



The Nathan B. Stubblefield Foundation, Inc.

Board Meeting Minutes

Date: 4/19/2021

<u>Board Member</u>	<u>P</u>	<u>A</u>	<u>Board Member</u>	<u>P</u>	<u>A</u>
Will Greaves	T		Renz Kuipers	T	
Nancy Cox-Johnson	T		Emmy Lou Fuchs	T	
Isha DelValle	T		Matt Cuffaro		A
Rick Fernandes	P		Sean Kinane	T	
Letty Valdes	T		David Downing		A
Jack Timmel	P		Emma Friedman	T	
Dyllan Furness	T		Jeff Stewart		A
Jennifer Meksraitis	P		Mark Schreier	P	
Jennifer Campbell	T				

MISSION STATEMENT

WMNF is a listener-supported community radio station that celebrates cultural diversity and is committed to equality, peace, and social and economic justice. WMNF provides broadcasts and other forums with a grassroots local emphasis that promote creative, musical, and political vitality.

<u>Agenda Item</u>	<u>Lead</u>	<u>Time</u>
Call to Order	Will Greaves	7:25
Roll Call / Proxies	Dyllan Furness	7:26

Guests: Cindy Reichard, Charles Kilboy, Joy Pollard, Arthur Hebert, Julie McClung, Susan Gould, Amanda Doyle, Lauren Adriaansen, Sid Flannery, John Osgood, Anne Richter, Greg Musselman, James Whitmore, Ernie Winn, Cam Dilly, Gregory Plantamura, John Palm, Alvaro Montealegre, Julia Bartunek, Jeanne Carufel, Joshua Holton, Peggy Goodale, Miss Julie, Bill Hamilton, Deborah Ahonen, John Meyer, Andrea Berens, Douglas Guido, Yvonne Gougelet, Blannie Whelan, Patricia Plantamura, Mark Carufel, Kim Paulson, Kathleen Ochshorn, Nancy Cee, Tom Collins, Ron Arbisi, Eileen Bedinghaus

Agenda review **Will Greaves** **7:27**

*Jannifer C motions to approve.
Letty seconds.
All in favor. Agenda approved.*

Acceptance of items on Consent Agenda **Will Greaves** **7:27**

Committee Updates:
No meeting held: Bylaws, Nominating, Personnel, Tech, LRP, Div
Minutes in Basecamp: Development

Attendance Review **Dyllan Furness** **7:27**

All in good standing.

Visitor's Comments **Will Greaves** **7:29**

Many visitors spoke, most in support of Rob Lorei. Others shared concerns about upcoming programming changes. Each was allotted three minutes to speak. Their comments have been summarized here for clarity.

Charles Kilboy: Objects to firing Rob. He's the only source of reliable local news. I want someone with a long term commitment to the community.

Joy Pollard: There's nobody on the airwaves more civil than Rob. Don't think the station stands for community.

Arthur Hebert: Heavy heart and troubled by the dismissal of Rob. We strongly believe the community has the right to know why he was fired. Met with Rick on three occasions. Rick asked me to provide examples of the Third Opinion lying. I submitted an email and haven't heard back.

Julie McClung: The news made me upset. I don't know the reasoning but I'm withholding support until we have some clarity.

Susan Gould: Been listening to WMNF since I was 19. I can't listen to WMNF without Rob.

Amanda Doyle: Started at WMNF out of high school. We're in this climate where legitimate concerns are being met with dismissive or angry responses. There are people who have been here for decades who have legitimate points but there's an active effort to shut that down. Want the creative freedom to promote artists and have a sense of community. Both those things are being threatened. WMNF continues to hire from the corporate world and undermine the community.

Lauren Adriaansen: I respect the Board for respecting Rob's privacy. I encourage Rob to respond to his supporters.

Sid Flannery: Rob's firing was abrupt. There has to be a way to address the differences short of firing Rob. Rob has said he won't contest this firing. Quickly and quietly bring Rob back.

Anne Richter: I'm in agreement with many of the people who've spoken.

Ernie Winn: I'm so disappointed. I feel empty. Been listening since 1982. We got so much out of Rob. I want to figure out what's going on here.

