report to the LSB  
June 14, 2023



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

The Finance Committee held its monthly meeting on Monday June 12 at 7pm via Zoom. The agenda was as follows:

1. Convene Meeting
2. Financial Report from Management (Jerry Paris)
3. Review of May Finances
4. Community Advisory Board (CAB) motion (Tony Leon)
5. FY24 Budget preparation – Review of NFC Motion
6. Questions
7. Adjourn

**The following financial information was provided by station management:**

Ending Cash Balance in Truist Acct at 5/31/2023:	\$100,584.53
Ending Cash Balance in United Acct at 5/31/2023:	\$ 9,211.00
Ending Cash Balance in Truist Acct at 6/12/2023:	\$ 35,610.71
Outstanding Accounts Payable at 5/31/23:	\$200,322.53

**Minutes/Notes from the 6 /1 2 /23 meeting:**

- Priority #1 is to secure a lease agreement at 1990 K Street, NW
- Gerald Horne event at the Festival Center was a success; Amount of funds raised unknown - Having only \$43K in the bank is a dangerous point.
- With the lease at 1990 K Street, NW set to expire puts the station in a precarious position. Telerep cost of ~\$8K in the month could be mitigated with the use of volunteers; "Bill Me" requests from fund drive may or may not have gone out yet; Sustainer income per month ~\$2,500; Additional information regarding "Bill Me" and the fund drive will be available when Sataria returns.
- GM will consider terminating some consulting contracts if necessary to save money - Development work to pick up within the next week.
- Payment priorities are Office rent, Tower rent and Payroll
- Process of getting rid of equipment has accelerated; Sending equipment to a consignment shop for sale is an option for raising funds; Potential funds raised from consignment ~\$10K-\$15K; Moe has a truck and trailer that will be used to move the consignment equipment when ready; GM offered his Ebay account as a way to sell equipment.
- Office space is still being sublet to Nick Arena; Amount of sublease and how it is reported on the income statement is unknown; It is valuable to have Nick Arena at the station b/c he provides valuable assistance and insights; Nick Arena only using a desk and a computer (minimal footprint);  
The sublease could be canceled at anytime
- August fund drive is set and will proceed as scheduled; The Festival Center is being considered as the venue used to host the "U Street Jam"; The Prince Hall site on U Street is in some financial struggles and may not be able to host
- SabooH Hikim knows the graphic artist that will assist with promotional items; GM to pull prior invoice to determine the cost of printing

- CPB funding already applied for by Pacifica ED; CAB is used for community service grant applications; MAS funding is separate; Houston signal site has a CAB; KPFA has a CAB that is not functioning or in compliance
- Bills paid between 5/31/23 and 6/12/23 were April & May Office rent (\$34,717.34); May Tower rent (\$6,239.08); May Pepco (\$5,696.47)

**Motion passed:**

“Whereas: Pacifica being a public broadcasting network qualifies as a recipient of CPB community service grants.

Whereas: Funds may not be distributed pursuant to this subpart to any public broadcasting station (other than any station which is owned and operated by a State, a political or special purpose subdivision of a State, or a public agency) unless such station establishes a community advisory board

Whereas: The CAB's last posted meeting was May 2019 and attempts to contact the Chair have been unsuccessful.

Be it resolved that the FC recommend to the LSB that they work with station management to take the necessary steps to re-establish the WPFW Community Advisory Board as soon as possible.

**Requested from the General Manger:**

- Detail of United bank transactions for the month of May 2023
- Have the “Bill Me” accounts been sent out
- Amount of Nick Arena sublease
- Detail of \$225 spent on “Bob Dylan Special”
- Amount of funds raised during Gerald Horne event

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 July 10, 2023 beginning at 7:00pm via Zoom.

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

## Outstanding WPFW A/P (vendor) 05/31/23

Vendor	Date	Amount
Service HVAC July 2022	as of 05/31	\$ 11,320.00
Central Service PRA 4 months	as of 05/31	\$ 8,164.00
Central Service 8 months	as of 05/31	\$ 101,120.00
RRC/Nielson Data( svcs suspension)	as of 05/31	\$ 6,960.00
BMI Music Jan 2023	as of 05/31	\$ 6,726.00
Telerep May	as of 05/31	\$ 6,917.95
Pepco May	as of 05/31	\$ 5,696.47
April/May Rent	as of 05/31	\$ 34,717.34
May Health Insurance	as of 05/31	\$ 12,461.69
May Tower	as of 05/31	\$ 6,239.08
		\$ 200,322.53

