

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 6:36 p.m.**

**II. Roll Call**

1 - Members that were present:

15 - Sarah E Brown, Ellen Williams Carter Non-Voting, Bill Curtis, Sue Goodwin, Kamau Harris, Minerva Sanders, Kathleen A Maloy, Maxx Myrick, Eileen Rosin, Frank Stearns, Violetta Diamond, Dennis Williams, Adele M Stan, and Thomas M Blanton, Marsha Coleman-Adebayo, Arthur Hyland

Parliamentarian: John Tatum

4- Excused absences: Donna Grimes, Vanessa Dixon-Briggs, Julie Hewitt, Arthur McCloud

4 - Unexcused absence: Anita Adams, Yaw Agyei, Wayne Bruce, Tim Willard

**III. The agenda was approved.**

**IV. The June minutes were approved.**

**V. Management Reports**

Katea Stitt, Program Director, reported:

**Pledge Drive:**

At the end of the drive we raised approximately, \$308,100.90. The goal was \$300,000

**Program Changes:**

- Ambrose Lane Jr. joined Monday's programming on June 20th, 5-6pm, with To the East, programming centering on Ward 7 & 8.
- Black Agenda Report Radio, hosted by Margaret Kimberley will now air Tuesdays, 6-7pm began airing July 5.

**Development Team:**

English Hudson has increased listeners through their strategizing, planning and publishing information about WPFW. Sataria has been working with the development team. Our Nielson ratings are good.

Jerry Paris, General Manager, reported:

**Pledge Drive:**

The pledge drive was successful. We went over the goal. We are preparing for the August pledge drive.

**Nielson report:**

The Nielson ratings are great.

**VI. Finance Committee Report (submitted a written report - Attachment A)**

Nick Arena stated:

Our cash balance is \$162,000 as of June. We need some extra fundraising.

#### **VII. Development Committee Report**

The committee has not met.

#### **VIII. PNB Report**

Sue said:

She has nothing to report.

#### **XI. Programming Committee**

No program committee report.

#### **LSB Show**

The LSB show raised \$500 and met their goal.

#### **X. Community Outreach Committee (submitted a written report attachment B)**

Minerva reported:

##### **Blues Festival:**

The Blues Fest will be held on Saturday, August 20th in Po Monkey, Md. Time: 12pm to 7pm. Four groups have committed to perform at the Festival. LSB members are needed to help during the Festival. The charge for the Festival is \$35.

##### **5K Run/Walk:**

The 5K Walk/Run will be held on Saturday, September 10th at the Bladensburg Waterfront Park in Bladensburg, Md. We need support from the on air programmers.

##### **Bus Trip to The Harriet Tubman Museum:**

The bus trip has been canceled.

##### **Proposed Motion:**

Minerva and Thomas will work on a motion for the next regular LSB meeting in August.

#### **XI. Communication Standards and Enforcement Committee**

No report.

#### **XII. Community Comment**

Martha said a building relocation committee is needed.

#### **XIII. Evaluation Committee (submitted a written report Attachment C)**

#### **XIV. Unfinished Business**

Sarah said the document google group didn't meet.

#### **XV. New Business**

- Interested LSB members are needed for the station relocation committee to work with the GM and Treasurer exploring possible new station sites. The current lease expires August 2023.

**XVI. Action Items/Agreements Summary**

- Relocation committee

**Chair, Dennis Williams' report:**

- We are still working on a date for a CAB meeting with the LSB.
- The LSB needs to raise money for the station.
- LSB members needs to complete the staff evaluations.

**Action items:**

- Thomas and Minerva's Motion
- PSA for the Blues Festival

**Adjourned regular meeting 8:55pm**

**Convened the Executive Session 9:00pm**

**XVII. Adjourned the Executive Session at 9:22pm**

Dennis Williams, Chair adjourned the meeting

Minutes submitted by: Secretary, Ellen Williams Carter

**Attachment (A)**

**WPFW Finance Committee Report – Monday, July 11, 2022**

1. Station Cash Flow Update: Bank Balances were over \$162K as of 6/30/2022. The Spring Pledge Drive is estimated to have reached its goal of \$300K. Congrats and thanks to the staff and volunteers for all the hard work to make this a successful drive. Additional major donor gifts and funding are needed to make income shortfalls for the year. 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 its FY2021 Budget and consistently pay its bills. Thru 6/30/2022 the Station is over \$60K 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). Past due bills from May – rent, tower rent and other expenses totaling over \$51K were paid in June.