Cam Dille: I'm the last remaining original founder still involved in the station. I've been inspired by Rick and Sam and the return to what I regard as a focus on the station's mission and goals. I feel the station has been largely rudderless for the last 30 plus years. We've become an insular community with a dwindling audience. I've been heartened by Rick's return to a mission. The focus on goals and future sustainability has been long ignored in favor of individual programmers. There's an attitude of entitlement and expectation that the staff just hold the door open. Rob's contribution will never be diminished by the circumstances he's put himself into. I wish Rob would step forward and make clear that people come and go. Rick's not perfect. Craig Kopp was not perfect. We need to make WMNF matter again to a new generation of listeners.

Gregory Plantamura: I don't know what reason was given. Looking at the larger picture, there was an attempt to fire Rob in 2019. At the time, the reason was related to ratings.

John Palm: I'm very disappointed in the second firing of Rob for what seems to be an unjustified reason. I don't understand why WMNF cannot follow what seems to be basic rules of management. If you have difficulty with an employee, they should be granted three warnings and allow for conflict resolution. I want to hear Rob explain to everybody the reason he was let go. He told me and it was ridiculous.

Alvaro Montealegre: Reads letter requesting a 60 day hold on current discussion of upcoming programming changes.

Julia Bartineck: You can't replace knowledge. I can attest to Rob's great benefit to the community. We need to be able to resolve internal controversies. We need to postpone the programming changes and rescind Rob's firing. We are being denied full participation because we are uninformed. To keep Rob here I will pledge more money every month.

Jeanne Holton: I don't understand the comment that WMNF has been rudderless for 30 plus years. Our sense of self has been the strong point of our station. My commitment is to a fair, open, and honest system. I've been involved for 42 years. I support Alvaro's letter. We've been asked to be silent about the programming changes. We should pause for 60 days. I agree with Amanda and Sid.

Joshua Holton: I've known Rob my whole life. Rob has great relationships with the community. I'm not here to contest his firing. I contested his firing last time. This is not a good look for the station. There's a mission, need for transparency, tolerance of others. We previously put out surveys about programming. The programming meeting was not listed on the website. Bylaws are from 2018 on the website. We need to make this more accessible to everybody. There needs to be more of an open door policy, a more democratic and transparent process.

Bill Hamilton: Want to thank everyone for getting together and discussing this. I'm puzzled because none of us know why Rob was terminated. Without knowing a reason, none of us are in the position to make sense about how we ended up here. Only Rob can shed light on this. Maybe Rob can allow the station to open his personnel file. I'm asking Rob to ask the station to make his personnel file public.

Deborah Ahonen: Facism and hate groups are increasing. Firing Rob in this manner is an insult to his legions of loyal listeners. Many of us will pull our funding if he isn't reinstated. Contributions are probably down since the pandemic. I suggest WMNF takes sponsorship with ethical corporations.

Andrea Berens: Listening since 1990. I don't know why Rob was let go but he was an asset covering relevant topics. I understand he is not contesting his dismissal. I'm concerned about whether news and public affairs will play a role in the station moving forward. I hope WMNF will continue to make covering the news a priority.

Doug Guido: It seems to me the issue here is about transparency. So many of us have been left in the dark. The problem is the gulf between active donor/volunteer membership and the board of directors. We feel differently about the station than the board does. The board seems to have learned nothing from the Craig Kopp incident. The board has a different agenda than we donor volunteers. The board is the problem here.

Yvonne Gougelet: Listening since I was a teenager. I volunteered in the newsroom for a while. To see how hard both Rob and Sean work. It's unbelievable the amount of work they do in such

a short amount of time. That newsroom could use more staff and assistance like a social media manager. Daniel and Sean have a lot on their plates and now they're having to move mountains.

Blannie Whelan: I object to Rob's firing. Why has the Board not asked Rob about his side? He was disagreeing with Rick. GM job description does not include program director. Rick said he would reach out to the community. There is no transparency. Programmers are artists and the artistry is being taken away. I was a nurse practitioner and I retired because the artistry was taken away from that too.

Patricia Plantamura: Surprised to hear about the firing of Rob. Consider him foundational. Read the WMNF bylaws including the mission statement. The question I have for Board members is how does the firing of Rob advance this mission?

Mark Carufel: Voicing concern about the program changes. There isn't enough input from the volunteers, who are the heart and soul of this station. Top-down management is incorrect and not compatible with WMNF. 2002 program change was poorly conceived. This one may be worse. We should open up this program change idea and get more feedback.

