

The Nathan B. Stubblefield Foundation, Inc.
 Board Meeting Minutes of September 15, 2014



<u>Board Member</u>	<u>P</u>	<u>A</u>	<u>Board Member</u>	<u>P</u>	<u>A</u>
Michael Bagby	P		Laura Keane	P	
JoEllen Schilke	P		Kurt Madsen		A
Cynthia Reichard	P		Richard Manning	P	
Scott Foeigner		A	Michael Sedita	P	
Jeff Harris	P		Lauren Adriaansen	P	
Priscila Miller	P		Lou Putney	T	
Nancy Cox-Johnson	P		Daniel Francis	T	
David Harbeitiner	P		Ian DeBarry	P	
Pamela Robinson	P				

T – Participated by Telephone

1. Call to Order – Nancy Cox-Johnson: 7:15 pm.
2. Roll Call/Proxies/Agenda Review – Nancy Cox-Johnson:
 - Lauren has Scott’s proxy.
 - Richard has Kurt’s proxy.
3. Visitors' Comments – Arlene Engelhardt:
 - No comments.
4. Review Last Month’s Minutes – Nancy Cox-Johnson:
 - Motion for approval of the regular August 18, 2014 Board of Directors (BOD) Meeting Minutes passed unanimously. Motion: Richard / 2nd: David.
 - Motion for approval of the special August 26, 2014 Board of Directors (BOD) Meeting Minutes passed unanimously. Motion: Laura / 2nd: Richard.
5. President’s Report/Executive Committee Report – Nancy Cox-Johnson:
 - No report.
6. Management Report – Cindy Reichard:
 - Attached report in Appendix A.

7. Technology Ad-hoc Committee (including Website) – Kurt Madsen:
 - Report previously submitted to the Board via email by Kurt on Sept. 11.

8. By-Laws – Richard Manning:
 - Motion → Written change to Policy 4.8:
 - Added at end: “The Board may suspend the allocation of these funds if it determines that funds so allocated would create or increase a budget deficit”.
 - Motion passed at second reading.

9. Finance Committee report – Michael Sedita:
 - Met before tonight’s meeting.
 - 2015 Budget: Motion → to move website allocation of \$14,550 from ‘Salaries’ to ‘Professional Services’ for future consulting work. Motion passed unanimously. Motion: Richard / 2nd: JoEllen.

10. Community Advisory Council (CAC) – Lou Putney:
 - Inactive during the summer.

11. Youth Committee – Lauren / Scott.
 - Discussion on possible future projects.

12. Long Range Planning (LRPC)– Daniel Francis:
 - Had a full report for the all-station meeting on Sept. 10,
 - First presentation of the Long Range Plan.
 - Discussion of two documents: Plan and Supplement.
 - Plan is general, Supplement is detailed.
 - Richard: Not much detail in Goals 2 and 3.
 - Lou: Plan is just an ‘outline’ without the supplement.
 - Mike Sedita: Proposals without owners or timelines.
 - David: Commitment to accountability and progress.
 - Mike Bagby: Volunteers would be invigorated in a positive way.
 - Moved→ That we accept the Long Range Plan (12 page document), with the stipulation that within 120 days of adoption a more formalized plan be produced by the General Manager for the next twelve months showing the priorities, the timeframes and the ownership of the work to be accomplished. This is passed with reference to the LRP Supplemental Document, though that supplemental document should not be considered the policy of the board.
 - Motion passed 13 yea / 4 nay. Motion: David / 2nd: Michael Bagby.

13. Volunteer and Diversity Committees – Michael Bagby.
 - Met on September 3rd – planning for all-station meeting.
 - All-station meeting was held on September 10:
 - Programming change process was discussed.
 - 2015 Budget was discussed.
 - Long Range Plan was discussed.
 - LRP meeting is scheduled for October 13.
 - Community Advisory Board needs to meet soon!
 - Diversity Committee has not met, will meet after October.

14. Nominating Committee – Lou Putney:

- On-Air announcements have been made.
- Deadline is September 18.
- Committee will meet September 24 to go over applications.
- Concern was raised about the small number of applicants so far.

15. Development Committee – Nancy Cox-Johnson:

- Discussed recent 35th Birthday events.

16. Personnel Committee – Laura Keane:

- General Manager Search committee will meet September 22.

17. Old Business / Follow-up:

- None.

18. New Business:

- Executive session from 9:45 to 10:12 pm.
 - Motion to go into Executive session: Jeff / 2nd: Lauren.
 - Motion to come out of Executive session: Richard / 2nd: Jeff.

18. Attendance Review – Jeff Harris:
- All members are in good standing!

19. Evaluation – Laura Keane:
- Participation: 7.6
Accomplishments: 7.7
Listening: 6.7
Scheduling: 9.3

20. Adjournment – Nancy Cox-Johnson: The Board meeting adjourned at 10:15pm.

By: _____
Jeff Harris, Secretary

Approved by the Board on: _____

Appendix A – Station Manager’s Report

Management Report September 2014

Prepared by: Cindy Reichard, Interim General Manager

Finance

Revenues are still lagging and an area of concern in contributions, special events and underwriting. This week we received the award letter for the continuation grant for FPREN (Department of Education) for 100K. The auditors will be in the station next Thursday and Friday to conduct prep audit planning. Audit week will be November 17th. The Parnassus Endeavor Fund is all set up and active. However, PaxWorld account has a zero balance but must remain open for a year. We did receive the website grant from Cause Populi but after much consideration we have decided to decline at this time. The next fund drive is scheduled for October 1st thru the 7th.

Programming

Programming has been currently holding open meetings with Programmers regarding upcoming program changes. The Programming committee will begin meeting in October. Naveen has scheduled two classes for programmers on how to use social media and will include copyright protocols. Birthday Bash Dance party has been a big focus of the programming department and others to make a successful event.

Engineering & Operations

Operations is working with Brown Engineering to prepare for the transition to new IT Engineer Robert Taylor as Jake Tremper last day will be Friday, September 19th. Jake has accepted a new position at Focus School Software in St. Petersburg. Robert comes from Hillsborough County Public Libraries.

Operations are in the process of setting up a new inventory software tracking system, with a bar code scanner.

The initial setup is time consuming as it has photo documentation of inventory items.

We continue to talk with HCC and SPC regarding HD leasing partnership. This semester we will be helping each collage teach students noncommercial announcing regulations, production skills and professional broadcast timing.

Mark Donald continues to work with the City of Tampa regarding WMNF’s application for zoning variance. We have received one bid from Thunder Bay to repair our current roof and obtaining two more bids. Also, in the process of obtaining three bids for a new phone system. Still ongoing process.

Human Resources

We will be holding open enrollment next week for health and dental insurance. We will be staying with an Aetna plan similar to current plan. We will start educating staff next month in regards to starting up the 403b plan in January.

Development/Marketing

The WMNF Birthday Luau was by all means a success. Approximate attendance of 200 people and an estimated net profit of \$3,500.

Laura has met with the Bank of Tampa regarding sponsorship opportunities for this next year.

Laura, Cindy and Mike Stinson, Development Committee member met with Cigar City Brewing to start negotiations of Heatwave Beer sponsorships for 2015 and design of beer cans for Tropical Heatwave in May.