<b>WPFW FY2022</b>		
	<b>Budgeted Income</b>	<b>Actual Income</b>
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
April	59,457	37,913
May	218,210	69,525
June	85,258	270,395
YTD total	<b>1,372,219</b>	<b>1,301,347</b>
<b>Difference</b>		<b>(70,872)</b>
	<b>Budgeted Expense</b>	<b>Actual Expense</b>
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
April	130,462	107,285
May	127,277	103,445
June	134,118	128,439
YTD Total	<b>1,205,129</b>	<b>1,194,464</b>
<b>Difference</b>		<b>(10,665)</b>
<b>Total Difference</b>		<b>(60,207)</b>

## Attachment (B)

### **WPFW Community Outreach Committee met on Tuesday, July 5 at 7pm.**

Chair -Marti Peterson (out of town) Co-chair Sabooh chaired the meeting.

#### **Confirmed Fundraisers**

**Blues Festival in Pomonkey, MD** at Lamont's –Gloria Turner now has four groups who will donate their time in support of WPFW. Members are asked to volunteer to assist.

**5K Walk at the Bladensburg Marina.** Will take place in 9/10. The Chair will provide additional information on what is needed to support the activity.

The group agrees that the LSB and the station will need to aggressively promote both activities.

Harriet Tubman fundraiser report was given by Minerva Sanders who expressed the lack of support and interaction from management. At the last minute a request was made for it to be part of the fund drive. Which did not allow time to plan and get everything in place to ensure its success. This idea had been discussed at the LSB meeting since February and it was moving forward until there was no communication in the months of April, or May from management. The committee will work to add the activity for 2023 with full support from the LSB.

The committee will work on putting together a list of activities for 2023. These fund raisers would be separate and apart from the yearly fund drives.

Town Hall meeting suggested month is October or November. Additional discussion at the next committee meeting.

Concern was raised that the LSB, management, and programmers are not working as a team. LSB committee provide a report each meeting of LSB but there is nothing in writing from management. Items identified in LSB meetings are different from what takes place on the air. LSB brings forward ideas to help the station become more visible in the community but nothing happens or something else is implemented in its place. LSB asked about funds for a fundraiser. Program Director at the next meeting mentioned the station received a grant. No written information has been provided yet about the grant, how it is to be used and who the company is that will provide the service.

With the ending of the current fund drive the committee will ask for the report of the outcome. Which programs met their goals? Were the goals realistic? Information on what future fund drives will look like. It was stated the fund drives with themes should be planned months in advance, not be last minute, with input from the programmers.

Question was asked who identified what programs get air time and is this ever discussed with LSB. Who identifies who get the prime spots on Saturday? Are current programmers offered the ability to switch times if they desire? If not why not? The feeling is that such a key part of the music format should have input from more than just one person.

What is happening with the comments from the community and why are the questions (good /bad/ indifferent) not shared with the LSB.

Items not being provided to listeners who pledge to the stations. How does WPFW fix this issue and regain the confidence of the community?

The committee hopes to meet before the LSB meeting to plan how to present its concerns.

The meeting closed at 8:10 PM

Attendees:

Sabooh Hikim , Violetta Diamond , Minerva Sanders, Irene

**Attachment (C)**

**WPFW LSB Evaluation Committee Meeting by ZOOM**

July 11th 2022 8:00 EST

Meeting Report

Committee Members Present: Dennis Williams, Vanessa Dixon-Briggs, Kathleen Maloy,  
Kamau Harris

Committee Member Absent: Arthur McCloud

Committee Chair: Dennis Williams

Committee Secretary: Kathleen Maloy

The Evaluation Committee met several times during June and early July for the purpose of reviewing and testing the Google Forms tool adapted by Kamau for use to conduct the evaluation of the GM and PD.

Committee Members noted that the GM failed to cooperate with the Committee by not completing a self-evaluation, as he had agreed to do at the request of the Committee.

Committee Members approved the Google Forms tool noting that (1) anonymity for all evaluators is assured, (2) Tool is straightforward to complete, and (3) responses can be tabulated and assessed.

Conducting the General Manager and Program Director Evaluations July 15th – 29th 2022

On Friday July 15th, Evaluation E-mails will be sent to all LSB Members, all LSB Committee Members, all CAB Members, all WPFW paid staff, and all volunteer programmers with at least 3 years of experience. The e-mails will give complete instructions for completing evaluations for GM Jerry Paris and PD Katea Stitt. Deadline for completing the evaluations is July 29th 2022.

Next Meeting August 8th 2022 Monday 8 PM EST

Meeting Adjourned 9:30 PM EST