

Minutes of WOMR Board of Directors
Thursday, January 16, 2025
Eastham Public Library, 190 Samoset Rd, Eastham, MA 02642

Attendees: John Braden (staff), Sheila House, Indira Ganesan, Eli Ingraham, Fred Boak, Lyn Cason, Fran Sullivan, Ira Wood, Mary Martin, Dan Gallagher, Sheila Lyons, Sarah Burrill, Bob Seay, Stephanie Helm, Breon Dunnigan, Barbara Blaisdell

Regrets: Clarke Doody

Meeting called to order at: 3:32pm

Minutes: minutes of the December 2024 meeting have not been completed; approval tabled until February meeting

Public comment: none

Finance Committee report: see attached

- some discussion regarding shortfall in underwriting for FY25Q1 compared to FY24Q1, should we be concerned? Not yet, according to John, shortfall can be explained due to some renewals coming in early and going into the books in FY24Q4. That said, FinComm has had some discussions about trying to do more, especially in the mid Cape.
- We still expect the 2nd CPB payment for FY25, but FY26 prospects are unclear.
 - Dan is working with a friend to find potential foundations
 - FinComm will discuss options and present to the board
- Preliminary audit report looks good and, once finalized, will go out to board members

Executive Director report: see attached

Questions regarding town sewer hookup (20K betterment assessment + anywhere from 5K to 20K to hook into sewer system

- relief for contractor fee?
 - Dan has done some digging around, hasn't yet found anything for non-residential
- John pointed out that the above ground septic could complicate things some

Broadcast Issues & Updates: see attached

- If Chris Kelly is unavailable, can we ask him to recommend someone else who may be able to help us with issues in the Susan P Lindquist studio?

Committee Minutes/Reports

Lyn asked about the Program Committee discussion of suspending program reviews, and suggested that new programmers should always be reviewed in their first year. Ira said it was still an open discussion, no decisions yet.

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Future Board Meeting timing:

Some discussion regarding timing of our board meetings. John said that the large room we were in at Eastham Public Library is usually booked for 5pm on Thursdays, so we had moved it to 3:30 for today's meeting. Most of us seemed to be OK with the earlier time.

Next board meeting: Thursday, February 20, 2025, 3:30pm on Zoom

Meeting adjourned at: 4:25pm; Ira motioned, Dan seconded, approval was unanimous

Minutes submitted February 16, 2025 by Fred Boak, Board Clerk

January 16 2025 BOD meeting

WOMR Finance Report

Finance Committee members:

Lyn Cason-Treasurer

Fred Boak

Stephanie Helm

Bob Seay

Sheila House

Cash Management

As of December 31 WOMR had \$146k in bank accounts (operating cash and money market) compared to \$139K in total bank accounts Nov. 30th.

As of January 14th, we have \$19K in checking and \$126K in the operating money market account and \$105k in CDs for a total Bank account of \$250K.

Financial Highlights First Qtr. 2025 (October-December 2024) versus First Qtr. 2024

Total income is \$269K and total expenses are \$162K creating a net surplus of \$107K. Compared to prior First Qtr. actuals: Income is \$40k more than 2024, expenses are \$10K less than same period in 2024 and the net surplus is \$50K more than the same period in 2024.

Notes – Income and expenses- variance analysis for First Qtr. 2025 compared to 2024

1. Income variance year to year- First Qtr. 2025 is \$40K greater than First Qtr. 2024:
-\$6K-Underwriting is less

- + \$24K-Pledges are \$ higher than the First Qtr. 2023
 - + \$14K increase in CPB funding
 - + \$6k Transmitter Fund
 - + \$11k Equip. Rebate
 - \$9K All other (includes auto and events)
2. Expense variance First Qtr. 2025 is \$10K lower than First Qtr. 2024:
 - + \$2K less in employee benefits
 - + \$5K less in fundraising expenses- timing difference
 - + \$3K less in contractor expenses- timing difference
 3. First Qtr. 2025 results compared to 2025 Budget:
 - a. First Qtr. Income of \$269k is 40% of the total year budget of \$670k. First Qtr. Expenses of \$162k is 24% of the total year budget of \$670k. The pacing of income and expenses is as expected.

Committee Goals for 2025

1. Ensure good financial stewardship by diligent review and questioning.
2. Monitor financial results and complete analysis of the monthly/quarterly financial reports.
3. Preparation and analysis of WOMR's operating budget and capital equipment spending.
4. Review of major expenditures and provide recommendations to BOD.
5. Work with staff and Board committees to explore and maximize fundraising opportunities with State/Fed government agencies, state and local foundations, community partners, individual donors and community sponsors.
6. Monthly meeting no later than each Tuesday prior to the monthly Board meeting.

Report of the Executive Director

Prepared for the WOMR Board of Directors Meeting

January 16, 2025

Fall Pledge Drive:

The goal for the on-air drive is \$94k and the goal for the direct appeal is \$24k for a total of \$118k. As of January 10, we have raised \$97,863 for the on-air drive and \$23,860 for the direct appeal for a total of \$121,723 via 721 pledges. Non solicited donations will continue to be applied to the fall

totals through the end of January. Meanwhile, Chris has already started reaching out to donors with reminders for the Spring Drive.

Transmitter Appeal:

Funds dedicated to the transmitter upgrade project are still slowly coming in. To date, we have received \$76,600 in funds and \$82,630 in pledges. I heard from the Kelley Foundation this week, they are asking to meet with us at the end of January.

Schoolhouse/Sewer Hook Up:

I have signed a letter committing the Schoolhouse to connect to the town sewer system as part of the ongoing sewer expansion project. This commitment follows the receipt of the official letter and form from the town a couple of weeks ago.

I met with the deputy director of the sewer department to clarify the process and associated costs. The betterment fee for the hook-up has been calculated at \$19,500, which will be billed annually over a 20-year period at an interest rate of 5%.

The next step involves a review of all properties that have committed to the project, scheduled for June or July. Following this review, an approval letter authorizing the commencement of work will be sent out in mid-to-late July. Approximately 200 properties are expected to participate in this phase, which may result in delays in scheduling.

There are currently about nine approved contractors authorized to perform the hook-ups. Based on estimates provided, the cost of the connection work performed by a contractor will likely range from \$5,000 to \$20,000.

To prepare for this process, I have contacted James Roderick's Rubbish and Septic Service to establish a professional relationship for septic services. They are already responsible for hauling our trash, and this connection could streamline any septic-related needs as we transition.

Film Series:

Town Hall is calling us out for serving wine at the Thursday night film series in the Davis Space. I have been looking into what it would involve to get a license and insurance for the series.

~ Submitted January 14, 2025 / John Braden, Executive Director ~

Broadcast Issues / WOMR January 2025

We have been experiencing some pretty complicated technical issues that are affecting the Susan P Lindquist Studio's equipment. Chris Kelly has been mostly unavailable to fix the issues and the staff has done everything it knows how to bring it back to normal operations.