

## **Minutes of WOMR Board of Directors Meeting**

Thursday October 5, 2023, 5:15 pm

Eastham Public Library, 190 Samoset Rd, Eastham, MA and Zoom

**Attendees:** John Braden (staff), Sheila House, Breon Dunigan, Dan Gallagher, Fred Boak, Clarke Doody, Georgene Riedl, Indira Ganesan, Tony Pierson

**Regrets:** Justine Alten, Lyn Cason, Sheila Lyons, Janice Roderick, Eli Ingraham, Barbara Blaisdell, Sarah Burrill

**Meeting called to order at 5:20 pm** (no quorum at start of meeting, but we got there eventually and held off any votes until we had a quorum)

**Minutes:** motion to approve August 2023 Board minutes by Fred, Dan seconded, approval was unanimous (8-0-0)

**Public Comment:** Bob Seay swung by to say “hello”, otherwise no public comment

**Treasurer’s Report: see attached.**

### Highlights

- strong start to Fiscal Year 2024 (started Oct 1)
- ended FY23 with approx. \$30k surplus (5<sup>th</sup> consecutive year)
- FinComm meeting soon

Tony moved that we accept the budget for Fiscal Year 2024, Georgene seconded, approval was unanimous (8-0-0)

**Executive Director’s Report: see attached.**

### Highlights

- summer pledge drive very successful (~25% over goals)
- the saga of the Schoolhouse double door (see attached report for details)
- upcoming program strategy DJ meeting, hoping for board attendance

### Discussion

- Tony asked if there is a board position regarding items discussed at the DJ meeting? Should we be observers only?
- Sheila & Clarke said we will probably learn a lot and staying out of the way is probably a good idea
- John has hired a moderator for the event and will send the Board a packet of DJ comments from pre-meeting email outreach to Djs

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### **Broadcast Issues: see attached.**

#### Highlights:

Provincetown transmitter failed

Chris Kelly (broadcast engineer) was able to get it working at 4kw instead of the previous 6kw

it's time to replace the transmitter

- approx \$100k for a new transmitter
- approx \$20k for installation
- we should also clean & seal the shed that houses the transmitter
- John estimates approx \$130k total

hoping to use a combination of reserves, grants, and a campaign via on-air and mailings to finance this

still in early stages of figuring this out

### **Rockin' Picnic in the Park**

Saturday, October 21, noon, Brooks Park, Harwich (spoiler alert, it ended up being postponed to next year due to weather)

Food

- Red River BBQ
- Pelham on the Rise (baked goods)

Matty will DJ

Rescheduled Harwich Cranberry Crafts Festival (moved due to rain) will be up the road with no music

no alcohol at either event (some discussion if this would lessen attendance; but as it's billed as a family event, we hope not)

no grant from Mass Cultural Council but we did get \$4500 in sponsorship from businesses

#### Discussion followed of potential event ideas

Meet & greet events have good impact and low cost

maybe have M&G events every other month?

Can we get more involved with First Encounter Coffee House?

Dan suggested a winter "cabin fever" concert series, maybe at the Schoolhouse?

Clarke said that consistency of event and space builds identity; we should market all/multiple events at once for series events

Breon said they don't necessarily have to be the same place every year, but advertising all at once is a good idea

**Next meeting:** Montano's (Route 6, Truro) on Thursday December 14, 2023 at 5:15pm

**Adjournment:** motion to adjourn by Dan, Indira seconded, approval was unanimous (8-0-0). Meeting adjourned at 6:11pm

~ Submitted November 27, 2023 - Fred Boak, Board Clerk

**LOWER CAPE COMMUNICATIONS, INC.  
WOMR ~ FINANCE COMMITTEE**

**Financial Notes as of September 12th**

Finances remain strong with just over 3 weeks to go to the end of current fiscal year.

As of September 12th we had over \$50,000 in checking. **Remember we started the FY with 30k in checking and about \$172k in total reserves.**

Reserves now total over \$232,000.

I continue to believe we will end the current budget year with a nice surplus, and continue the multi-year trend of great results against budget

We will have beaten our FY23 pledge drive budget by over \$42,000 when the full results are in. Automobile donations and vinyl sales have been great. John will give an update on the Summer drive results.

There were very modest changes to the budget presented to the last Board meeting. The final review will be completed on September 8th, and we will seek board approval for a New Fiscal Year Balanced Budget of \$661,000.

We continue to have our share of equipment issues and may need a new transmitter in Ptown sooner, rather than later. We have time to plan for this expenditure. It is good to have reserves!!

Thanks to everyone involved in generating such good financial results.

