

**WOMR Board of Directors Meeting  
Minutes of August 20, 2020**

**Attendees:** John Braden, Bruce Bierhans, Sandra Hemeon-McMahon, David Wilber, Justine Alten, , Steve Gass, Georgene Riedl, Sheila Lyons, Barbara Blaisdell, Tony Pierson, Marcy Feller, Breon Dunigan, Mark Adams, Rick Sigel, Fred Boak, Matty Dunn (staff)

**Regrets:** Eli Ingraham

**Meeting called to order at 5:17pm**

**Public Comment:** None

**Minutes:** Motion to approve June 2020 minutes; approved unanimously

**Finance Committee report**

- See attached  
Additional notes: FC reports that finances look strong despite pandemic. Committee met twice since the last Board meeting, and approved the budget for fiscal year 2021. We have a \$75,000 emergency payment from CPB in reserves; however, we are highly reliant on pledge drive, now more than ever before

**Executive Director's report**

- See attached  
Additional notes: The Orleans antenna has been installed and the transmitter reconnected. However the signal at 91.3fm continues to have static issues, and needs to be fine tuned. The DJs are slowly returning to do their shows at the station, we are at about 70% live DJs.

**New Business :**

- **Development Officer:** Do we want one? Perhaps on a commission base, or a stipend? Brought to the discussion table by Bruce B. Rick S supported the idea. Breon definitely in favor, although not on commission. Given this environment, she thinks we should pay them. David volunteered to put some numbers together, as far as pay goes. Tony is not in favor of putting another staff member on the payroll, not right now, however, investigating this avenue is fine. This was looked into in 2017. Idea will be revisited at the next Board meeting. Meanwhile, David will put together a list of expectations.

**Old Business:**

- The Budget was reviewed and will be voted on at the next meeting.

**Other Business:**

- None

**Next Board Meeting via Zoom:** Sept 17, 2020, at 5:15pm.

**Adjournment** – Motion to adjourn. Approval unanimous. Meeting adjourned at 5:56pm.

*Minutes taken and written up by Sandra Hemeon-McMahon*

**LOWER CAPE COMMUNICATIONS, INC. – WOMR**  
**FINANCE COMMITTEE August Board Report – Prepared on August 18th, 2020**

Note: Finance Committee met on July 29th and August 13th and has had the opportunity to review this material.

In general, our committee 2020 goals are:

- ✓ Ensure good financial stewardship by diligent review and questions;
- ✓ Analyze standard set of Financial reports;
- ✓ Monitor financial results of major initiatives (either Fund or Friend Raising);
- ✓ Sound analysis of current budget and development of 2021 budget;
- ✓ Review of major expenditure items;
- ✓ Regular in-person meetings;
- ✓ Provide meaningful summaries to the Board; and
- ✓ Adhere to written Policies and Procedures

1. Standard Financial Update — As of August 18, 2020

Checking - \$74,507 (includes SBA CARES payment (\$35,600)). Period of net inflows from pledge drive continues (John will report on pledge drive totals).

Reserves - \$167,480 (\$75,000 emergency payment from CPB is in Reserves)

BECC (Project is completely paid for, account is closed and minimal balance (\$600) was transferred to the checking account)

2. Pledge Drive Results and Goals - Part of Executive Director Report

3. Third Quarter Budget Variance

We did well against budget for the first half of the year, but pandemic stress took a toll in the third quarter. Event, automobile donation, vinyl sales and rent revenues were all off. Expenses were essentially on budget. We expect to finish this fiscal year about \$20-25,000 below budget.

4. 2020/21 Fiscal Year Budget

The committee approved a budget which will be presented at the next Board Meeting. The budget generates a deficit of \$30,000, to be funded from reserves, and represents greater revenue at risk than previous years. There is an even greater emphasis on the pledge drives as other revenue sources (rent, events etc.) are challenged.

## 5. Insurance Review

There are no major savings from a thorough insurance review. We did cancel our liquor liability policy (no events, no drinks), saving about \$1,000, and we may garner some modest savings from changing deductibles. Our major expenditures - flood and excess liability (total over \$10,000 premium) are conditions of mortgage and Orleans antenna lease, respectively.

6. Future meetings – next meeting will be one week prior to Board meeting

## **Summary**

The emergency payment from CPB (\$75,000) and loan (to be forgiven) from the SBA (\$35,600) have provided us with a good cushion to support our finances over the current and next fiscal year. In recent years, we have been fortunate to have had surpluses which were used to build reserves and pay the mortgage down. Now we are entering a time with projected deficits and greater dependence on our WOMR supporting family. It is undoubtedly excellent that our major initiatives - new equipment and antennae move - are behind us. We need to ensure we maximize the benefits of those initiatives and continue to grow our supporting family. No expense rock should go unturned!

Near term finance tasks are:

Establish a business credit card that gives cash back;  
Submit loan forgiveness paperwork when Seamen's Bank advises;  
Research viability of mortgage refinance.

Respectfully submitted  
Tony Pierson - Treasurer

**Report of the Executive Director**  
**Meeting of the Board of Directors WOMR/WFMR**  
**Thursday, August 20, 2020**

**WFMR Transmitter:**

The antenna went up on July 20th and 21st, and the equipment in the shelter was assembled on the 26th. We have been experiencing a dynamic static up until this morning (Wednesday), which Chris Kelly is working on diagnosing. According to him this could be caused by any number of things.

**Summer Pledge Drive:**

Chris Boles is still processing pledges but we have brought in \$65k on the air so far. The direct appeal has yielded 117 pledges equaling \$12,412 while the New Member Challenge has raised \$1,980 from 29 donations. The goal for the on-air drive was \$80k and the goal for the direct appeal was \$12k. Considering we didn't have WFMR and two of our star fund-raisers for this drive, I believe we did rather well.

**Update on Building Projects:**

Repairs at the transmitter shelter in Provincetown were delayed while we waited on a fence company to add an access gate so contractors can move ladders and equipment to the back of the shelter. (Access was cut off by a platform installed by T-Mobile a few years ago.) That gate was installed this week.

I thought the fourth time was the charm when I engaged Thor Baum to replace the double doors on the east side of the building. He hasn't returned my calls in the last four weeks.

The building insulation job is moving forward now that Cape Light Compact is paying for the whole upgrade project. Before they come to insulate the attic, Fire Equipment Inc. (formally Canco) will come to correct some issues with the fire suppression system in the attic.

**Returning DJs:**

We appear to be at 70% capacity for returning DJs. There are still more than a few who would prefer to record from home at this time. We continue to support those volunteers.

**Milestones:**

We lost another volunteer last month when T Gandolofu passed away on July 19th in Florida. He was diagnosed with cancer about the time he arrived in Florida last fall and kept the diagnosis mostly to himself. No memorial has been announced.

We just learned that John Perrone (who died from COVID in early April) will be buried on Friday the 21st at noon in Worcester MA. Friends and family members are invited to attend.

T (T-Bird) hosted T-Bird's Blues Ride on Thursday mornings and John (Midnight Johnny) hosted a mostly Motown-focused program on Tuesday evenings.

Submitted August 19, 2020

John Braden, Executive Director