



<u>Board Member</u>	<u>P</u>	<u>A</u>	<u>Board Member</u>	<u>P</u>	<u>A</u>
Michael Bagby	P		Laura Keane	P	
Julie Scheid	P		Kurt Madsen	P	
Cynthia Reichard	P		Richard Manning	P	
John Francis	P		Michael Sedita	P	
Warren Hope Dawson	P		Lauren Adriaansen	P	
Pryscila Miller	P		Kisha Linebaugh	P	
Kate Throo Williams	P		Catherine Lim	P	
David Harbeitner	P		Ian DeBarry	P	
Pamela Robinson	P				
<i>Nancy Cox-Johnson</i>	<i>P</i>		<i>JoEllen Schilke</i>	<i>P</i>	
<i>Jeff Harris</i>	<i>A</i>		<i>Scott Foelgner</i>	<i>A</i>	
<i>Lou Putney</i>	<i>A</i>		<i>(italics are exiting board members)</i>		

T – Participated by Telephone

1. Call to Order – Nancy Cox-Johnson: 7:20 pm.
2. Roll Call/Proxies/Agenda Review – Nancy Cox-Johnson:
3. Visitors' Comments – Greg Musselman is here. So is Beth Bell. Dwaine Terry – new Ops manager
4. Review Last Month's Minutes – Nancy Cox-Johnson:
 Motion for approval of the regular June 2014 Board of Directors (BOD) Meeting Minutes passed unanimously.
 Motion: Mike B/ 2nd: JoEllen
5. Nominating new officers – all by popular acclaim
 - a. President – Mike Bagby nominated by Nancy –
 - b. 1st VP – Laura (nominated by Kisha)
 - c. 2nd VP – Richard (nominated by Richard)
 - d. Treasurer - Mike Sedita (nominated by Nancy)
 - e. Secretary – Lauren Adriaansen (nominated by Nancy)

The board was all very grateful for the years of service of departing board members, especially Nancy Cox-
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Johnson for her last year of leadership and work.

6. Board Change Paperwork

Motion: the following persons are authorized as signed for any and all of NBSF's back accounts, including investment accounts, Certificates of Deposit, and other accounts:

- Michael Bagby
- Michael Sedita

And that the following be removed:

- Nancy Cox Johnson

Richard/ 2nd: Mike Sedita – passed by acclaim

7. President's Report/Executive Committee Report – Michael Bagby

8. Management Report – Cindy Reichard:

See Appendix A

RESOLVED, that the form of amended Cafeteria Plan effective January 1, 2014, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

David/2nd Laura – passed acclaim

9. Website Update – Cindy:

See Management Report

10. Bylaws Committee – Richard

No updates

11. Finance Committee report – Michael Sedita:

- We need committee members also
- Next meeting: by the end of January, due to time constraints from the holidays and MLK JR holiday. Probably second half of January.

12. Long Range Planning (LRPC)– David Harbeitner:

- Cindy noted that the staff is beginning to engage on the LRP.
- February BOD meeting – fine-tuned plan should come then

Recommend: LRPC stays active to do check-ins & updates on a regular (quarterly) basis.

13. Community Advisory Council (CAC) – Richard:

14. Youth Committee – Lauren / Ian.

Will begin planning New Sounds and other forms for 2015 soon

15. Volunteer and Diversity Committees – Michael Bagby.

See Appendix B

Diversity Committee
No report

16. Personnel Committee – Laura Keane
See Appendix C, including updates for the General Manager Search

17. Development Committee –
No updates

18. Chairs & Committees

Development: Kisha (chair); Kate; Pryscila; Lauren; Kurt; John Francis; Catherine

Bylaws: Richard (chair); Kate; David

Nominating: Laura (chair); Julie; Kate; Pam

Finance: Mike S (chair); Richard; Pryscila; David; John

Technology: John (chair); Kurt; Lauren

Diversity: Warren (chair); Kisha; Julie; Pam; Ian; Catherine; Lauren

Volunteer: chair(s) will be voted by members of the volunteer committee

Personnel: Laura (chair); Warren; Michael B; Mike S; David

Long Range Planning (ad hoc): David (chair); Julie; Lauren; Kurt

Youth (ad hoc): Lauren (chair); Pryscila; Ian, Kisha; Catherine

19. Old Business / Follow-up:

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20. New Business:

- Executive session from 09:00 pm to 9:11 pm to discuss various topics.
Moved: Ian/ 2nd: Dave – acclaim
- “Communities” online project – Kurt
 - Moved to table the communities project to the development committee for review to report back with details and legal vetting
 - Moved: Kisha/2nd: Richard – pass by acclamation
- Holiday Party: Richard is hosting. Finding a date and time – maybe the 7th of Dec.
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18. Attendance Review – Lauren Adriaansen:

- All members are in good standing!

