

**Minutes of WOMR Board of Directors**  
**Thursday, January 18, 2024**  
**Housing Prevention Council, 8 Main St, Orleans, MA 02653 and Zoom**

**Attendees:** John Braden (staff), Matt Dunn (staff), Sheila House, Indira Ganesan, Georgene Riedl, Eli Ingraham, Clarke Doody, Sarah Burrill, Fred Boak, Dan Gallagher, Lyn Cason, Fran Sullivan, Ira Wood

**Regrets:** Janice Roderick, Sheila Lyons, Mary Martin, Barbara Blaisdell

**Meeting called to order at:** 5:18pm

**Minutes:** Dan motioned to approve the minutes of the November 2023 meeting, Sarah seconded, approval was unanimous

**Public comment:** none

**Election of Officers:** Ira motioned that we elect the slate of board officers recommended by Sheila House and John Braden, Georgene seconded, approval was unanimous.

- Sheila House – President
- Dan Gallagher – Vice President
- Lyn Cason – Treasurer
- Fred Boak – Clerk
- Eli Ingraham – at-large member of Executive Committee

**Finance Committee report:** see attached

summary: finances remain really strong; audited financial report is expected in February from our auditor

questions:

- are there any restrictions for CPB grant?
  - a portion must be used to produce and/or distribute national programming
- have we offered any of our programming
  - some, but not much interest so far
- could it be used to cover internet stream costs?
  - Perhaps, not sure
- do we have plans for how to pay for the new transmitter?
  - Nothing definite yet, but hoping to raise a portion of it
  - looking at grants (Kelly Foundation, others)
  - a suggestion for fundraisers specifically for the transmitter
- do we have a Development committee?
  - Officially there is one made up mostly of past board members, but it has not met recently

**Executive Director report:** see attached

- flooding in town this past weekend; basement flooded
- we need a new boiler

- new AC needed for 2<sup>nd</sup> floor
  - MassSave rebate is possible; need an energy assessment; paperwork has been filed
- sewer hookup coming in our future
- outdoor lights working again
- Twenty Summers is interested in renting the back space downstairs (formerly Gaa Gallery), possibly with a five-year lease; John will show the proposed lease to Marcy.
- Kirsten is feeling comfortable with marketing work and is moving to outreach

questions:

- When will the website be updated with information about International Women's Day?
  - The IWD organizers are supposed to meet with Program Committee in 2 weeks

**Broadcast Issues & Updates:** see attached

- ENCO training not yet complete but getting closer; all devices are now connected up
- upgraded phone system compatibility issues with studio setup; but there are other pluses to having VOIP phones

questions:

- what is lead time from deposit to delivery for a new transmitter?
  - About 4 months

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

- the next Committee Advisory Board (CAB) meeting is Saturday, March 16, noon to 2pm, at Housing Prevention Council in Orleans. Board members are welcome to attend (RSVP if planning to join for lunch).
- it was suggested that we might be able to get Kirsten to help organize/recruit more CAB members.
- discussion about difference between ad hoc and standing committees; some ad hoc committees seem to be more permanent than truly ad hoc
- development committee may need to be reassembled to help with transmitter funding
- should we consider reorganizing/combining some committees?
  - Events + Outreach?
  - Finance + Development?

**Other Business:**

- Upcoming event: Birthday Party! March 30 at Wellfleet Preservation Hall.
  - discussion of price; many felt it was too low and should, at least, be a floating amount
- it might be time to revisit distinction between business members and underwriters

**Next board meeting:** Thursday, February 15, 5:15pm, Truro Public Library, 7 Standish Way, North Truro, MA 02652

**Meeting adjourned at:** 6:27pm; Sarah motioned, Dan seconded, approval was unanimous

Minutes submitted February 6, 2024 by Fred Boak, Board Clerk

## January 2024 Financial Report prepared for the WOMR Board

### Cash Management

We started January 2024 with **\$21,700** in checking. As of January 11th, we have **\$31,559** in checking. Our financial position is still strong - over \$320k in total funds (approximately **\$31.5k** in operating funds and **\$288.5k** in reserves). In November we received the Corporation for Public Broadcasting grant installment of \$85,188 which is part of the operating reserve fund.

We are managing accounts to maximize interest income by:

1. keeping money market balances over 50K (which earns 2%, the highest available rate);
2. Managing the checking NOW account to around 30k and;
3. We've tilted the CD portfolio, by reinvesting the mature 12/23 CD to a higher rate of **4.16%** for 15 months.

