

Minutes

WOMR Board of Directors Meeting 5 PM, January 8, 2018 Eastham Public Library, 190 Samoset Rd, Eastham, MA 02642

In Attendance: Ira Wood, John Braden, Fred Boak, Rick Sigel, Tony Pierson, Mark Adams, Justine Alten, Georgie Riedl, Sandra Hemeon-McMahon, Dave Wilber, Steve Gass, Bruce Bierhans, Marcy Feller, Breon Dunigan, Sheila Lyons, Steve Shervanian, Bob Weiser (public)

Regrets: no one!

Meeting called to order at 5:00pm

Public Comment: Bob Weiser said that the agenda for this month's BoD had not been posted on the WOMR website, and the latest minutes were from several months ago. Marcy asked if this was something required for CPB funding. John B said that it was one of the three possible requirements, at least one of which needs to be fulfilled in order to comply with CPB open meeting requirements. Staff will make a better effort to keep the website info up to date.

Minutes: Bruce moved to approve December BoD minutes, Steve G seconded, approval was unanimous (14-0-0).

Finance Committee report: attached

Executive Director's report: attached

Board Business

Justine nominated Marcy to be the non-officer member of the Executive Committee, Dave seconded, approval was unanimous

Marcy nominated Steve Shervanian to serve the open spot on the Board of Directors for the remainder of the term (end of 2019), Fred seconded, approval was unanimous. Welcome to the BoD, Steve!

Big Party Update

Breon & Mark: There will be silent auction and live auction. Artists will be asked to design LP size album covers for silent auction. Silent auction will have online bidding for a month before the party, there is still research to be done regarding what online auction service to use.

Rick said that it's not looking good to get a Vespa for the auction; Dave said he would check with a friend who has Vespa connections.

Ira is hoping all BoD members can be counted on to help at the party and leading up to the event.

BECC Update

Tony said that, with new BoD members, he's not sure if we currently have 100% participation from the BoD.

The budget has been finalized, including training, maintenance, and taking into account soft costs and contingencies, and is now approx. \$296k. There was a full equipment review and the equipment list has been finalized.

The current expected timeline is that the campaign ends May/June 2019, with implementation between Sep & Nov 2019.

BECC Update (continued from Page 1)

Our grant application to Mass Cultural Council is due Friday Jan 11. We are asking for \$100k, and the grant uses feedback we received from last year's grant application. We won't know for sure about the grant until after the April Party.

Next BoD meeting:

Tuesday, February 12 2019, 5pm at Eastham Public Library, 190 Samoset Rd, Eastham, MA 02642

Meeting adjourned at 5:42: Mary moved to adjourn, Sheila seconded, approval was unanimous (15-0-0)

Minutes by Fred Boak

**LOWER CAPE COMMUNICATIONS, INC. – WOMR
FINANCE COMMITTEE MEETING
Monday, January 28, 2019, 3:30pm – notes added 1/29/2019
Snow's Library, Orleans**

Sorry I was sick. I have made notes for each agenda item, italic and blue. Please review with the attachments. It is good to have multiple pairs of eyes reviewing things and, hopefully, the standard exhibits will help. I think we should look at results against budget at least quarterly and the other financial reports every time we meet. John is always available to help understand the numbers and WOMR history. We are still not completely up-to-speed with Quickbooks, so please focus on the format of the budget analysis exhibit, not so much the numbers.

Comments welcome on everything below.

Thanks, Rick, for the opportunity to be Treasurer and learn QuickBooks.

John, after your review please attach exhibits and share with committee.

