

Minutes of WOMR Board of Directors
Wednesday, April 20, 2023
Zoom Meeting

Attendees: John Braden (staff), Sheila House, Georgene Riedl, Janice Roderick, Breon Dunigan, Sarah Burrill, Fred Boak, Tony Pierson, Dan Gallagher, Lyn Cason, Clarke Doody, Sheila Lyons

Regrets: Justine Alten, Indira Ganesan, Eli Ingraham, Barbara Blaisdell

Meeting called to order at: 5:18pm

Minutes: Tony motioned to approve the minutes of the March 2023 meeting, Breon seconded, approval was unanimous

Public comment: none

Finance Committee report: see attached
summary: finances remain really strong; we're maximizing interest and keeping checking "low" at 30k

questions:

- did we get a new alarm system (regarding the over budget line item for alarm/security)
 - alarm company was sold to a larger company, who informed us we needed to replace the panel & communication system and also there was an increase in the annual rate
- what is the expected amount from the Corporation for Public Broadcasting (CPB)?
 - 33,500, which is the second payment from CPB

Executive Director report: see attached

a couple of highlights

- We received an anonymous donation for \$5k via a charitable fund
- door project is coming in less than original quotes we received; we are now going with Anderson

questions:

- any update regarding Lower Cape TV?
 - Haven't met with them yet

Broadcast Issues & Updates: see attached

It was suggested we reach out to our broadcast engineer Chris and see if he can offer any suggestions for someone who could help out when he is unavailable. Clarke and Ly had some ideas as well and will meet with John outside today's meeting.

Committee Minutes/Reports: no comments, questions, or discussion

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Marketing and Outreach Coordinator

Discussion of the proposed job description created by John and the HR Committee.

- If Board approves, next step is a search committee (which already includes Lyn Cason and Fran Sullivan)
- Are we open to a higher rate of compensation?
 - Money was budgeted for a full time position which we are proposing to offer as a part time job, so there is additional funds in the budget to work with a candidate.
 - Suggestion to remove salary from job posting
- Will compensation include benefits?
 - No benefits for a part time position.
- Should we remove “must be able to stand” from job description?
 - Consensus: yes, we should remove that.
- A new hire will change office dynamics; have we thought through how the jobs of current staff will change?
 - Staff is on board with the new job description

Tony moved that we approve the job description with removal of salary and standing requirement; Lyn seconded; approval was unanimous

Broadcast Equipment Redundancy

This is another step in our ongoing effort to maintain a continuous signal.

Chris Kelly was supposed to meet with us to discuss his proposal, but was unable to attend. John suggested we should wait until the May meeting to discuss so that we can hear from Chris.

- Do we have the know-how to make an informed decision regarding what is absolutely necessary in the proposal and what we might be able to skip for now?
 - John thinks we do.

Other Business:

- Clarke asked if we’re still looking for more Citizens Advisory Board (CAB) members. John replied that we are always looking; last meeting of the CAB had 7 of the 15 members in attendance.
- Fred mentioned that he had received a link to CPB-required DEI/Harassment training. This is for all staff and Board executives and we have until September to complete the training.

Next board meeting: Thursday, May 18, 5:15pm in the Davis Space at WOMR, 494 Commercial St, Provincetown, MA 02657

Adjournment: 6:13pm (Sarah motioned, Georgene\ seconded, unanimous approval)

Minutes submitted May 15, 2023 by Fred Boak, Board Clerk

**LOWER CAPE COMMUNICATIONS, INC. – WOMR
FINANCE COMMITTEE met on
April 13th via Zoom**

Agenda and meeting notes

Standard Financial Update

Finances remain strong with over \$30,000 and \$50,000 in checking and operating reserves, respectively (as of April 17th). We also have over \$171,000 in other reserve accounts. We continue to manage accounts to maximize interest income and are seeing a pickup in rates at Seamen's Bank.

CPB Update

Completed and submitted everything necessary to release the second payment of \$33,000. Payment will probably arrive by the end of April

Current Pledge Drive Update

Spring drive flows look good in advance of start of drive on April

21st Budget Variance Analysis - Second Quarter FY23

Lyn and Tony reviewed the second quarter variance ahead of the meeting and the committee also reviewed the results.

Highlights: Six months into the budget year we are doing very well against budget. Income of \$340,000 represents 57% of total budgeted income, and we still have two pledge drives and one payment of CPB to come. All income categories were strong.

Expenses of \$284,000 represent 47% of the budgeted amount. We did benefit from delay in a hiring decision and there were higher than expected costs for ADT alarm system (new contract) and Office Equipment (Matty needed a new computer).

Bottom line

Six months into the fiscal year we are running a surplus to budget of \$56,000. We still have two pledge drives and one CPB payment to come! Well done to all and let's keep it up.

Major Initiatives with a Financial Component (Solar, Back-up Project, etc)

Both projects are in early review and will need FC analysis and recommendation in future months.

Report of the Executive Director
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Spring Pledge Drive:

The Spring Pledge Drive commences on April 21st and runs for 14 days. The direct appeal letter goes out to donors mid March. A DJ Summit meeting is scheduled for April 15th. Drive goals were based on a three-year average.

Goals for Spring:

On-air Appeal: \$80,000

Direct Appeal: \$16,000

So far we have raised \$76k in early renewals: \$59k for on-air appeal, \$17k from the direct appeal.

Building Projects:

Out of an abundance of frustration I reached out to Andersen Windows to address the double doors and transom on the east side of the building. I am delighted to report that we now have a builder and installer all in one outlet. The rep said that they would handle the historic commission and expect to complete the install in September.

Walk for Home:

We have a dozen of our volunteers who have signed up for the Homeless Prevention Council's benefit walk on June 10th. Anyone can join the team or make a donation at [this link](#). Please feel free to share with friends.

Committees:

The Policy Committee started meeting on the 10th and began with edits to the Bylaws. The Nominating Committee met on the 17th to talk about possible candidates for the board, I will have to reach out to ones who were not in attendance. We will have three seats to fill and I have been approached by three of our current DJs to serve. So far I can confirm Mike Fee and Fran Sullivan.

~ Submitted April 18, 2023 / John Braden, Executive Director ~

Broadcast Issues

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WOMR: no issues to report

WFMR: Turns out our secondary issues that I reported on last month was because of a Comcast issue in the area of Howland Street. That issue was corrected by Comcast the weekend after the last meeting.