

## Minutes

WPFW- LSB Regular Meeting Minutes July 12, 2023

Teleconference via Zoom Washington, DC

Dennis Williams – Chair, Minerva Sanders – Vice Chair

Kamau Harris –Treasurer and Ellen Williams Carter - Secretary

### 1. Call to Order started at 6:35 p.m.

### 2. Logins/Greetings/Roll Call

Minerva Sanders

Sarah Brown

Violetta Diamond

Dennis Williams

Sue Goodwin

Verna Avery Brown

Kamau Harris

Ron Pinchback

Yaw Agyei

Karen Briggs

Vanessa Dixon-Briggs

Eric Ramey

Donna Grimes

Luci Murphy

Julie Hewitt

Wanda Gnahoui

Thomas Blanton

Arthur Hyland

Bill Curtis

Wayne Bruce

Donna Grimes

Adele M Stan

➤ Excused absence: Viki Gass, Patrick Morrison

**3. Resignations:** Dennis Williams, continues on the LSB but resigned during the meeting as Chair of the LSB. Minerva Sanders, vice chair, is acting chair of the LSB.

**4. The agenda was approved.**

**5. June 14, 2023 minutes were approved.**

**6. Management Reports:**

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

She wasn't present.

Katea Stitt's report was read by Ellen.

**Esther Iverem, Interim Public Affairs and Development Director, report: (see Attachment B)**

She wasn't present.

Esther Iverem's report was read by Minerva.

**Jerry Paris, General Manager, report: (see Attachment C)**

He wasn't present at the meeting.

**7. Finance Committee Report**

**Treasurer, Kamau Harris reported: (see Attachment D)**

Kamau read the report.

**8. Relocation Committee:**

Kamau read a motion to be presented to the board during the executive session.

**9. Community Comment**

**Star Bowie** stated that she was concerned about program changes made by management.

**Moe Thomas** shared engineering matters. He wants to assure all that the HD is on the air. The audio signal quality has improved. The storms affected the transmitter but we are back at full power. Thanks everyone for continuous support.

**Michael Byfield** had concerns about comments aired on a program, staff issues and the relocation committee.

**Miyuki Williams** discussed her concerns about WPFW management and relocation issues.

**Ambrose Lane Jr.** wants everyone to focus on keeping WPFW stable and solvent.

**Tom Cole** stated that they are working hard to find an affordable relocation for the station. The Festival Center was too small. He is concerned about the station's finances. He asked how much money has the HD brought in?

**10. PNB Report**

**Julie Hewitt chair of PNB**

- Reports were received from the from committees.
- Pacifica can't get audits started because they don't have the money to pay auditors. They don't have enough central service funds.
- Election nominations closed July 6 at eastern time midnight.
- Pacifica is behind on the software that manages donors.

**Election Committee**

- Vanessa is on the election committee. An issue is, that a lot membership couldn't be verified.
- Bill would like to organize the membership.

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

Arthur Hyland read the report.

**12. Program/LSB Show Committee report (submitted a report: Attachment G)**

Minerva read the report.

Verna has given Ms. Cooper every second Tuesday to present a program on, "What's At Stake".

### **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.
- We have raised \$200 so far for the 5K run/walk.
- Saturday August 20th Blues Festival will occur.
- Cards for the community will be distributed when completed.
- The next Town Hall meeting will occur in the Fall.
- Management and staff should be working with their committees.

### **14. Evaluation Committee**

Questioners were put together. We asked the ED how she wanted the information. She said she wanted the raw information. She was given the raw data as she requested.

Kamau said it was a great committee and he thanked the chair.

### **15. Communication and Standards**

Dennis said, he wants to see if there are individuals that want to join the committee. Bill volunteered.

### **16. Unfinished Business**

- CAB approved a resolution to. Volunteer coordinator suggest shorter committee to design a process for recruiting. Irene, wants to be involved on this committee. Volunteers: Dennis and Irene LSB members plus two community people
- Bill said he would join the Finance committee
- Thomas police shootings and programming

### **17. New Business**

No new business

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

When will the Deep Cleaning of the Radio studio occur?

### **19. Adjourn to Executive Session 10:06 pm**

Executive session involved a personnel matter.