Kathleen Ochshorn: I don't volunteer or program but I am a previous board member. I send students to WMNF and they get a wonderful education from there. I think the current manager doesn't understand Rob's stature in the community. His connection over the years is so rich. I want to ask a couple of questions about the firing. Did the board vote on the firing?

Letty Valdez (board member) responds: The board cannot discuss personnel actions.

Kathleen Ochshor: I went to a programmers meeting. The station used to have a more diverse lineup. I support Alvaro's efforts to postpone the vote.

Nancy Cee: There are so many good-hearted people at this meeting. I've been volunteering for close to 20 years. Last time Rob was fired I was outraged. It was without cause. I'm glad the community came out about that. He's not contesting this time. I've spoken to him. I'm not contesting the firing either. We have two issues: personnel and programming. I feel like Rick has gotten a bad rap. I didn't like when it was said that he's not going out into the community. He does that. He also made programmers and staff feel very safe during the pandemic. I feel like there are a lot of good intentions here and we should try and remain a little more positive.

Ron Arbisi: Rob is a priceless asset to the station. He has a rolodex without comparison. There's no way this cannot hurt the station. This is without transparency. Board seems to discharge democracy and get rid of the problem.

Eileen Bedinghaus: Why can the board not answer the question about whether or not it voted on Rob's firing?

Letty: The Board conducts business that is not open to the public.

Review/Approve Last Month's Minutes **Dyllan Furness** **8:59**

Minutes approved and will be uploaded to the website.

General Manager Report (Attached) **Rick Fernandes** **8:59**

Highlights: Redefining HD4 as an African American station. Spoke with NAACP and other orgs about handing off the station. Had my quarterly meeting with the Exec Committee. Followed up with Your Real Stories, a nonprofit in St. Pete that might make for a news partnership. Met with the marketing subcommittee. Volunteer Joe Porter has helped with digital marketing. Architect will do some pro bono work to open the station up to the community. Invited by the Florida Humanities to help them tweak their next grant proposal. Trying to figure out how to store digital files. Robert has been helping WUTT, University of Tampa station. Sam has been meeting with programmers. We've been asking programmers to be more representative in their programming. Sean has been named interim news and public affairs director. Tweaked the car donation messaging. Still working on a PECO grant to replace the HVAC system. PPP loan application is still in the process. Board approved 403b match went through. We did a survey to see what other nonprofits are doing for cash reserves. Others are doing three months, which we also are. Virtual volunteer appreciation party is Saturday April 24.

President's Report **Will Greaves** **9:14**

Chairs of committees, the new process is you need to email Robert Fitzpatrick and tell him the date so he can put it on our website. When this is done, email Laura the confirmation. Our Board meeting recurring meeting is online. There is a June deadline for the budget. If we need to put in any requests for a retreat or fundraiser we should do within the next month.

Cindy: I'd like that for June 29.

Will: Reminder to recommend PSA and editorial statements.

Jack: The passing of HB1 is something the board could speak on.

Will: We would need to be mindful of our FCC license.

Finance Committee Report **Renz Kuipers** **9:21**

From finance meeting minutes: Circle of Friends donations were above \$40k for the first month ever; as of last month, the projected operating loss for the fiscal year was \$46k but during the month improved to only \$31.5k projected loss; and car donations have continued to be strong with approximately \$12k received within the past month. It was noted that the station received its second CPB grant payment of \$35k and \$23.5k from DOE. From the Cash

Position worksheet, cash in the bank at 4/14/2021 was \$1.126M with the investments in the Parnassus fund at \$199,835.

The Finance Committee unanimously recommends a revision to Section 4.3 of the General Policies and Procedures, wherein station management must obtain three competitive bids for services of \$1,000 and greater, and is expected to go with the “best bidder.” The committee recommends increasing the dollar limit from \$1,000 to \$2,000.

Jennifer C: Motions to approve the recommendation.

Dyllan: Seconds

All in favor. Motion passed.

Volunteer Committee Report

Isha Del Valle

9:26

As part of my report, I want to thank all the volunteers who participated. Having conversations helps get us to the future. We have our upcoming volunteer appreciation event over Zoom. Please join, it will be fun. I attended the programming committee meeting. And please come to volunteer committee meetings to share thoughts.

Sean: I’m going to try to pass the baton to another staff member in the next month. This might be my last meeting.

(PALS: Participation, Accomplishments, Listening and Scheduling)

Jack Timmel

9:30

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Next Meeting 5/17/2021

Will Greaves

9:36

Adjournment

Will Greaves

9:36

Nancy motions to adjourn

Isha seconds

All in favor. Meeting adjourns.

