

**WOMR Board of Directors
Minutes of August 19, 2021
Zoom Meeting at 5:15 pm**

Attendees: John Braden, Marcy Feller, Breon Dunigan, Dave Wilbur, Mark Adams, Georgene Riedl, Eli Ingraham, Tony Piersen, Sheila House

Regrets: Bruce Bierhans, Justine Alten, Sheila Lyons, Barbara Blaisdell, Sandra Hemeon-McMahon, Rick Sigel, Jonathan Thompson

Meeting called to order by Marcy Feller

Public Comment: none

Approval of the Minutes of June 2021 Meeting: no quorum, no vote

Finance Committee report:

Tony Piersen reviewed the Standard Financial Update which reports of great financial health despite some transmitter repair costs. Tony and John also presented the draft budget for FY22.

-See Attached-

Minutes revisited (as we now had a quorum): Sheila moved to approve the June minutes, Eli seconded, all voted in favor.

Executive Director's Report:

John Braden updated the board on current numbers for the summer drive as well as various building projects.

-See Attached-

Broadcast Issues & Updates:

John Braden updated the board on issues at both transmitter sites and with Lady Di's live remote broadcasts which appear to be finally addressed. Also, Chris Kelly (broadcast engineer) spend a day at the station fixing issues in all three studios.

-See attached-

Old Business:

WOMR 40 Update / Strategic Planning for Programming Update / Blues Event at Town Hall Update / Triathlon benefit - all are moving forward.

Questions/Comments about Committee Reports/Minutes: none

Ideas from the Board: none

Next meeting: Need to poll the board by email

Adjournment: Sheila moved, Breon seconded

Minutes submitted by John Braden

Report to August, 2021 Board Meeting
LOWER CAPE COMMUNICATIONS, INC. – WOMR
FINANCE COMMITTEE met on
August 5th
Notes in italics added on August 17th

In general, our committee 2021 goals are:

- ✓ Ensure good financial stewardship by diligent review and questions;
- ✓ Analysis standard set of Financial reports;
- ✓ Monitor financial results of major initiatives (either Fund or Friend Raising); ✓ Sound analysis of current budget and development of FY22 budget;
- ✓ Review of major expenditure items;
- ✓ Regular meetings one week prior to Board Meetings starting in February
- ✓ Provide meaningful summaries to the Board; and
- ✓ Adhere to written Policies and Procedures.

Standard Agenda

1. Standard Financial Update -

We entered the Summer pledge drive in very good shape with circa \$211k in reserves and \$135k in checking. While we continue to have equipment surprises (*especially at Orleans location*), all have been managed within budget. We have no known major expenditures on the short-term horizon.

On August 17th we had \$210,541 in reserves and

\$156,981 in checking. 2. Pledge Drive Update - John

3. Major Financial Initiatives: (door replacement)

4. FY21 Budget Discussion -

Third Quarter Results against Budget

Income is way ahead of budget and not just because of extra CPB payment. All the categories of giving were excellent.

Expenses at 75% of budget were on track, with some modest positives and negatives offsetting each other.

It would take a very large adverse surprise for us not to finish the year with a budget surplus. A great result, even more so given that we, prudently, planned that we could have run a deficit in these challenging times.

The Finance Committee discussed the variance analysis and approved the comments for the upcoming Board meeting.

The FY 2022 Budget

The new balanced budget reflects our recent history of strong pledge giving (both via Mail and On-air). We propose that we adopt a rolling three-year average of giving categories (pledge drives, vinyl sales, automobiles) to develop the budget. This dampens recent results a little but will set increasingly challenging, and appropriate, goals as we move forward.

The expenditure side of the budget was developed using recent experience and knowledge. A three percent inflation factor was used for salaries etc.

For the first time ever, we show income and expenditures north of \$500k. We are comfortable with the proposed balanced budget. As the year goes by, if we have adverse experiences, we have the flexibility to lower expenditures by at least \$1,000 a month by paying a minimum mortgage payment, rather than the \$2,500 per month payment assumed in the budget.

The Finance Committee approved the FY 2021 budget for presentation to the next Board meeting

5. Other Business: none

Future meetings - one week prior to Board meeting

Report of the Executive Director
Meeting of the Board of Directors WOMR/WFMR
Thursday, August 19, 2021

Summer Pledge Drive as of August 17:

The current numbers for the summer drive are as follows:

On air: \$83,222 (goal was \$80,000)

Direct appeal: \$11,401 (goal was \$12,000)

Total: \$94,623 (goal total: \$92,000)

Any funds received between now and the end of September will be applied to the summer drive, which means this number will increase.

Update on Building Projects:

I finally got an estimated timeline for the door replacement - eight weeks for installation. I imagine he just ordered the double doors and frame (which will take eight weeks to build) as I was bugging him for a commitment.

The electricians are finishing up a job in Dennis, once they have finished they will be hooking up our electricity at the Orleans transmitter site.

~ Submitted August 17, 2021 - John Braden, Executive Director



WOMR **WFMR**
92.1 fm 91.3 fm
provincetown orleans

community radio womr.org

Broadcasting Issues and Updates

August 2021

WOMR: We are still waiting for some parts (2 power supplies) to arrive so that we can get 92.1 FM back up to full power. This is something that takes minutes which I can do without Chris' help.

WFMR: Extensive repairs were made to the transmitter in Orleans after a 10 day outage. Chris Kelly spent a long night diagnosing and a full Sunday repairing the issues with a weeklong wait for parts in between. He also has plans (and parts) to improve the grounding there. Through the experience, we learned that there is a spare transmitter in Truro that's available to us in the future if we find ourselves off the air for longer than a day.

We also have a second transmitter at the Orleans site that needs to be sent to Nautel for repairs. In addition, we are waiting for the electricians to hook up our equipment to our own power supply.

Studios: Chris Kelly spent a day at the station addressing issues in the studios on Sunday August 1st, repairing items from a checklist that Matty and I have been generating since his last day-long visit in January. It was a very productive day.

ENCO: While he was in the studio, I asked Chris Kelly once again how we can move forward with ENCO. I told him our biggest goal is to be able to move the pre-recorded programming to a different device other than the on-air computer. He said he was going to think about how he can move that forward and get in touch with Matty.

I have also downloaded a manual that Matty can read through in preparation for this. It's pretty dense however. The software does a lot more than we need it to, very likely something an NPR or commercial station would use.

Lady Di: After a six week track record of programs that started and ended without issues, we experienced some issues related to her internet after a power outage in Sandwich last Friday. I am willing to try again this coming Friday but if issues persist we will be looking into the idea of her recording from home earlier in the day on Friday and relaying the recording at 5:00. This way we will know if there's an issue before we go to air instead of having them live on the air.