### **20. Minerva Sanders, Acting Chair, Adjourned the meeting at 11:38PM**

Minutes submitted by: Secretary, Ellen Williams Carter

*Attachment A*

Katea Stitt, Programmer report

My report is as follows:

PROGRAMMERS MEETING AND DOCUMENTS JUNE 24, 11AM - 1 PM

We resumed our quarterly Programmers' meeting. It was one of the best, most productive and most well-attended meetings we've had in some time. Over half of our 80 programmers were in attendance in addition to myself and the GM who commented that it was one of the best meetings we've had. Topics were as follows:

Housekeeping (legal ID; studio etiquette, keeping the clock, show rundowns, etc.)

Tips on what makes good radio

The Programmer's Bill of Rights (draft form attached)

The Programmers' Operations Guide/Handbook (draft form attached)

Intellectual Property as it pertains to their programs

Unionization of Programmers

Programmer Evaluations (they will receive a self-evaluation form next week which will be reviewed together to discuss strengths and weaknesses, etc. - happy to discuss this more with the Programming Committee)

Neither the Bill of Rights nor the Programmers' Handbook are finalized, since there are outstanding questions regarding both. Some Programmers volunteered to form committees to work on both so that we can get them finalized in a timely manner. I reported to Minerva and the Programming Committee that it would be great if a few members of that Committee could join with the Programmers who volunteered to finalize the Bill of Rights. I will follow-up with an email to those who expressed interest. It's critical that the documents align in terms of content, especially policies and procedure, which at the moment, they don't. In late August we hope to begin to offer classes again in the areas of Radio 101, Interviewing Skills, Engineering and Public Affairs, What Makes a Great Music Program, What Makes a Great Public Affairs Program. Big thanks to Miyuki Williams for helping with this again, and working on assembling a great group of industry experts.

DEPARTURES:

DONNIE MCKETHAN

Donnie McKethan became an ancestor on Monday, June 19. His Sunday program, The American Songbook, was one of the most beloved. Donnie was a stellar WPFW Jazz programmer for over 20 years, and always a consummate gentleman!

DR. NICK

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.

#### EVENTS:

On Monday, July 3, 6:30PM, at Busboys and Poets Brookland, WPFW co-presented 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. The event was free and very well attended. Thanks to dynamic duo Latrice Vincent and Netfa Freeman for stepping in at the 11th hour to represent and work on behalf of WPFW, including moderating the Q&A, since I had just received a surprise diagnosis of COVID and had to quarantine. The listeners were thrilled to meet 2/3 of the Voices with Vision crew.

Some of our Programmers are planning a live music tribute and fundraiser for WPFW in honor of Donnie McKethan, and in conjunction with his family. Will share more as details become available. Tentative date and venue are July 23, Eaton Hotel.

#### SPECIAL PROGRAMMING:

June was Black Music Month, Pride Month, Mental Health Awareness Month, and Immigrant Heritage Month, among so many others. WPFW Hosts and Producers took up many of these themes during their normal slots. In addition, the following special programming was aired:

**JUNE 19 - JUNETEENTH** - In addition to many of our Monday Programmers participating with wonderful shows embracing the theme, two fantastic programs were added that day. Thanks to Thomas Blanton for an excellent two hours, and Dr. Greg Carr graciously allowed us to air the Juneteenth episode of In Class with Carr, which he co-hosts with Karen Hunter every Saturday on Youtube.

**JUNE 30** - WPFW presented The House That Wanda Built 2023, our 6th annual day of Pride special programming, from 9am until midnight. The day included discussion, interviews with and tributes to Wanda, a Marsha P. Johnson documentary and music, all honoring the life and legacy of Wanda Alston, beloved gay activist and a fierce advocate of housing programs for homeless and at-risk LGBTQ youth. Shout out to all of the Inside Out Collective members, especially the day's Producer Lee Levingston Perine, and the Meeting in the Ladies Room crew for providing us with an amazing listen!