In general, our committee 2019 goals are:

- ✓ Ensure good financial stewardship by diligent review and questions;*
- ✓ Agree on standard set of Financial reports;*
- ✓ Monitor financial results of major initiatives (either Fund or Friend Raising) – currently BECC and April event;*
- ✓ Sound analysis of current budget and development of 2020 budget;*
- ✓ Review of major expenditure items;*
- ✓ Regular in person meetings;*
- ✓ Provide meaningful summaries to the Board; and*
- ✓ Adhere to written Policies and Procedures – note those policies are woefully out of date and we need to fix that.*
- ✓ More?*

AGENDA

- 1. Current Financial Position – Please refer to attached file – Financial Reporting Package.*
 - a. Checking - Healthy balance to start year - \$65,343*
 - b. Reserve - \$54,500, funds used for unexpected generator issues, now augmented by Susan Lindquist donations*
 - c. BECC -Total amount raised \$193,111, 100K plus to go. Separate BECC checking account being established to facilitate record keeping and transition to “Implementation”.*
 - d. Party – No significant financial events to date*
- 2. Data for Budget Analysis – John and I have worked on the attached file – WOMR Budget Analysis– I think it will become our standard package for quarterly budget analysis. There is one sheet with four years of financial history*

and another with the start of our standard budget variance analysis. Please review format for usefulness rather than the numbers. We are 95% confident in our Quickbooks extracts! Feedback needed on whether you find the spreadsheet useful.

Preliminary analysis of 1st quarter versus budget looks good, big outlier is unexpected generator expense (reimbursed from reserves).

3. Review of current Budget Process and Financial Controls
 - a. Need to send to Policy Committee?

We need to review and edit Budget Process and Reserve Policy, and our Financial Controls Policies – they are way out of date.

I suggest John and I make first pass at marking up the attached current policies, then we review at our next meeting on March 25th before sending to Policy Committee for approval.

4. Update for Board Meeting

Suggest we share the Financial Reporting Package and quickly go over it.

Have established regular committee meeting calendar.

Establishing separate BECC checking account.

Reviewing all Financial Policies.

Generator expense outside budget and funded from reserve.

First Quarter looks good against budget, Fall fund raising very good, vinyl sales still spinning.

5. Future Meeting calendar – *How about March 25th, April 25th, May 20th, July 29th, September 9th, and October 28th. Location preference Orleans with occasional Ptown.*
6. Other Business – *Let John or I know agenda items.*

Report of the Executive Director
Meeting of the Board of Directors of WOMR/WFMR
Tuesday, January 8, 2019 – 5:00 PM

Fall Pledge Drive:

As of Thursday January 3rd we have raised \$78,150 on air and \$15,000 through the direct appeal for a total of \$93,150. We budgeted \$65k and \$14k which we have exceeded by \$14,150.

Generator at Mt. Gilboa:

The work on installing the generator at the transmitter site in Provincetown has begun and is now nearing the last stage. The cement slab for the propane tank has been installed. The air conditioners have been re-stacked. The fence extended outward and the generator itself (and the switch) has been installed. The last part of the project will be to install and hook-up the propane tank. We will also have to have the tank filled.

Generator at Schoolhouse:

The switch for the generator replacement at the Schoolhouse has been installed. The generator itself has been paid for but hasn't been shipped yet.

Double Doors on Howland Street:

As a reminder: Rupert has asked one of his suppliers to get him a price on a replacement for the double doors on the Howland Street side of the Schoolhouse. We haven't heard back from Rupert about this yet.

The original estimate to replace the doors and frame was a little more than \$5,000. We currently have \$2,500 earmarked for capital improvements that was donated by Art Hultin in Tom Conklin's name.

Birthday Party and Auction:

The Party Committee met on December 12th to work out some more details. We will meet again January 17, after the Mass Cultural Council grant request is completed.

New Traffic Software:

During my staff review with office manager Chris Boles we talked about things that might enhance his ability to do his job more efficiently and Chris suggested traffic software. Our current system of scheduling underwriting messages and PSAs is pretty antiquated which involves contracts in a file cabinet, spreadsheets in more than one location, an online calendar and an online log that gets updated and printed daily by hand.

Chris has been loading up a free version of RadioWorks for the sake of testing it out for our needs. This software is also compatible with the software we will be deploying with the equipment upgrade.

Upcoming Meeting Schedule:

- **Program Committee:** January 16 at 4:00, Eastham Library
- **BECC and Auction Committee Meetings:** TBD

Summited January 4, 2019

John Braden, Executive Director