THE BOARD’S ROLE

Governs the NBSF, which protects the FCC license, building and equipment, goodwill; employs staff. Establishes the mission of WMNF. Responsible for strategic planning. Establishes prudent financial policies, annual budget, annual audit, conducts planning retreats, approves personnel policies, style statements and programming policies. Participates in fund-raising functions of WMNF; approves non-budgeted expenditures over \$2,000.00.

*We go into Executive Session only when proper criteria concerning purpose are met or to review/approve the previous month's Executive Session minutes.

By: *Dyllan Furness*
Dyllan Furness, Secretary

Approved by the Board on: 5/17/2021

Date: 4/19/2021

<u>Board Member</u>	<u>P</u>	<u>A</u>	<u>Board Member</u>	<u>P</u>	<u>A</u>
Will Greaves	T		Renz Kuipers	T	
Nancy Cox-Johnson	T		Emmy Lou Fuchs	T	
Isha DelValle	T		Matt Cuffaro		A
Rick Fernandes	P		Sean Kinane		A
Letty Valdes	T		David Downing		A
Jack Timmel	P		Emma Friedman	T	
Dyllan Furness	T		Jeff Stewart		A
Jennifer Meksraitis	P		Mark Schreier	P	
Jennifer Campbell	T				

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<u>Agenda Item</u>	<u>Lead</u>	<u>Time</u>
Call to Order	Will Greaves	9:45
Executive Sessions		9:47

Isha motions to go into executive session for personnel reasons.

Mark seconds.

All in favor. The Board enters executive session at 9:47.

The Board exits executive session and adjourns meeting around 11:15 p.m.

THE BOARD'S ROLE

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By: *Dyllan Furness*
Dyllan Furness, Secretary

Approved by the Board on: 5/17/2021



Prepared by: Rick Fernandes, General Manager

GENERAL MANAGER

- Rob Lorei, WMNF Director of News and Public Affairs – Last day was April 9.
- HD 4- African American Content Channel Concept- April 8. First group call.
 - Stanley Gray, Executive Director - Hillsborough County Urban League.
 - Belinthia Berry, President, National Coalition of 100 Black Women, Tampa Bay Chapter.
 - Karl A. Davis, National Coalition of 100 Black Men, Tampa Bay Chapter.
 - Yvette Lewis, President, NAACP Hillsborough County.
- All Station Meeting – Tentative New Schedule – Held April 14 at 8 pm
- Quarterly meeting with the Executive Committee.
- Attended Florida Public Media Monthly Meeting.
- Follow-up call with the nonprofit "Your Real Stories" about possible grant collaboration.
- Meeting with Marketing Volunteers:
 - RFP Document Version 1.
 - Branding Guidelines Version 1.
- Meeting with Volunteer Joe Porter – We have Applied for Google Grant, should know the status by April 23. He is also assisting us with raw data from our google analytics in programming.
- I spoke with James Ransome of TOBA concerning HD 4, and I was invited to speak at his organization at a future date.
- Architect Mike Stitson has been very busy and hopes to come to Station in May to do pro-bono conceptual work to visualize the station more of a community space.
- Part of Florida Humanities Focus Group for their next grant proposal.
- Glazer Children's Museum In-Person Meeting Set for April 21.

OPERATIONS & ENGINEERING and IT

Exterior Building

- Commenced the Painting on the exterior of the building.
- JMC Lawn maintenance trimmed all the palm trees on the property to provide a clear view of our property and increase our parking lots' lighting.
- Purchase a 1 of 2 HD radio receivers to replace the failing receivers responsible for losing signal lock with our Nielsen equipment.



Exterior Lighting

- We have added additional solar panel light to the front of the building to increase visibility on the east side of the building.

Studio Update

- Ops continues to upload pre-recorded shows to the audio vault.
- Added BBC news channel to the audio board in air studio-one.
- Change the filters in the on-air studio air purifiers.
- We have created a folder on S-drive for traffic logs to appear on the screen to avoid printing so much paper. We are preparing to launch this new process after program changes.

Security Update

- Received a quote from the security company to install a final keypad outside the air studios doors completing total security to all three air-studio.
- DT Facilitated a walk-through here at the station with DMS to determine the best camera positions.
- Peco Grant Camera update

WMNF Camera Floorplan Markup

Below are equipment lead-times.