**JULY 4** - In honor of Donnie McKethan, WPFW presented Reshaping The American Songbook: A Tribute to DonnieMcKethan, from 5am until 8pm. The programmers were STELLAR, thanks to Miles Willis, Miyuki

Williams, Bobby Hill, Willard Jenkins, Craig Williams, Jim Byers and Lance Reynolds!!! The outpouring of love for Donnie, and for the amazing programming was and remains overwhelming.

TODAY, JULY 12!!! - As many of you know, on Friday July 7th, we lost a true freedom fighter with the passing of our beloved comrade Dr. Mutulu Shakur, co-founder of the New African People's Organization and the Malcolm X Grassroots Movement. WPFW is presenting Straight Ahead!: A Human Rights and Justice Tribute to Dr. Mutulu Shakur, hosted and produced by Nkechi Taifa. Dr. Shakur's life was transformative to the many people he organized, healed, mentored and inspired. This three-hour special broadcast will bring together family members, comrades, friends, and mentees, and will include music he loved and excerpts from documentaries including those in his own words. WBAI is also carrying our special!

JULY 30 - A memorial service for political activist Daniel Ellsberg who passed away on June 16, is planned as part of the Annual Whistleblower Summit and Film Festival, happening in DC July 22-30. WPFW not only hopes to carry the service live, but also to add a several hour tribute to Daniel Ellsberg on that day, hosted by Marsha Coleman Adebayo, who is also an EPA whistleblower. We're in touch with the organizers Marcel Reid and Michael McCray, and they are delighted.

That's all for now!

Thank you for your consideration. I look forward to your questions and comments.

Katea

### **Attachment B**

REPORT TO THE WPFW STATION BOARD FROM ESTHER IVEREM, INTERIM  
DIRECTOR OF PUBLIC AFFAIRS AND INTERIM CO-DIRECTOR OF DEVELOPMENT  
JULY 12, 2023

This summary is divided into updates in development, public affairs programming, and other station functions.

#### DEVELOPMENT

Since my last report to the board in May, we held our Spring Membership Drive, during which we raised an impressive \$221,000 in three weeks, despite serious disruptions and despite the economically uncertain times faced by our members. We did not extend the drive a fourth week—common practice in years past—confident that we will raise additional 79,000 to make up the shortfall. As part of the drive, which had the theme,

“Always There,” we created and offered several new station logo items, including a WPFW bucket hat and new t-shirts. Other popular thank you gifts included Harry Belafonte’s memoir, My Song and the latest book by the historian Gerald Horne, Revolting Capital: Racism and Radicalism in Washington, DC, 1900 to 2000. We also scheduled and hosted several classes for show producers, some of whom had raised little to no funds in the past but did raise their first funds or even reached a show goal this May.

After the drive, the station held the fundraiser book launch for Gerald Horne’s book Revolting Capital. It was an exciting, standing-room-only night for our listeners at the Festival Center, which raised \$10,386 in ticket sales, book and ticket combinations, and sponsorships separate from the \$7,000 raised in donations for the book only during the drive. Thank you to those board members who financially supported, attended, and assisted at the event. Since that event, we have launched a mini campaign, reaching out to select donors, with the audacious goal of matching funds raised during the drive. Please contact me if you would like to support this effort. We have also submitted two applications for grants, started the process of creating a development plan for the station, turned in our documents to get paid for our Wolf Trap promo, and started working with Mrs. Gloria Turner about the annual WPFW Blues Festival (August 19) and about the possibility of having a version of our U Street Jam somewhere other than U Street while the Prince Hall building is under renovation. The dates for the summer drive have been moved up a week to August 5-18 but the logistics of the drive administration are uncertain as the program director does not attend our meetings and we cannot effectively collaborate and plan.

#### PUBLIC AFFAIRS PROGRAMMING

We continue to launch new shows to fill holes in the grid. I mentioned in May the downsizing of “Sojourner Truth” to one day a week, which is Tuesdays, at 5PM, so on Thursdays at 5PM we are airing “Economic Update,” by Richard Wolff and at 5:30PM “Extinction Rebellion Radio” by Alycee Lane and Matthew Kearney. Another new show is “Black-Owned Conversations,” hosted by Jon Jeter and Denise Young, Tuesdays at 7PM. Other new shows are launching soon to increase our coverage of the District,

Maryland, and Virginia, and to give our listeners more opportunity to call in and dialogue with hosts.