19. Evaluation – Laura Keane & Richard Manning:

Participation: 7.8

Accomplishments: 8.5

Listening: 9.1

Scheduling: 9.4

20. Adjournment – Michael Bagby: The Board meeting adjourned at 9:35 pm.

By: _____
Lauren Adriaansen, Secretary

Approved by the Board on: _____

Appendix A – Station Manager’s Report

Management Report November 2014

Prepared by: Cindy Reichard, Interim General Manager

Finance

Overall revenues for the month of October strong due to the fund drive and we made goal last week of \$245,358. Special events still are an area of concern. I met last week with Randy and Linda to discuss developing a plan to get things on track with better planning, promoting and reducing expenses.

We received our first \$25,000 from the FPREN (DOE) grant in October.

CPB grant payment has been approved and we are expected to receive \$93,448 by December and the other portion of \$40,049 in the springtime. We will have a budget shortfall of \$5,769 in CPB revenue. We budgeted \$139,266 and have been approved for \$133,497.

Expenses are overall in line with a few line items to mention.

Contract Engineering over budget due to the lack of Operations Manager and converting inventory. Will taper off by December as the new Operations Manager, Dwaine Terry starts on November 17th 2014.

Legal fees up due to EOE audit that was completed on November 6th 2014

Salary expense was over budget by \$8,500 due to accrued/sick payout for Sheila Cowley, former Operations Manager.

James Moore will be onsite November 17th – 21st to conduct financial audit.

Programming

Programming meetings continue regarding upcoming program changes in January. All station meeting Tuesday, November 18th regarding program changes. We are still finalizing Lake Street Dive concert but estimating a profit of 1 to 2 k.

Engineering & Operations

Dwaine Terry starts on Monday, November 17th as the new Operations Manager. Currently, DT is the host for our Urban Café show on Sunday mornings. Dwaine comes from a radio and TV background and already familiar with a lot of our studio equipment. However, during the transition from Sheila Cowley leaving as we have incurred additional hours with Brown Engineering. The first step of the new inventory process with the bar code scanner is completed.

Just repaired the HVAC this week for \$2,300.

We continue to keep open communication with HCC as to upgrading the current contract with us but no new moment. Mark Donald continues to work with the City of Tampa regarding WMNF’s application for new tower. We thought last month that we may not need a variance. However, now they tell us that we need a special use permit. The cost will be \$1,700.

Maria Oliver, Traffic Coordinator last day was November 1st. We will not be filling this position at this time. We have a group of volunteers that will be heading up the promos and psa’s under Dwaine’s direction.

Our FAB inspection will take place on Tuesday, November 18th at the station and transmitter site. Brown Engineering will be handling the inspection.

Development/Marketing

The End of Year Letter will be going out this week to 12,000 WMNF supporters. The goal is \$37,000. Great house party this weekend at ED Golly house to raise funds for Power to the Tower. This is to raise restricted funds to replace the STL tower outside the station. Estimate for Saturday night \$10,000.

The annual Tour De Clay will be coming up December 13th and 14th WMNF hopes to receive \$2,500 from this event.

Outreach

We held an open house at the station on October 29th 2014. It was a well diverse group that attended this event. Approximately 60 people were in attendance during the event.

WMNF was a major sponsor last weekend at Pasco Eco Fest, We did a live remote, had a display table.

News & Public Affairs

Sean Kinane, Assistant Director of News & Public Affairs and Sam Johnson, Volunteer won awards for news stories they submitted at last week awards ceremony for the Tampa Bay Association for Black Journalist. Sean won Best Multimedia news story and Sam won 1st place for Deadline Reporting.

Website

JoEllen, Naveen and Robert Fitzpatrick our website consultant have been talking to vendors about RFP's for the website. Currently, there is a survey up on survey monkey for stakeholders input. We will be moving forward with a plan of action for the new website.