Note: Last (6) indoor cameras are direct from the factory.

(2) NVR's - Tentative Delivery Date 4/28

(6) Cameras (Outdoor) - Tentative Delivery Date 4/26

(20) Cameras (Indoor) - Tentative Delivery Date 4/26

(6) Remaining Cameras (Indoor) - Tentative Delivery Date 5/20

The plan is to start Tuesday, 4/27.

FCC Compliance

- Posted Quarterly issue report.

IT

- Live Music Showcase computer rejoin to network, prepare for use post-pandemic
- Steam counts queries and reports by show and daypart
- Collecting model numbers for inventory
- Google analytics reports for on-demand / streaming by show and daypart
- Deploying music library solutions with Flee/Sam - Spotify in studios
- Continued backup software updates
- New volunteer database program research and demonstrations
- The rollout of Windows feature update 20H2 at the transmitter
- WiFi access point added to the studio, new secure wireless networks set up for guests and volunteers
- Upgrade Unifi wireless management system from Ubuntu Linux 18.04 to 20.04



- Started eval of Soundcloud
- Quarterly SoundExchange reporting to Engineering (Max)
- Synology storage servers firmware updates
- Assisting WUTT Spartan radio with streaming
- Employee departure, access disabled for network, web, and VPN - compression of data for archives started
- Barix Exstreamer troubleshooting with Engineering due to dead air event
- Participated in Cyber Security webinar

Web

- Added form for board Zoom meeting signups
- Plugin upgrades to prepare for significant WordPress 5.7 upgrade
- App issue with Tip Jar with Big Sea
- Continued development of Community Partners / Nonprofit organizations
- Updates to show, archives, etc., for employee departure.
- Staged website updates under development include:
 - Revamping of the home page
 - Newsroom video project
 - MM membership portal replaced by BuddyPress
 - Website style updates
- Continued creation of Content Delivery Network (CDN) for website media

PROGRAMING

- Sam has been working diligently on program changes, including the tentative new schedule and some proposed music mix parameters for daytime programmers.
- She sent out emails to all the music programmers on April 9th and 10th, informing them that we do not predict any show will be canceled, but that means shows could be moved to different timeslots and HD channels.
- On Tuesday, April 13, Sam presented the proposed daytime music mix parameters to the current daytime programmers. The following day, she created an online application so all programmers can reapply for a spot on air. Once submissions come in, we'll set up individual meetings to discuss shows, give praise and constructive criticism, and confirm programmer availability.



- Sam has also been having meetings with the newly formed Events Committee.
 - She has toured a few local venues and is collaborating with the committee to create an events schedule starting July 2021.
 - For a revamped version of the Live Music Showcase, interviews will be conducted with artists and bands performing on location.
 - Sam spoke with and formed a tech plan with DT and Max on how to execute it successfully.
- Discussions about how to eventually store new digital releases and create a digital library to complement our physical LP and CD library. We are testing out some methods with one show before informing and implementing it with other programmers.
- Sam has begun an overview of the Programmer's Agreement; Sam has been marking each page for suggested updates to the agreement. She is about halfway through and plans to finish the suggestions by the end of May.
- Robert Fitzpatrick has set up Google Analytics to give us listening numbers for each show! It takes a snapshot of how many people listen online and on the HD channels at the 15- and 45-minute mark of each hour then gives us a two-week total. This is still a work in process to determine which data points are the most useful in deciding metrics. Here is some data we've collected :

Highest Online Listening Numbers and Times of Day Online (HD1) from 4/4/21 - 4/10/21:

1. 60s Show (**Sat 1:15pm, then 1:45pm, 12:45pm**)
2. 70s Show (**Sat 2:15 pm**)
3. Tuesday Morning Show (**8:45 am**)
4. Wednesday Morning Show (**8:45 am**)
5. 60s Show (**Sat 12:15 pm**)
6. Tuesday Morning Show (**8:15 am**)
7. Wednesday Radioactivity **11:45 am**)
8. Wednesday Morning Show (**8:15 am**)
9. 70s Show (**2:45 pm**)
10. Tuesday MidPoint (**12:45 pm 5 pm**)

Most Listened to Tome on HD3 The Source 4/4/21 - 4/10/21:

1. Thursday 1:45 pm
2. Tuesday 2:45 pm
3. Tuesday 1:15 pm
4. Monday 1:45 pm
5. Tuesday 2:15 pm



Most Listened to Times on HD4 Soul School 4/4/21 - 4/10/21

1. Tuesday 11:45 am
 2. Saturday 11:45 am
 3. Thursday 2:45 pm
 4. Tuesday 12:45 pm
 5. Thursday 12:45 pm
- By having two numbers being collected in one hour, we can see not just which shows are popular, but specifically what time listeners are tuning in to those shows as well. Fitz and Sam hope that they'll have more data and longer trends to see even bigger pictures as time goes on.
 - The next step is to start digging into Demographic and Psychographic data for programs.