Again, the program director's failure to work with us causes disruption and causes some confusion among show producers and hosts, some of whom she is not notifying that their already prepared shows are preempted for her specials. As just one more example of many I could offer, she interfered with my compilation of the quarterly FCC Issues report, telling shows to send her the information for their shows, when she has never submitted the report in the past. I did submit WPFW's report to the FCC for the second quarter by the deadline on June 20.

#### OTHER ADMINISTRATIVE

We are working to reinstitute a reliable traffic system and log for what is on the air, which will be important as we solicit and secure more of the limited underwriting approved by the PNB. Because so much of the staff works remote, we are exploring the options for a virtual log. I continue to aid Jerry and Moe in matters of our current studio and relocation.

### **Attachment C**

#### **Jerry Paris, General Manager**

Summer Mini Drive August 5-18, Staff Meeting This Sat. July 29, More Updates

#### PROGRAMMING

If you are going on vacation, are otherwise taking off, and have not arranged for a substitute, please notify us a week in advance or as soon as possible. We need to either air an evergreen show(s) that do not include dated announcements or other dated content, or we can air other content that is current.

All program hosts should contact Katea as soon as you know you can't make your time slot so that other arrangements can be made without worry and confusion.

Public affairs show hosts in particular need to contact Esther. At least three times in recent days we have heard reruns with hosts or guests going on at length about events that have already passed. Unless it is a dire illness, it is not OK to call master control the day of your show and ask them to air a show that has old content. With adequate notice, edits can be made to remove dated material or update content. Earlier today we received an emergency call from one of our programmers stating that he could not make it in because of a family emergency. Of course we immediately adjusted but had no time to edit an older show with dated announcements for now past events. One minor consequence was a phone call from Sam Ford of WJLA Channel 7 who was on his way to the station with his crew to report on what they had thought was a live show.

This despite Mike Nasella doing repeated live announcements that the show was an encore presentation of an older show.

It is imperative that you contact both the PD and IDPA so that we can maintain the relevancy and newsworthiness of WPFW, one broadcast at a time.

## DEVELOPMENT

WPFW'S summer mini membership drive will be Saturday, August 5 through Friday, August 18, with the theme, "Honoring the Love that Changed the World!" as we mark the upcoming 60th anniversary of the March on Washington for Jobs and Freedom, commemorate Black August, and honor the late Randall Robinson (as well as so many of our icons this year, including Harry Belafonte).

To prepare for the drive, there will be an information session for all shows and pitch buddies this Saturday, July 29, 11AM via zoom. The first 45 minutes will be an info session for everyone, and we welcome your ideas! The final hour will be designed for new show hosts, volunteer pitch buddies, or for anyone who wants tips on creating a successful fundraising show, or tips for pitching. The link for the meeting is at the bottom of this update and it will be sent again. The meeting will be recorded, and the recording link will be distributed promptly with our drive pitch book, show goals and other info. Please email Katea, Esther, and Jerry if you cannot attend.

Last week's gathering for the Dr. Gerald Horne book signing event at the Festival Center was immediately followed by yet another triumph this week. This is who we are! Applause and congratulations to Robyn Holden, Miyuki Williams, and everyone who organized the celebration honoring Donnie McKethan at the Eaton Hotel on Sunday. The execution was flawless. It was a fabulous success. A good time was had by all!

We're not resting. This year's WPFW Blues Festival is August 19th, noon - 6pm at Lamont's Entertainment Complex, 4400 Livingston Rd, Indian Head, MD, 20640. \$40 tickets. Performing artists include: Danny Blue, Sol Roots, Reggie Right Eye, Mark Mule Man Massey, our own Clarence "The Blues Man" Turner, Jim Bennett along with Spotlight featuring Curtis Brown, and Pepper featuring Jesi Terrell. The MC is our own Warren "Scooter" Magruder and the DJ is Slow Roll! Mrs. Gloria Turner has organized a great line-up and we will all pull together to make this festival another great success.

Don't forget Roach Brown's annual "Don't Smoke the Brothers" event on Saturday, August 29th, at the Upshur Recreation Park, at 14th Street and Arkansas Ave NW, Washington, DC. A more detailed bulletin is coming, however, expect that there will be several program insertions again that day from 12 noon to 4 PM.