Respectfully submitted by your humble, and probably absent (business in UK) Treasurer - Tony

**Report of the Executive Director**  
**Meeting of the WOMR Board of Directors**

~~**Thursday, September 21, 2023**~~

**Thursday, October 12, 2023**

**Summer Drive:**

The totals as of September 19:

Goals vs. raised (pledged)

On-air Appeal: \$85,000 / Raised: \$91,586

Direct Appeal: \$14,000 / Raised: \$14,800    Total: \$106,386

Unsolicited donations received after September 30 will be applied to the Fall pledge drive.

**Current Building Projects:**

I'm writing this on Tuesday the 19th of September - the double-door replacement on the east side of the building will commence in the morning.

10/2 edit: (in between the completion of the door installation and today I took a week off as one of my annual vacation allotments). As he completed the job on Friday the 22nd, I pointed out that the doors were difficult to close from the inside. He agreed and submitted a service call to Andersen Renewal to repair what he called a design flaw. I also spoke to a rep who had called me shortly after the completion. I told her about the issue and told her a call to service had been placed.

In the meantime I had also contacted the sales rep who I have been working with for months who did not respond. One Tuesday the 26th he finally got back to me and suggested that I call the service number myself. I placed a stop-payment on the final check that we gave the contractor after calling the service number and getting disconnected. I tried again later in the day and was finally connected and a service rep was sent to the job site on Thursday the 28th. He demonstrated to Chris and Matty that the doors were installed incorrectly using a large level. He said a second team would be dispatched within 14 days to reinstall the doors and transom.

October 5 update: The locksmith has determined that he is not able to attach a crash bar to the doors in its current state. I called the project manager who informed me that he had quit his job four days prior.

**Future Building Projects:**

I have a craftsman who is willing to repair our front door for an estimated price of \$3,500 to \$5,000. This would be a repair, not a door replacement. Unfortunately, he cannot help us for another 18 months. This project is on the horizon as is replacing the air conditioning system for the second floor. An estimate was commissioned but never delivered. A phone call to Murphy's to ask about the estimate has not yet produced any results. I began to look at other providers but haven't made any phone calls yet.

**Program Strategy DJ Meeting:**

I wanted to make sure members of the board are aware of the Program Strategy Meeting scheduled for October 28th. This will be a meeting of ideas on ways we could expand access to the schedule for more volunteers. We have hired a moderator and will be providing food in order to maximize participation and results. This discussion is being held so that we can wrap up the last item on the strategic plan we created in 2015/16.

Unless you are a DJ or a PC member, you will not have seen the email exchanges about this exercise that have been sent out to volunteers. These emails are a way for us to keep the volunteers informed about considerations and to allay their fears that come with the concept of change. I am happy to provide board members with these communications and to include them in email communications going forward. The committee would like to hear from the board members as well as the programmers.

**Upcoming Events:**

**Rockin' Picnic in the Park:** Oct 21 at noon at Brooks Park Harwich

**Program Strategy DJ Meeting:** Oct 28 at 10 AM at Wellfleet Library

**Annual Meeting:** Nov 18 at noon, location TBD

~ Resubmitted October 2, 2023 / John Braden, Executive Director ~



## **Broadcast Issues**

### **WOMR September 2023**

**Originally written Sept 19**

**WOMR:** None of the redundancy equipment phase one has been installed at the Provincetown site yet. Instead we had an incident on August 30th that took the transmitter down which required two full-day visits from our broadcast engineer to diagnose and “repair”. Currently we are broadcasting at a reduced level - 4,000 kw instead of 6,000 watts. While Chris Kelly plans to return to see if there is any way he can boost the signal a little more, so far there have been no calls complaining of bad reception.

**Post Meeting:** At this time, Chris Kelly is recommending replacing the Provincetown Transmitter. In the process, he is also recommending that we clean out the transmitter shelter and seal it from moisture and dust. I believe we can pay for this project using a combination of reserved funds and fund raising. The staff is already working on plans to get the funding in motion.

**WFMR:** As I mentioned last month, the first phase of the redundancy equipment has been installed and is up and running. Eventually we will need to employ an alternative Internet Service Provider to replace the less than ideal receiver redundancy that we are currently using.

**ENCO:** Kelly showed up to the station after all and did what was necessary to move ENCO along. If you recall, we were going to have ENCO send someone to Provincetown to get the CPUs up and running. Matty had a date with one of their techs this morning to get training.

**Update:** Matty hit a roadblock when he and the tech tried to access the air studio system remotely. Kelly says he will make time to come in early next week.