We ran into problem this last week when Dreamhost contacted us by email and said the data on their hosting site needed to be moved which happen to be nine years worth of our archives. They supposedly contacted us three years ago to remove these items and Matt made a deal with them. We only had a few days to download and backup this data and find a new host to move to. We were paying \$234 a year and now we estimate we will be paying \$40 to \$80 a month with only two year of archives accessible on the website. All other data is stored on hard drives. Robert Fitzpatrick and Naveen and have been working on this project moving and backing up data.

Human Resources

Open positions:

Full-time

General Manager - working on recruiting

Part-time

Development Assistant – on hold

Traffic Coordinator – on hold

Temporary positions:

Mercedes Skelton is currently helping with administrative duties in a temporary part-time basis until the end of February.

Staff Development

Beth Bell, Budget Manger attended a seminar at the Non-Profit Leadership Center of Tampa Bay on “Understanding Nonprofit Financial Information

Cindy Reichard, Interim General Manager attended a seminar offered by Gregory, Stuart & Sharer, CPA's on Cyber Liability and Women in Leadership luncheon sponsored by The Bank of Tampa.

Laura Taylor, Director of Development and Marketing and Gene Moore, Membership Coordinator will be attending a seminar in December on Raising Major Gifts offered at the Non-profit Leadership Center of Tampa Bay.

Other

Starting to move ahead with Managers and staff on the LRP.

Appendix B – Volunteer Committee

WMNF Volunteer Committee Meeting Minutes Nov 3rd 2014

6:15 Meeting called to order

Acknowledge Committee Members Present: Michael Bagby, Ian DeBarry, Pamela Robinson, Robert Fitzpatrick, Greg Musselman, Gabrielle Ayala, David Harbeitiner.

Acknowledge Staff Members Present:

Acknowledge Guest Present: Lauren Adriaansen, Blannie Whelan, Jeanne Holton

Quorum was met and meeting continues

Last meeting minutes reviewed

Motion to approve, written, second and carried.

Points of Discussion:

Agenda Item 1: Volunteer Chair Person: Michael Bagby.

Diversity Chair: Question: Two positions or one.

New Board members need to address this matter.

Agenda Item 2: EcoFest:

Live Remote: Sound equipment and transmission.

Volunteers

Agenda Item 3: General Discussion on what we are wanting to see from a new General Manager

* Communication skills

* Update station to 2014 but staying mindful on our WMNF history and values

* Marketing prowess

* Incorporate

* Really understand the station as we initiate changes

* Build Community Relationship

* Be our Community mouthpiece.

* Smart new outreach methods to local universities including all of Florida

* Make sure volunteers and programmers have the opportunity to interview final GM candidates

Agenda Item 4: New program Changes:

New Program Changes almost completed

Debrief VCC before implemented

Next Volunteer Meeting Jan 5, 2015

Adjourn 7:00

Appendix C– Personnel Committee Report

Personnel Committee has had no issues and therefore, no meetings.

The General Manager Search Committee is quite another matter. The search committee met last week to go over the project management software we are using to help organize the analysis of the applicants. The job has been posted on multiple websites (general job search sites in the local market and national sites dedicated to non-commercial radio) and print ads have run in Tampa, St. Petersburg, and in the Florida Sentinel.

We have received 68 resumes and arrive every day. While some are clearly not qualified, we have more than a few interesting candidates. The search committee will meet on December 8 to go over our top candidates. We hope to meet again on December 15 to “get schooled” on something called “behavioral interviewing” so that we can make the best selection of top candidates.

We plan to conduct phone interviews with top candidates in the first part of January and schedule in person visits for our final candidates the second part of January. Anyone on the BOD who wishes to vote on the GM selection must participate in all interviews for the final candidates. Participating via telephone is not preferred but will be allowed if absolutely necessary. Final candidates will also meet with staff and a selection of volunteers. We would love to keep this number to no more than three candidates. (Wish us luck!)

There is no way to exaggerate the importance participation in this interviewing process – nor is there any way to sugarcoat the time it will require. Our goal is to have the final pool narrowed by the January BOD meeting and arrange the interviews for the last two weeks in January. Feel free to contact me directly if you have questions or concerns (laurahmk@gmail.com).

Finally, I need to ask that at least one of our new attorney-types volunteer to serve on the Personnel Committee. This committee does not meet regularly but does need to meet quickly when issues arise. We try to use conference calls and email for as much of our business as possible but again, there is no predicting when the work will hit.