Capping off the summer will be WPFW's 5K Walk/Run on September 9, 2023, 8am to 12noon, Bladensburg Waterfront Park. \$35 per/free for children under 12. Thank you to Martha Peterson for continuing to organize this event, promoting fitness and fun! Again, staff, board members, and show producers are working to make this the best 5K event ever. Stay tuned for details about how you can help.

In a continuous effort to be out in the community, there will be several other remote broadcast opportunities coming up in the next few months. Stay tuned.

## ADMINISTRATION

Thanks to donations during June, we just made the payroll again for the union staff and we are working to mail out remaining thank you gifts from the Spring drive.

Several key bills are overdue, but we expect to catch up during the drive. All your extra efforts outside of on-air fund drives have really made a difference in keeping us financially afloat and it is greatly appreciated.

## ENGINEERING

Do not be alarmed that most of the furniture and equipment at the station will be going into storage in the first week of August. In particular, the “Great Room” will be virtually bare down to the floors such that the carpet can get a deep cleaning. The relocation effort continues.

On the technical end, recent extreme weather events this week led to two system failures that were quickly corrected by Jerry and Moe to keep the station on the air. Around 2AM, Saturday, July 15, a malfunction with Verizon took down Confessor, and then our Internet stream. After a ticket was filed with Verizon, which eventually fixed their system, WPFW was able to reset our system to get the Internet and Confessor up and running again. Sunday night, July 23rd, the HVAC system at the transmitter failed, causing the transmitter to overheat, fail, then reset itself. Jerry met the technicians at the transmitter at 7AM Monday morning to ensure ongoing operation. Preventative maintenance will be scheduled.

As mentioned last week, the HVAC system in our suite at 1990 K Street is also on the fritz and, as our contract there makes us responsible for it, repairs are underway. Our office deep cleaning is being negotiated and is still scheduled tentatively for this Friday or next.

Moe asks that when using or moving the turntables that you take great care to verify that they are returned to fully working, normal operating status, as your fellow programmers depend heavily on vinyl for their programs.

Also, should you encounter a failure of any piece of equipment, be sure to report it immediately to Jerry or Moe for corrective action.

### *Attachment D*

### *Finance Report*

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

Report to the LSB  
June 14, 2023

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 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!

**WPFW Bank Activity**

<b>May-23</b>			
<b>Beginning Balance</b>		<b>Amount</b>	<b>\$ 17,415.79</b>
Listener Support		\$ 190,120.04	
Off Air Campaign			
Advance Repayment			
Donations (CARS)			
Community event			
Refund			
Major Gifts			
Transfer			
<b>Total Deposits</b>		<b>\$ 190,120.04</b>	
<b>Withdrawals</b>			
Loans and Advances to Employee - Administrat	700-1270-01		
Payroll	700-1293-01	\$44,075.85	
Health April	700-1293-01	\$ 12,461.69	
Central Services	700-1293-01	\$ 2,667.00	
Central Services PRA	700-1286-01		
Consultants - Admin	700-6300-01	\$ 4,140.00	
Consultants - Engineering	700-6300-02	\$ 4,667.00	
Consultants - Programming	700-6300-03	\$ 5,077.60	
Telephone - Admin	700-6500-01	\$ 5,629.49	
Postage	700-6511-01	\$ 189.00	
Professional Service- Legal/ I - Programming	700-6530-02		
Bank Charges - Admin	700-6570-01	\$ 2,645.78	
Credit Cards Financing Fee-Administration	700-6576-01	\$ 547.00	
Local Travel - Admin	700-6581-01	\$ 883.06	
Board Expenses - Meeting & Travel- Administrati	700-6590-01	\$ 500.00	
Office Expenses - Admin	700-6600-01	\$ 981.41	
Rent Expense - Admin	700-6610-01		
Tower Rent - Admin April	700-6630-01	\$ 6,487.58	
Utilities-Tower - Admin Apr	700-6641-01	\$ 6,123.29	
Maintenance-Non-technical - Operations	700-6650-04	\$ 359.09	
Maintenance Technical - Programming	700-6680-02	\$ 154.53	
Maintenance Technical - Operations	700-6680-04	\$ 60.00	
Web-Site Expenses - Programming	700-6698-01	\$ 379.85	
Premiums - Development	700-6750-03	\$ 452.08	
Premiums - Development	700-6750-03		
Fund Drive Exp - Development - TeleRep Feb	700-6751-03	\$ 8,245.00	
Marathon Exp - programing (Bob Dylan Spec	700-6751-02	\$ 225.00	
Premiums Shipping - Development	700-6752-03		
NFCB Dues- Station Expenses - Programming	700-6820-02		
Community Events Expenses - Admin	700-6790-03		
<b>Total Withdrawals</b>		<b>\$ 106,951.30</b>	
<b>Ending Balance</b>			<b>\$ 100,584.53</b>

