

## Minutes

**WOMR Board of Directors Meeting – 5:00 PM, Wednesday, May 1, 2019  
The Davis Space, 2<sup>nd</sup> Fl. WOMR, 494 Commercial St., Provincetown, MA**

**In Attendance:** Ira Wood, John Braden (staff), Fred Boak, Rick Sigel, Mark Adams, Justine Alten, Georgine Riedl, Sandra Hemeon-McMahon, Steve Gass, Breon Dunigan, Sheila Lyons, Steve Shervanian.

**Regrets:** Tony Pierson, Dave Wilber, Bruce Bierhans, Marcy Feller,

**Meeting called to order at 5:03 pm**

**Public Comment:** None

**Approval of the Minutes of April 2019 Meeting:** Steve Gass moved; Georgene seconded. Minutes were approved unanimously.

**Finance Committee Report:** (See attached report.) We are in good shape financially.

**Executive Director Report:** (See attached report.)

### New Business:

**Pledge Drive** – Board Participation was encouraged. Many said they would try to sit in on a show.

**After BECC Goals** – The necessity to spruce up the Davis Space was discussed. Mark suggested we turn the ugly coffee space into an all-purpose bar. We also discussed obtaining an energy audit from Cape Light Compact.

**Suggestions for Future Board Member Nominations** – No names were mentioned but Board members promised to submit them if they thought of them.

### Old Business:

**The Big Party:** Comments were unanimously positive. Much praise was heaped on our Exec. Dir. for his outstanding commitment to the project. About \$20,000 net was raised. Not as much as was expected but a tremendous 'win' for the station as public relations were boosted enormously. A touching story was told about an elderly member who connected with the station as a result of follow-up visits by Board members and DJ's.

**BECC:** We are awaiting the Mass Council Grant awards recipient announcement. If we get an award the BECC will have been completed successfully!

**Other Business:** None

**Questions/Comments about Committee Reports/Minutes:** None

Future Agenda Items:

**Adjournment:** Fred moved. Rick seconded. The meeting was adjourned at 6:04 PM by unanimous vote.

**Next Meeting:** Eastham Public Library at 5:00 PM on June 25.

*~WOMR Builds Community Through Media~*

**LOWER CAPE COMMUNICATIONS, INC. – WOMR**  
**FINANCE COMMITTEE May Board Report – Prepared on April 26<sup>th</sup>.**

Committee met and reviewed materials on April 25th, 2019

Finance Committee 2019 Goals

- ✓ Ensure good financial stewardship by diligent review and questions;
- ✓ Design and use a 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 current policies need to be updated.

1. Current Financial Position

- a. Checking – Balance on 4/23/2019 was circa \$29,000. We have now received the second of two Corporation for Public Broadcasting (CPB) payments of \$21,693 (totaling \$72,313), so \$5,000 of loan was paid back to Reserves on April 22nd. The outstanding loan amount (\$5,000) will be paid back next week. We will continue to use the Reserve account for short term needs instead of using credit line. Last year, at same time, we had similar amount in checking but owed \$15,000 to credit line. Ideally, we would like to have a minimum balance in checking of around \$25,000.
- b. Reserve – Balance on 4/23/2019 was \$80,337, \$25,000 (\$5,000 loan repayment and \$20,000 of estimated party profits) more than last report.

***After report production we received an unrestricted donation of \$40,000 for the Susan Lindquist Fund. Reserve balance will be approximately \$125,000 after the 40k deposit and next loan repayment (5k).***

- c. BECC -Total amount raised approximately \$215K, 82K short of goal. Separate BECC checking account established to facilitate record keeping, and make monthly financial reporting easier. Focus shifting to implementation and tracking expenses.
- d. Party – Expenses of \$6,755 and approximate profit of \$20,000. Profit is in Reserves and BECC is being reimbursed party expenses.

2. Budget Analysis

We have six months actual financial data (October, 2018 to March, 2019) to compare with our approved 2019 budget. At the half-way point in the Financial year, things look good with income ahead of the same time a year ago, and expenses, even after unexpected and unbudgeted generator costs, only modestly over budget. Starting with the May meeting, a Quarterly Budget Variance Report will be included in the Board materials. John will be able to answer any line item questions at the meeting.

3. Review of current Budget Process and Financial Controls

Committee will review and edit Budget Process and Reserve Policy, and our Financial Controls Policies by mid-June,

4. Other updates for Board Meeting

Next Finance meeting is May 20<sup>th</sup>.

Sub-committee to review upcoming lease renewal for Orleans antenna is up and working, Steve Gass is the chair.

**Report of the Executive Director**  
**Meeting of the Board of Directors of WOMR/WFMR**  
**Tuesday, May 1, 2019 – 5:00 PM**

**Generators:**

Both generators are installed and *still* await final hook-up from the electricians.

**Birthday Party and Auction:**

The party was well received; we have gotten a lot of positive feedback. The Party Committee met last week and talked about what worked and what didn't. At the end of the day we netted \$20,000.

**Spring Pledge Drive:**

So far we have raised \$24k in the on-air drive and more than \$10k in the direct appeal. The day before the Drive even started, we had already taken in a little more than \$42k in early renewals between the two appeals. Those renewals are applied to the various programs throughout the first week of the Drive.

**Community Advisory Board:**

The CAB met on March 30 with not much to report. Eight members attended as well as Marcy and me. There were questions about the party and the recent incidences of low output due to contractor activity. There were several questions and a long discussion about the failed generator at the Schoolhouse.

**Broadcast Equipment Upgrade:**

As I mentioned above, we are still waiting on the generator to be hooked up, otherwise that phase of the project is 95% complete. Chris Kelly has also installed all of the equipment for the studio to transmitter link; we are waiting for him to hook up the system to our network. He was scheduled to do so this past weekend but didn't make his way to the Schoolhouse.

**DJ Summit & Social media Workshop:**

About sixteen people turned out despite the holiday weekend on April 20<sup>th</sup>. The social media workshop was once more the highlight with volunteers asking lots of questions.

Summited April 29, 2019

John Braden, Executive Director

**Upcoming Meeting Schedule:**

- **Program Committee:** May 15, Eastham Library
- **Finance Committee:** May 20, time and place to be determined

**Events Schedule:**

- **Triathlon:** June 1 at 8:00, Long Pond Wellfleet

- **Alexandra Beliakovich Piano Recital:** June 15 at 7:30, Wellfleet Congo