## **Attachment C**

### WPFW-Local Station Board

#### Relocation Committee

#### Final Report of FY23 Proposed Move

#### Committee Members:

Kamau Harris, Chair

Adele Stan

Thomas Blantan

Tom Cole

Verna Avery-Brown

Ronald Pinchback

Dennis Williams

Vanessa Dixon-Briggs

Wayne Bruce

Craig Williams

Sarah Brown

#### Summary

The WPFW Local Station Board (LSB) Relocation Committee (RLC) has taken the allotted time, albeit extremely rushed, to: 1) Review the most recent draft lease proposal<sup>1</sup>

from the Festival Center, 1640

Columbia Rd, NW (1640); 2) Draft a preliminary space needs assessment<sup>2</sup>

; 3) Contract with a new Real

Estate Broker<sup>3</sup>

; 4) Review a list of alternative properties<sup>4</sup>

selected based on the above mentioned needs

assessment, and 5) Engage all stakeholders sidelined in the previous process conducted by station

management. Below is a history of the work completed along with a recommendation for the WPFW Local Station Board (LSB) to consider.

#### History

The LSB Relocation Committee, at the request of LSB members, was reconstituted at the January 11,

2023 meeting of the board<sup>5</sup>

. The mandate was to assist the General Manager (GM) in reviewing the existing lease proposals<sup>6</sup>

and any potential properties both commercial and non-commercial. Kamau Harris (LSB Treasurer) was selected to be the Chair with Sarah Brown (Member) and Jerry Paris (General Manager) forming the totality of the committee. This initial committee scheduled three (3) meetings (1/18/23, 1/26/23, 2/1/23). It was on or about Feb 6, 2023 when Jerry Paris revealed that there was a previously undisclosed deal<sup>7</sup>

to move the station that he wished to keep confidential and to discuss only in closed session with the LSB. The matter was addressed in a closed session of the LSB on February 8, 2023.

On February 27th an email<sup>8</sup>

was sent to Jerry Paris requesting a comparison of the 1990 K St NW LOI from Cushman & Wakefield and the now public LOI from the Festival Center located at 1640 Columbia Rd, NW. No response was ever received.

1

During the March 8, 2023 LSB meeting Jerry Paris was asked specifically about the relocation of the station. His answers were so troublesome that the LSB called a special meeting<sup>9</sup>

on relocation for March 24, 2023. During this meeting the RLC was reconstituted and given the mandate to both discover what was truly happening with the lease agreement at 1640 Columbia Rd, NW and to find alternative properties to evaluate.

In the time between the LSB regular meeting and the special meeting on relocation there was a significant amount of email traffic<sup>10</sup> emanating from station management to the Pacifica Executive Director and General Counsel asking for an expedited signing of the proposed lease agreement with the Festival Center. It was clear the intent of management was to have the lease signed without any further review or input from the RLC. A letter<sup>11</sup> was drafted and sent to the Pacifica National Board (PNB) asking them to withhold approval of the move until an orderly and fiscally responsible search process could take place. In addition, the LSB granted the RLC until May 25, 2023 to find alternative locations.

As the RLC was working Interim Director of Public Affairs/Interim Co-Director of Development,

Esther Iverem, felt compelled to distribute a document at the April 29, 2023 Programmers meeting titled “WPFW-Fiction Versus Fact-1640.” This was the first (and as of this report only) written documentation illustrating some of what management determined to be the most pressing issues to address. Besides being the first time the Programmers were engaged directly in the relocation process, there was one glaring “fact” that jumped off the page. Management stated that knowledge of the proposed lease agreement with the Festival Center was deliberately withheld, “because of past actions that ruined our lease agreements.” The lease agreements that were ruined are not specified.

For the RLC to be able to vet alternative locations a contract needed to be entered into with a commercial broker. The request was made to the PNB and that body agreed on releasing the current broker so the RLC could locate a broker of choice. A broker was voted on at the May 10, 2023 meeting of the LSB with the contract completed on May 18, 2023.

The agent with all due haste presented the RLC with a list<sup>12</sup> of potential properties to vet and determine the adequacy for the station. The list was reviewed and six (6) properties<sup>13</sup> were chosen for the Broker to obtain further information. As this was taking place a tentative agreement<sup>14</sup> with Cushman & Wakefield, the broker for the landlord at 1990 Kst NW, was reached allowing the station to remain as a tenant through December 31, 2024 at a significantly reduced rate.

Moreover, the RLC was able to review the proposed lease agreement with the Festival Center and produce a list of questions<sup>15</sup> to be answered by their Executive Director. The answers<sup>16</sup> revealed costs that would add to the base rent of the station.