## 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

**Part 2 of Finance Report**

WPFW Bank Activity

Jun-23				
Beginning Balance			Amount	100,584.53
Listener Support			23,026.75	
Off Air Campaign				
Advance Repayment				
Donations (CARS)			1,298.34	
CommEvt( Gerald Horne Fest Ct 6/3)			10,986.98	
Refund				
Major Gifts			3,500.00	
Transfer — Un gan			8,992.00	
Total Deposits			47,804.07	
Withdrawals				
Loans and Advances to Employee Administration	-700-1270-01			
Payroll	700-1293-01		\$44,997.62	
Health	700-1293-01			
Centra Services	700-1293-01		2,667.00	
Centra Services PRA	700-1286-01			
Consumers -A min	700-6300-01		2,574.00	
Consumers - Engineering	700-6300-02		4,127.00	
Consumers - Programming may	700-6300-03		5,077.60	
Telephone - Admin	700-6500-01		4,124.71	
Postage	700-6511-01			
Professional Service- Legal - Programming	700-6530-02			
Bank Charges - A min	700-6570-01		4,834.70	
Credit Cards Financing Fee-Administration	700-6576-01		414.20	
Local Travel -A min	700-6581-01		484.01	
Board Expenses - Meeting Travel-Administration	700-6590-01			
Office Expenses - Admin	700-6600-01		691.19	
Rent Expense - Admin apr-may	700-6619-01		34,717.34	
Tower Rent - Admin may	700-6630-01		6,232.58	
Utilities-Tower - Admin May	700-6641-01		5,690.52	
Maintenance-Non-technical - Operations	700-6650-04			
Maintenance Technical - Programming	700-6680-02			
Maintenance Technical - Operations	700-6680-04			
Web-Site Expenses - Programming	700-6698-01		299.32	

Premiums - Development	700-6750-03		601.92	
Fund Drive Exp - Development - TeleRep	700-6751-03			
Premiums Shipping - Development	700-6752-03			
NFCB Dues- Station Expenses - Programming	700-6820-02			
Community vents Expenses - Admin	700-6790-03		848.00	
Total Withdrawals			118,381.71	
Ending Balance				30,006.89

-WPFW June 2023 bank activiyBank Activity

## Outstanding WPFW A/P (vendor) 06/30/23

Vendor	Date	Amount
Service HVAC July 2022 Central Service	\$ as of 06/30	11,320.00 as
PRA 5 months	\$ of 06/30	10,205.00 as of
Central Service 9 months	\$ 06/30	113,760.00 as of
RRC/Nielson Data( svx suspension)	\$ 06/30	6,960.00 as of
BMI Music Jan 2023	\$ 06/30	6,726.00 as of
Telerep May	\$ 06/30	6,917.95 as of
Pepco June	\$ 06/30	7,248.30 as of
June Rent	\$ 06/30	17,340.67 as of
June/May Health Insurance	\$ 06/30	24,923.38 as of
June Tower	\$ 06/30	5,991.08
211,392.38		

### Attachment E

Development Committee Meeting -- Thursday, June 22, 2023

Irene Adams, Chair

#### Agenda and Minutes

- Promo material for the station -- Asking Arthur to create a layout of a promotional card that contains the WPFW logo, station, contact information, possible names of shows, with a QR code. Arthur will provide a draft. Something we can run by Vinnie and Sataria. No one should approach GM for funds except committee chairs.