### Financial Performance October-December, First QTR 2024

The P&L results for October-December 2023 (1st Quarter 2024) show revenue at \$228k, Expenses at \$160k and Net income at \$69K.

Revenue is \$12k higher than the First Qtr. 2023. The CPB Grant installment is \$7k more than last year and Underwriting increased by \$5k over First Quarter 2023.

Total First Qtr. 2024 expenses are \$30k higher than 2023. The increase breaks down as follows:

1. \$7k in salaries and benefits which is tracking with the 2024 budget.
2. \$16k in contract services- primarily for the Marketing consultant- also tracking with budget.
3. \$5k in fundraising/pledge drive expenses
4. \$2k in Insurance -Liability and D&O

Note the 2024 Finance Committee will meet with new Treasurer and members – in February tentatively planned for Feb. 13<sup>th</sup> 5:15PM-6:30PM. The committee will be reviewing the first quarter variance analysis and established committee goals for 2024.

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**Fall Pledge Drive:**

The totals as of December 11:

Goals vs. raised (pledged)

On-air Appeal: \$95,000 / Raised: \$96,544

Direct Appeal: \$26,000 / Raised: \$20,696

Total raised: \$117,240 out of \$121,000 / \$3,760 remaining.

**Building Projects:**

- The heating system failed sometime between Friday night and Saturday morning of last weekend. Because of flooding on Howland Street (midday) and in the basement (early evening) on Saturday, FA Days was not able to diagnose the problem until Monday when they declared that the “boiler” needed to be replaced. The silver lining to this problem is that it gives us an opportunity to replace it with something that can be installed away from the floor where flooding is becoming the norm. We had to purchase about \$400 worth of space heaters to keep the basement and the first floor warm enough to avoid freezing pipes.
- Double door replacement: I last heard from the new rep (Kevin Desmaris) on November 14th when he texted me to say that “your door was ordered last week - wheels are in motion”. I reached out to Kevin on January 9th by text but he has not responded.
- I got estimates for four different AC systems from Murphy’s, all of them boasts rebates from Mass Saves. At this time I am waiting to hear back from Mass Saves to confirm the rebates that are mentioned in the quotes are available to us as a non-residential property. UPDATE: I have been told we do qualify but would need to have an energy assessment done on the building. I submitted an application for the process today.
- The front door to the station itself is also in need of repair. We are on a waiting list with a craftsman who lives in Wellfleet.
- We’ve been informed by the Provincetown Department of Public Works that they have completed the sewer expansion design for our neighborhood. This is another expense we will need to look at sometime in the next year or two.

**Renters:** Lyn and I have been meeting with a couple of board members and the new executive director for 20 Summers about renting the back space on the first floor of the building. I am writing this on Tuesday, just a few hours before our second meeting. I will update as needed.

## **Upcoming Events:**

**WOMR Birthday Party:** March 30 from 6-9 PM at Wellfleet Preservation Hall

**Rockin' Picnic in the Park:** May 11 from noon-4 PM at Brooks Park Harwich

~ Submitted January 17, 2024 / John Braden, Executive Director ~

## **Broadcast Issues**

### **WOMR January 2024**

I'm delighted to report that we have had three day-long visits from our Broadcast Engineer (Chris Kelly) over the last four weeks. We are expecting him to come back to Provincetown next week along with a sales rep from Gates - the company we are looking at to build our new transmitter for Provincetown.

**WOMR:** The transmitter (TX) in Provincetown normally transmits at 6,000 watts but after an incident in late August and follow-up visit from our broadcast engineer (Chris Kelly), the output was reduced to 4,000 watts. A visit to the TX during a wind storm three weeks ago revealed that we are now broadcasting at 2,800. Chris Kelly spent a day doing some more tweaking in late December with tech assistance from the manufacturer but was unable to exceed the 4,000 watt threshold.

He was able to install much of the 1st Phase Redundancy equipment at the station, and at both transmitter sites during another visit.

Good thing because the Studio to Transmitter Link (STL) at the Provincetown site went down on the morning of the 10th. I was able to disconnect the STL and connect the internet feed - something that would not have been possible if he had not installed the redundancy equipment. Chris Kelly will be able to look at the STL when he comes back next week.

**WFMR:** With the redundancy equipment installed in Orleans and a new digital receiver, we are still trying to iron out some hiccups in the system. This has manifested as drop-outs that last about 45 seconds. Chris is aware of the situation.

**ENCO:** On one of his visits, Chris was able to connect the last of the ENCO devices which will allow Matty to move forward with activating that system.