NEWS & PUBLIC AFFAIRS

- Sean is now officially the Interim NPA Director.
- He is working with NPA programmers on the new schedule lineup.
- Several WMNF News stories are among the top-viewed pages recently on wmnf.org – two of Daniel's and two of Sean's have more page views than, for example, the WMNF Playlists page. One story has 37,800 views.
Here are some of our most viewed articles hyperlinked.
 - [WMNF | How I got fully vaccinated in Florida before my age was eligible \(and you can if you're 18+\) - WMNF](#) (37,814 views)
 - [WMNF | How a Florida woman helped change the motorcycle industry - WMNF](#) (29,547 views)
 - [WMNF | State Attorney, Supreme Court Justice, Sheriff say HB1 protest bill is unconstitutional affront on Democracy - WMNF](#) (26,443 views)
 - [WMNF | Black Lives Matter protester shot by police in May 2020 sues City of Tampa - WMNF](#) (24,201 views)

DEVELOPMENT

Pledge Drive Days Results: The two-day drive continued to be a successful model.

The results:

The Two-Day goal for Thursday/Friday: \$ 66,000

Thursday actual: \$22,629.28 Friday actual \$37,961.60

Two-Day total: \$60,590.88

Two-Day goal for Saturday/Sunday: \$48,000

Saturday actual: \$39,846.22

Sunday actual: \$18,960.26

Two-Day total: \$58,806.48



March goal: 114,000
March total: \$119,397.36

Next Pledge Drives are May 10/11 and May 19/20

DEVELOPMENT PLAN GOALS

Goal: \$702,040/year to date actual: \$440,130.02 or \$4,732.39 ahead of goal.

Allegiance reports show the following:
Date Range – 10/01/2020 – 03/31/2021

New Donors:

Count – 637
Amount Pledged - \$86,190.48
Average Amount - \$135.31

First Time COF:

Count – 247
Amount Pledged - \$34,132.17
Pledged Average - \$138.19

Underwriting: Underwriting continues to run at a deficit.

New contacts this month:

- ride4u car dealership
- VI Sounds and Alarms Company
- HomeLight real estate

Vehicle donations continue to be a success.

- March year to date, we have received \$25,642.94 with an \$18,000 goal to reach by the end of the month. We are on pace to make that \$36,000 car donation goal.

Laura is looking for contacts at *Democracy Now!* to set up a fundraising event to make up revenues.

Grants

Laura, Rick, DT, and Max are working on a PECO State equipment grant to replace our HVAC system and uninterrupted power supply system (UPS).

The HVAC system would include air purifiers that would help with pandemics like COVID-19.

The UPS ensures we never lose electric supply chains if we lose power and have to depend on our backup generator.



Major Giving:

Goal to Increase Amplifiers to get 30 donors to give or \$1,000 or more

- Allegiance reports: Four first time donors who pledged \$1,000+ (\$1,000, \$1,000, \$1,050, \$1,500)
- Three first time COF who pledged \$1,000+ (\$1,100, \$1,200, \$1,260).

Planned Giving:

- The Planned Giving Subcommittee of the Development Committee has resumed monthly meetings. We are working on specific asks for donor prospects to determine what they would most likely fund.
- New planned giving page up, publicity to begin mid-March, in which it was featured in the e-newsletter.

