

**WOMR Board of Directors
Minutes of December 3, 2019 Meeting at 5 pm
Eastham Public Library**

Attendees: Ira Wood, John Braden, Tony Pierson, Bruce Bierhans, Sandra Hemeon-McMahon, , Breon Dunigan, David Wilber, Justine Alten, Rick Sigel, Mark Adams

Regrets: Fred Boak, Georgene Riedl, Marcy Feller, Sheila Lyons, Eli Ingraham

Meeting called to order at 5:03 pm

Public Comment: None

Minutes: Motion to approve October 2019 minutes; it was approved unanimously, with corrections

Finance Committee report attached

- Additional comment by Tony P: The treasurer will need to seek a loan modification in January with Seaman's Bank
- Annual Meeting Finance Report also attached

Executive Director's report attached

Additional comments made:

- Compliments on email sent out on behalf of WOMR by Matty for "Giving Tuesday"
- Compliments on WOMR Facebook page by John B for "Giving Tuesday"
- There still has been no response from the SBA re: not renewing our lease
- There are no foreseen major interruptions of broadcasting during the upcoming new equipment installation
- The insurance company will be sent a list of the new equipment, in order to adjust insurance

Reorganization of the Board:

- Bruce Bierhans was elected to the position of President, Marcy Feller as Vice President, Tony Pierson was elected Treasurer and Sandra Hemeon-McMahon was elected Clerk.

New Business : Goals for 2020

- Proposal for Board Retreat in April/May (re: strategy, functionality)
- Programming innovations: Review strategic plan for Programming Committee, which is a 5-year plan, up in 2021. Board to come up with a Mission Statement for PC, set direction. Revamping self-assessment form for programmers.
- Diversification of Events held for WOMR: planning in the works for an Open House at the Schoolhouse, 1st Sunday in May, so that public can see the new equipment (not a fundraiser this time – more of a Celebration/Thank you to

- supporters)
- 2020 = Provincetown Celebration. Proposal of live broadcast from some of the celebration's events
 - More short-term goal = through March 2020, making sure the new equipment gets installed successfully. New equipment brings new opportunity for deejay training. Choosing one topic for all deejays to improve on.
 - All Board members should be Active Listeners, document what they hear and share it with deejays.
 - 3-5 year Vision: Recruitment of more young people (more advertising targeted to that age group), outreach to area schools (perhaps bring new equipment in to the high schools), opening up radio station to a wider community.

Old Business:

- None.

Other Business:

- None.

Next Meeting: Tuesday, January 7, 5pm in the Davis space at The Schoolhouse

Adjournment – Motion to adjourn by Dave W., seconded by Justine. Approval was unanimous. Meeting adjourned at 5:45pm.

Minutes taken and written up by Sandra Hemeon-McMahon

LOWER CAPE COMMUNICATIONS, INC. – WOMR
FINANCE COMMITTEE: December Board Report – Prepared on December 1st, 2019.

Note: Finance Committee members haven't physically met since last board meeting but have electronically reviewed and commented on material.

1. Financial Policy Review – Approved policies in place for 2020
2. Standard Financial Update – Note: November bank statements not available yet.

As of December 1st

Checking \$66,633

- Received CPB payment of \$50,619
- Paid back \$15,000 cash flow loan to reserves
- In middle of Fall campaign and Year-end giving (John will report on that)

Reserves \$92,169

- Historically high level
- May need to use reserve funds for studio upgrade until MCC grant (\$95,000) is received
- No further mortgage pay-downs recommended until studio upgrade and antennae move are completed

BECC \$130,112

- spending dollars subject to BECC approved Financial Controls (John will give update)

3. Results against budget for Fiscal Year 2019

Income:

- After adjusting for unexpected legacy giving and insurance proceeds, total income of \$500,000 was over budget by 8%
- Three very good fundraisers, great car donations, continued good vinyl sales and triathlon were big contributors to the result.
- The rent under-performance of the galleries was due to payment timing, not a collection problem.
- Performance space rent was lower than budget and is reflected in FY20 budget.

Expenses:

- After adjustment for generator expenses and WFMR antenna move, we were just 2% over budget on expenses.

4. Annual Meeting – Financial Report is separately attached
5. Future Meeting calendar – TBD

Report of the Executive Director
Meeting of the Board of Directors of WOMR/WFMR
Tuesday, Dec 3, 2019 – 5:00 PM

Broadcast Equipment Upgrade:

All of the furniture, equipment and wall tiles have been ordered. The floor has been installed and the studio has been moved to the future Susan Lindquist Spoken Word Studio. Equipment has been arriving on a daily basis; the furniture is expected to arrive at the end of December, building the on-air studio will commence shortly after.

Efforts to Move the WFMR Transmitter:

We have our pattern and are waiting on mounts for the antenna to be shipped by Shively. The lease with the new landlord is still being worked out and notification has been sent to SBA saying that we will not be renewing our lease. We are expecting to make the move in late March.

Fall Pledge Drive:

So far we have raised \$56,800 on air and \$11,100 through the direct appeal. The on-air goal is \$65k and direct appeal goal is \$15k. Contributions toward this goal will continue through the year end giving and beyond. We need \$12k to make our overall goal. It's worth noting that we raised \$12,676 in the month of December in 2017 and \$16,131 in December of 2018.

Energy Audit & other Building Projects:

I have the energy audit work on hold until we can get through the studio upgrade and transmitter and antenna move. I asked Rupert to order the double doors to replace the set on the Howland St side of the building but I have not heard from him about that project in a while. We still need to get the fire suppression system repaired as well, it still works but is in need repairs that were identified by the inspectors over the last few years.

Upcoming Meeting Schedule:

- **Program Committee:** Wednesday Dec 18, 4:00 at the Eastham Library

Summited Nov 27, 2019

John Braden, Executive Director