Possibly ask Jamal about how to help get the station out there.

2. Upcoming events – Pledge drive in August; Blues Festival; and 5K run; get list of events from the PD's recent email and touch base with PAD to see if she has any upcoming events.

Minerva will check with PAD, Jamal and other contact for more information on events.

3. Newsletter Items – Need events and event dates for the calendar.

4. Possible marketing materials to assist with fund drives. Irene will touch base with Sataria to see what is available (tee-shirts, Marty will provide name and number of lady that does tee-shirts.) What types of things are being donated. What they want donated. It would be good to have an idea of gifts before the drive begins. Ongoing silent auction on the website. Hollerback host, Noodles ask for donations for 5k.

5. Printing options for marketing materials – For all printing we will take bids, compare prices and compare quality of materials, check out some samples) Refrigerator magnets, bumper stickers, key chains, ink pens, coasters.

6. Upcoming LSB show Irene Adams will host the show, interviewing Von Martin next Friday, June 30, 2023.

#### Action Items:

1. Reminder to appeal to LSB and friends and family to cover costs for the 5K Run. Outreach needs about \$1,000.
2. Minerva will check with PAD regarding silent auction, upcoming events and
3. Martha will provide name and number of tee-shirt lady.
4. Irene will touch base with Sataria to find out donation needs and what is on hand.
5. Arthur will work on promo card. Work with Vinnie for needs.
6. Irene will touch base with Noodles.
7. Ask Jerry who should be our contact for Development.

### **Attachment F**

#### Programming Committee Meeting

Call to order June 26th, 2023 time 7:09 p.m.

In attendance: Minerva Sanders (Chair); Donna Grimes (Co-Chair); Irene Adams (Secretary); Marsha Edwards, Bill Curtis, Verna Avery-Brown, Martha Peterson, Sabooh Hakim, Louis Wolf, Vanessa Dixon-Briggs, Thomas Blanton. PD was not in attendance but based on a document from her physician. She requested the Chair contact her at which time she would provide some items to be shared with the committee. Chair will looking into the issue of the reminder for the committee meeting not being sent out.

1. LSB Show status -- Irene and Bill have taken over for the next few shows. They will be discussing the work we are doing as the Programming Committee and the LSB. The show for June has been pre-empted due to conflict with the last day of June Pride Show. The June LSB show was featuring an interview with Von Martin, Caribbeana. We are missing the opportunity to pitch the upcoming elections. Thus encouraging members of WPFW meeting the criteria were not invited to consider being a candidate for the LSB. The PSAs mainly talked about Pacifica and the need for a candidates.

2. Juneteenth Activity – Thomas Blanton provided Juneteenth activities update. WPFW covered activities all day. The goal for 2024 is to surpass other celebrations in other cities and make it a season in DC from Emancipation Day through Juneteenth.

3. Information from PD -music programming –

- Discussion regarding the Programmer’s Bill of Rights. PD had presented a good document and wanted form a committee to review it. The Programming Committee was invited to take part in the review, as it would be helpful to have as many elements as possible serving on this committee. Committee members Bill Curtis and Irene Adams expressed an interest in taking part. Chair Minerva Sanders will send an email to the PD with their names. It is unclear of the responsibility of the LSB to finalize the document. A previous PC in 2014 presented the document to management after it was approved by 2014 LSB. It will be the will of the programmers along with their comparison with the operating guide for the station to ensure there are no conflicts between the documents. Some additional questions remain, what happens to the document? What is the approval process?

- There will be a free program on July 3rd at Bus Boys and Poet’s Brookland location. A documentary about the story of Barry Farms.

- On July 4 beginning at 5am until 8 pm. Tribute to Donnie McKeithan in memory of his show the “Song Book”.

4. Information from PAD

- Public Affairs wants to concentrate more on Black-owned conversations and improving local and regional news coverage.

- The Gerald Horne event was a success. The event raised over \$21,000. Asked if there were any left-over items. PAD will check.

- Since the LSB show was cancelled, PAD suggested that we use Thursday @ 2 pm for elections talk. Irene will check schedule. Bill agreed to do it.