FINANCE / HUMAN RESOURCES

- Completed desk audit review with CPB, and our AFR report is now approved.
- Completed renewal applications for Cyber insurance, Special events, and Worker's Comp.
- We have received notification that our current worker's comp carrier FCCI in Bradenton is dropping us with our renewal coming up on 6/24. They are dropping their smaller clients, so our broker at Brown & Brown Insurance is currently shopping our policy.
- Filed Intangible Tax Return, but we are exempt from taxes.
- PPP loan application forgiveness application in process and will be submitted in the next few weeks.
- Attended webinar with NPR regarding new pricing for 2022.
- Attended webinar on requirements update for filling EEO report hosted by our FCC attorneys.
- Funded the employees 403b accounts for the board-approved match.
- The employee evaluation process is underway and will be completed by 4/30/21
- Met via zoom with Paychex, Paylocity, and ADP to review their products and pricing for outsourcing payroll. Very reasonable pricing. Cindy has put this project on hold at the moment to tackle the Bookkeeping situation first and get the PPP loan application filed.
- She has met with three companies on outsourcing bookkeeping services My Paper Pusher, Ellen Fontana, CPA, and One Source Partner.
- We are currently reviewing their services and proposals in further detail, not totally sold on outsourcing our bookkeeping services.
- Starting budget preparation budget process starts next month.



- Completed survey on cash reserve requirements.:
- Cindy contacted the radio stations below as to their reserve fund policy and one other nonprofit. Also, she reached out to our auditors James Moore to ask what they see as a reserve fund policy with most of their clients. The consensus of her survey findings was not all have a formal written policy, but most try to have 3 to 6 months of their monthly operating budget in reserves. More are striving for six months now due to the COVID pandemic.

WUSF Tampa	- 3 months
WGCU Ft Myers	- 3 months preferably 6
KPBS San Diego	- 6 months
WUCF Orlando	- Doesn't really have a policy
Habitat of Pinellas	- 3 to 6 months

Volunteer/Outreach Department

- Julie, along with Robert Fitzpatrick and a group of volunteers, is evaluating a new Volunteer software system to replace sign up genius.
- Virtual Volunteer Appreciation Party for Saturday, April 24, to begin around 3 pm on Zoom. There will be a scavenger hunt, live performances, a chance drawing, and the awards presentation.
- Awards to honor 2020 Volunteers of the Year have been ordered, and gift packages for RadioActive volunteers. Distribution of those items has begun and will continue, with drive-through pickups scheduled and mailbox delivery, for those who have a station box and are coming into the building (Programmers & Assistants).
- Julie is working with a new intern from Robinson High School, Ella Wertz, on compiling a spreadsheet of nonprofits for Rick to contact. She is also assisting Emma Friedman on the Dorm Room, Wednesdays 6 pm - 8 pm, and has met Julie and Sam for an orientation.
- More details on SignUp Genius or contact missjulie@wmnf.org - Please register to join us and get the link.

PLEDGE DRIVE ACTUALS													
Goals	October	November	December	January	February	March	April	May	June	July	August	September	
Sunday	\$ 15,000.00	\$ -			\$20,337.30		\$18,960.26						
Monday	\$ 38,000.00	\$27,425.14			\$35,670.92								
Tuesday	\$ 42,000.00	\$35,519.20			\$38,608.32								
Wednesday	\$ 31,000.00	\$25,135.19			\$32,823.34								
Thursday	\$ 31,000.00	\$20,968.61				\$22,629.28							
Friday	\$ 35,000.00	\$30,821.35				\$37,961.60							
Saturday	\$ 33,000.00	\$25,409.74				\$39,846.22							
End of Year	\$50,000.00			\$72,159.95									
Post Pledge Drip	\$ 3,500.00		\$ 13,783.70			\$6,639.46							
Month Total		\$ 165,279.23	\$ 13,783.70	\$ 72,159.95	\$134,079.34	\$ 6,639.46	\$ 81,435.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RUNNING TOTAL		\$ 165,279.23	\$ 179,062.93	\$ 251,222.88	\$ 257,862.34	\$ 264,501.80	\$ 345,937.56	\$ 345,937.56	\$ 345,937.56	\$ 345,937.56	\$ 345,937.56	\$ 345,937.56	\$ 345,937.56

DONATED VEHICLES ACTUALS													
Goal	October	November	December	January	February	March	April	May	June	July	August	September	
Month Total Dollars	\$ 36,000.00	\$ 3,121.00	\$ 3,934.04	\$ 2,548.44	\$3,680.00	\$ 4,400.08	\$ 4,919.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Month Total Vehicles	9	26	12	5	6	6	17						
RUNNING TOTAL DOLLARS		\$ 3,121.00	\$ 7,055.04	\$ 9,603.48	\$ 13,283.48	\$ 17,683.56	\$ 22,602.88	\$ 22,602.88	\$ 22,602.88	\$ 22,602.88	\$ 22,602.88	\$ 22,602.88	\$ 22,602.88
RUNNING TOTAL VEHICLES		26	38	43	49	55	72	72	72	72	72	72	72