Lastly, the RLC was faced with an even greater time constraint when the May 25, 2023 due date for this report also became the date the Festival Center’s management demanded that the proposed lease be signed or the deal would be off and the property put back on the market.

2

#### Alternative Properties<sup>17</sup>

The follow is a list of alternative properties with adequate space and competitive pricing. Additional work needs to be done including entering into formal negotiations, visiting each property and allowing all stakeholders to weigh in on the options.

1. 820 1st St., NE

2. 1634 I(eye) St., NW

3. 1518 K St., NW

4. 501 School St., SW

#### Assessment

After a thorough review of the Festival Center (1640 Columbia Rd. NW) we have determined there is insufficient space and infrastructure to maintain current WPFW operations. The following has been observed:

- 10 year lease without an out-clause places the organization at an extreme, unnecessary risk
- The 80% reduction in space is insufficient to maintain current WPFW operations. This insufficiency takes into account the shared spaces in the building that are not specific to WPFW
- The Talk Studio and On-Air control rooms are too small to support current WPFW operations
- There is no space for a newsroom
- Insufficient space for Programmers to sit and prepare for going on-air
- Cost to sufficiently sound-proof the production room, master control and talk studio has not been identified
- Base rent is \$41,400 annually (4,600 per month), or \$39.43 per sqft in year one (9 months). That increases to \$55,752 annually (\$4,646 per month), or \$53.10 per sqft in year two (12 months)
- Parking adds approximately \$1,000 per month to the base rent

#### Recommendation

The RLC recommends that the proposed lease at 1640 Columbia Rd be abandoned so that formal negotiations may begin with the current landlord at 1990 K St., NW to extend the lease for a term not to exceed 18 months. This will allow for an organized, legitimately funded and transparent process for relocation of the station to take place.

#### **Attachment D**

Development Committee

Irene Adams, Chair

The Development Committee met on May 23, 2023. Meeting called to order at 7:24 pm. We started a little late as we were unable to locate the host key for the zoom link posted on the page.

11 people were in attendance including 6 LSB members.

Newsletter: Congratulations to Arthur Hyland for the fantastic job on the Newsletter. It was hot item and featured an interview with Programmer Joni Eisenberg. Thanks to the Arthur Hyland and WPFW staff the newsletter was recently sent out to over 16000 emails. All you need to do to get on the list is make a charitable gift to the station and provide your email. If you did not receive a copy, please contact [info@wpfw.org](mailto:info@wpfw.org).

LSB Show: We discussed Committee Chair Irene's topics for the LSB Show for Friday, May 26, 2023 at 11:00 pm.

My name and my involvement with the station, committees I serve on including Pacifica National Board Programming committee. Collaboration of the three committees Outreach (Violetta Diamond); Programming (Minerva Sanders) and myself on Development in support of the upcoming events:

Gerald Horne June 3

Tinner Hill Music Festival

Juneteenth Events that you will hear about later in the show.

Blues Festival in August

5K Race on September 9

5K Run: We discussed the 5K run and the development committee's support. We are still in need of contact information for the run. Suggestion was made to use the email address Esther provided in the last LSB meeting. ([info@wpfw.org](mailto:info@wpfw.org)) Attention V Diamond or M. Petersen Subject line 5K Race, (Esther had offered that we use the information email at WPFW), however, the Outreach Committee preferred to work on their own method of contact for the event. The Outreach Committee will use a Google Voice number for contact information for the event. 5K Run Event. Still need contact information for the promotional material.

It was determined that there is no longer a need for a Save the Date card. Suggestion to have promotional material ready for upcoming events (Gerald Horne 6/3 6-9 pm and Tinner Hill Music Festival 6/10 11-8). We would certainly work on the possibility of obtaining materials for future events. We definitely would not have updated materials for Gerald Horne.

Marketing Material: We discussed the need for marketing materials for the station. It was decided to investigate the re-design of the card that was previously distributed, as it depicts folks that are no longer with the station, and even deceased.

The DC Chair has been in contact with the last printer of the cards. He responded that he does not create, only print. We would need to do a camera-ready new version of the card and he is able to reprint it. The Development Committee will work with Outreach and Programming Committees for possibilities.

Development Committee Chair will contact GM in regards to funds available to assist with marketing materials.



Recommendations From the Committee:

1. I make a motion that the LSB support the 5K run financially, by giving a donation to this event to cover some up-front costs, such as Race Director.

You may join the LSB meeting (and any Committee meeting) via Zoom on the second Wednesday of each month by going to the website [wpfwfm.org](http://wpfwfm.org) and click on the link.