- PAD also wanted to be sure that the Programmer’s Bill of Rights did not conflict with the WPFW Operations Guide.

- Also, discussion as to responsibilities of how the studio is left in between programs.

5. Upcoming Fund drive – PAD reported that the summer fund drive may start a little earlier because of the shortcomings of the last two.

6. Programmers Bill of Rights discussed previously.

Meeting Adjourned at 8:25 pm

### Attachment G

### Engineer Report

#### **A list of specific accomplishments in the last nine years since 2014:**

- (\$ saved) Moved and cleared multiple storage areas saving \$500 monthly
- (\$ saved) Lower cost redundant hard fiber internet connectivity at studio and transmitter
- IT Network build and expansion with improved Wi-Fi in studio and offices
- (\$ saved) Sold surplus and donated equipment, general clean-up, (continuous process) that produces several hundred dollars
- (\$ saved) Transmitter shelter total refurbishment (new AMU rental contract) including electrical, grounding and air conditioning making our plant more reliable and efficient
- (\$ saved) Transport and install of donated copier/fax machine saving \$500 a month
- Move and installation of Solid-state HD transmitter (Nautel NV40), with continuous remote monitoring, maintenance of power supplies resulting in lower operating costs and improved reliability along with HD signal capability
- Installation of HD Radio equipment and their associated processing and timing to be seamless with the analog signal



- Preparations for control room construction (three channels) 2022
- Adjustments to audio processing, resulting in a sound that is competitive in this radio market
- Talk Studio construction and upgrade with EV RE320 microphones, stands/arms, muls with resultant clarity



- Conversion of our main audio signal into the AES digital domain for transport, resulting in lower baseline noise, clipping, and distortion
- Participation the joint broadcast antenna project, resulting in much better signal

coverage in all areas, but particularly in the west

*Original Talk Studio*

- Installation of emergency program line switches with remote control at the transmitter
- 2015: L to K street studio construction and seamless move



*L Street studios*

*1990 K Street Studios*

- Original 2014 Transmitter fix (filament supply) & tube replacement.
- 2016 transmitter fix (screen supply) & tube replacement
- Purchase of two high-quality Comrex audio link equipment for our remotes, as well as for integration to our network origination
- Newsroom local and remote broadcast capability
- Deployed a new dedicated Skype-Zoom computer for key interactions and guests on air with modernized interface
- Printed banners for station
- Printed business cards for staff
- Purchase of new mixer consoles for Live at Five as well as production studios, mikes, stands, cables
- Rebuilt pre-production studio (several times)
- Remote: 2016 Conventions live to net
- Remote: Katea desktop remote
- Remote: Numerous broadcast town halls, inaugurations, community events
- Remote: Numerous special programming national network integrations
- Remote: Roach Brown broadcasts
- (\$ saved) Repair and upgrade to all desktop computers, some 16 with donated equipment, some four newly purchased
- Repair/replace turntables, cartridges, and spares (continuous process)
- Installation of all technical quality control monitoring equipment, both at the studio and the transmitter
- (\$ saved) Replacement of the office phone system to VOIP resulting in significant cost savings New/replacement VOIP phone system (replaced expensive Broadview Toshiba phones & contract)
- (\$ saved) Replacement of the studio-to-transmitter link, realizing a significant cost savings (saving \$1500 monthly T1 line expense)



- Replacement of the telephone hybrid to Telos HX6 on-air phone system, a more modern unit, resulting in better call quality on air including second screener's phone, added second interface and fader

*Telos HX6 Phone System*

- 
- 
- Repair/replace all CD players with remote starts with service spares on hand
- Replaced or added fader channels to the main console by purchasing spare parts and having on hand spare mixer modules
- Transmission line replacement 2015
- Transmission & IT rack construction 2014
- Transported old KPFT transmitters to DC (2015)
- Transported racks and tabletops for KPFT construction (twice)
- Upgrade of main studio microphones to EV RE27N/D with resultant clarity



*EV RE27n/d microphone*

This is just a short recitation with contemporaneous pictures. Each item could have an additional narrative paragraph. None would have been possible without the continuous support of staff, programmers, major donors, and our listener supporters.

There is much more to be done for the growth of WPFW and its mission of community service.