UNDERWRITING DOLLARS													
Goals	October	November	December	January	February	March	April	May	June	July	August	September	
ON-AIR	\$ 110,000.00	\$ 7,945.00	\$ 3,290.72	\$ 4,824.44	\$ 3,744.76	1,164.55	\$ 3,906.78						
STREAMING	\$ -	\$ -											
ON-DEMAND	\$ -	\$ -											
DIGITAL ADV	\$ -	\$ -											
Month Total		\$ 7,945.00	\$ 3,290.72	\$ 4,824.44	\$ 3,744.76	\$ 1,164.55	\$ 3,906.78	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RUNNING TOTAL		\$ 7,945.00	\$ 11,235.72	\$ 16,060.16	\$ 19,804.92	\$ 20,969.47	\$ 24,876.25	\$ 24,876.25	\$ 24,876.25	\$ 24,876.25	\$ 24,876.25	\$ 24,876.25	\$ 24,876.25

UNDERWRITERS													
Goals	October	November	December	January	February	March	April	May	June	July	August	September	
ACTIVE	need to establish												
NEW UNDERWRITER	0	1	0	0	2	0							
N.U. RUNNING TOTAL		1	0	0	2	2	2	2	2	2	2	2	2
CONTACTED	need to establish	3	4	4	2	3	3						
C. RUNNING TOTAL		3	7	11	13	16	19	19	19	19	19	19	19

CIRCLE OF FRIENDS Finance													
Goals	October	November	December	January	February	March	April	May	June	July	August	September	
1st CC \$	\$ 14,000.00	\$ 5,476.86	\$4,833.73	\$ 6,691.47	\$ 6,348.17	\$ 6,484.12	\$ 7,660.08						
15th CC \$	\$ 14,000.00	\$ 8,510.00	\$ 8,390.45	\$8,615.35	\$ 8,360.35	\$ 7,995.59	\$ 7,845.75						
1st Monday EFT \$	\$ 8,000.00	23,752.28	25,048.91	\$ 23,511.78	23,817.39	\$ 23,642.23	\$ 25,001.07						
3rd CC Rejected \$	\$ -	\$ (451.37)	\$ (411.36)	\$ (591.44)	\$ (428.45)	\$ (431.26)	\$ (212.15)						
18th CC Rejected \$	\$ -	\$ (470.48)		\$ (432.09)	\$ (499.76)	\$ (593.26)	\$ (265.88)						
1st Wed EFT Rej. \$	\$ -	\$ (125.79)	\$ (115.75)	\$ (297.50)	\$ (297.70)	\$ (204.53)	\$ (130.20)						
4th CC ReBilled \$	\$ -	\$35.00	\$ 107.38	\$ 100.00	\$ 50.00	\$ 43.00	\$ 41.00						
19th CC ReBilled\$	\$ -	\$ 80.00	\$ 106.00	\$ 80.00	\$ 80.00	\$ 70.00	\$ 25.00						
1st Thur EFT ReBilled. \$	\$ -	\$ 25.00	\$ 7.38	\$ 40.00	\$ 10.00	\$ 25.00	\$ 70.00						
1st CC Variance \$	\$ -												
15th CC Variance \$	\$ -												
1ST Mon EFT Var. \$	\$ -												
COF Cash/Check						\$ 568.29							
Month Total		\$ 36,691.50	\$ 37,745.98	\$ 37,497.57	\$ 37,300.00	\$ 36,892.89	\$ 40,466.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RUNNING TOTAL		\$ 36,691.50	\$ 74,437.48	\$ 111,935.05	\$ 149,235.05	\$ 186,127.94	\$ 226,594.90	\$ 226,594.90	\$ 226,594.90	\$ 226,594.90	\$ 226,594.90	\$ 226,594.90	\$ 226,594.90

1st CC - Lost Member	10	2	3	1	1	2	1						
15th CC- Lost Member	10	5	1	0	0	3	1						
1ST Mon EFT - Lost Member	5	8	5	11	11	7	3						
1st CC ReBilled #	9	3	7	5	4	3	2						
15th CC ReBilled#	8	7	11	8	3	9	1						
1ST Mon EFT ReBilled#	5	2	7	3	1	4	2						