

**THE NATHAN B. STUBBLEFIELD FOUNDATION
BOARD MEETING MINUTES 6/20/22
WMNF COMMUNITY RADIO 88.5 FM
WMNF 88.5 FM COMMUNITY RADIO, 1210 E. MLK Blvd., Tampa, FL 33603-4417**

<u>Meeting Attendance</u>					
<u>Board Member</u>	<u>P</u>	<u>A</u>	<u>Board Member</u>	<u>P</u>	<u>A</u>
Will Greaves		A	Nancy Cox-Johnson	T	
Isha Del Valle	T		Dyllan Furness	T	
Jennifer Meksraitis	T		Jennifer Campbell	T	
Amina Spahic	T		Cameron Dilley	T	
Mark Schreier	T		Emmy Lou Fuchs		A
Scott Elliott	T		Greg Vannette	T	
JoEllen Schilke	T		Julie Scheid	T	
Jack Timmel	T		Yvette Lewis	T	
Randi Zimmerman (Station Manager)	T		Shane Linkous (Director of Finance & Admin)	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	Isha Del Valle	7:23
Roll Call/Proxies	Mark Schreier	7:24
Agenda Review	Isha Del Valle	7:25
Acceptance of Items on Consent Agenda	Isha Del Valle	7:25

Committee Updates:

No meeting held: Bylaws, Nominating, Diversity, Development, Technology, LRP

Minutes in Basecamp:

Review/Approve Last Month's Minutes**Isha Del Valle****7:26**

Isha and Scott emailed Emmy Lou a few changes to the draft of last month's minutes.

Motion to Approve by Isha, seconded by Cameron. All in favor. Minutes approved.

Visitor's Comments**Isha Del Valle****7:27**

1. **Ruth Beltran (appearing for Jack Wallace):** Feels there is a lack of diversity in programming at WMNF, particularly in news shows. Wants more local programming from diverse backgrounds. Concerned about the uses of the matrix and the discontinuation of some former programming. Feels that news and political affairs should be prioritized.
2. **Michael Mainguth: present to observe.**
3. **Alvaro Montealegre:** He is part of "Save WMNF." Wants the station to not request or accept any underwriting from major corporations. Also wants the station to reinstate and increase indigenous programming & black and Latino shows that have been discontinued.
4. **Laura Rodriguez:** She is part of "Save WMNF" and the "Tampa Bay Community Action Committee". She wants to see immediate integration of staff and board at WMNF. Also wants the station to bring back Rob Lorei. Also wants to bring news back to prime time hours, rush hour and the weekends.
5. **Gage Lacharite:** No comments.

Personnel Committee Report**Jack Timmel****7:38**

Personnel committee met last week with a two-item agenda.

First item: The committee discussed a possible policy change involving the annual GM evaluation. Current policy provides that the GM evaluation shall begin in April and be presented to the board in August. This policy does not line up well with the budget process, as the board does not complete the GM evaluation until the budget is too far along for any salary adjustments. Therefore, the personnel committee suggests changing the timeline currently set forth in the policies so that the GM evaluation is completed and presented to the board prior to the drafting of the first budget, which generally occurs in June/July.

Miss Julie stated that she does not think the staff would have any issues with the policy change.

Jack motions to change the General Policies so that the annual GM evaluation process shall begin in January and be presented to the Board in May. Jennifer C seconds. All in favor, the motion is accepted for first posting.

Second item: Miss Julie does not have a job description for her current role. Randi will be drafting a job description that better describes the position.

LRP Committee

Cameron Dilley

7:47

The LRP has drafted a couple of documents that have been passed on to Randi to implement with the staff and board. Overall we are making good progress.

Volunteer Committee

JoEllen Schilke

7:48

VC helping station with a record sale at New World Brewery on September 24. We are not putting out a call to the public for donations.

Recent VC meeting. JoEllen shared VC appreciation for the way the development department got information out about T-shirts in advance of recent fund drive so that people could use it. On the other hand, there was concern that there were not many giveaways of tickets or other stuff during the fund drive. Is this a purposeful direction taken by the station?

VC would like to see more volunteers returning to the station. Encourage all facets of the station to bring in volunteers more often.

Also, robust discussion at VC meeting regarding program subs and concern regarding assignment and application specifically show assignments from programmers. Subs should stick to what is supposed to be played on air instead of random selections. Programmers have expressed concern to her about sub assignments.

JoEllen also initiated a discussion about recycling. The station does not recycle. This item was removed from the budget as a cost saving measure. Proposes that the station reinstate and actively promote recycling. Consistent with our mission. Would like to start some initiatives in the future that contribute to recycling.

Cameron mentioned prior discussion about special theme programming leading up to fundraisers in order to reengage and energize our audience/listeners. He hoped it would be implemented. He feels that the station is not taking advantage of an opportunity.

Jack mentions a company that does zero waste events, perhaps a partnership should be explored.

Nancy will follow up with city regarding recycle bins.

Scott initiated discussion regarding scannable tickets. JoEllen said this is one of the top discussions at music festivals (along with getting rid of water bottles). Jennifer M would like to see the station use less paper and transition to more paperless promotional tools (instead of flyers) and scannable tickets. Isha shared her experiences with paperless systems and suggests that when we implement new procedures we look at whether they may be done in paperless fashion.

Cameron suggested implementing policy that programmers bring a bag and take their trash and recycles with them when they leave.

Mark asked why paper tickets were distributed at the Juneteenth event if an attendee had the ticket(s) on their phone. Miss Julie said it was done for accounting purposes.

Finance Committee Report

Greg Vannette

8:19

Committee met earlier today. Great financial report. Steady cash position. Fundraising is coming up a bit short, but our grants have exceeded the budgeted amount. The expenditures are significantly under the budget, a large portion of that is wages and vacancies. YTD about \$80k ahead of budget. Overall, the station is currently in a very good position financially.

General Manager Report

Randi Zimmerman

8:21

June Management Report attached.

Jack asked a question about the cost of HVAC replacement, which Randi explained.

Dyllan engaged Randi in a discussion of the analytics information.

JoEllen said it would be great to have a source for housing information on the website. Great way to help the community by providing pertinent links. JES volunteers to assist setting this up.

Isha mentioned that shows should be cross promoting, as discussed at the outset of this program cycle. There should be a reminder on the logs for shows to promote each other, especially shows that are at the same time the following day.

PALS (Participation, Accomplishments, Listening, and Scheduling) Jack Timmel 8:57

P - 7,8,7,7,8,7,8,7,8,8,8,9,7

A - 8,8,7,6,10,8,8,8,8,9,6,7,9,9,8

L - 9,9,10,9,9,9,9,10,9,10,9,9,9,9,9

S - 10,10,10,10,10,10,10,10,10,10,10,10,10,10 (i.e, all 10s)

Next Meeting 7/18/22 at 7:15 p.m.

Isha Del Valle

9:01

Adjournment

Isha Del Valle

9:02

JoEllen motions to adjourn. Scott seconds.
All in favor. Meeting is adjourned

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.

A handwritten signature in black ink, appearing to read 'Mark Schreier', written over a horizontal line.

by Mark Schreier, Substitute Secretary

MANAGEMENT REPORT

June 2022

Prepared by: Randi M. Zimmerman, General Manager

Overall – GM

- Shane Linkous, our new Director of Finance & Administration started this month and was integrated into WMNF culture quickly in our fund drive. He took on a number of phone shifts, did tally, and still got payroll out.
- June Fun Drive was consuming time-wise for planning and working before and after. More on the numbers in the Development section and next month as it takes two to three weeks to reconcile the paperwork. BUT, we have a lot to do regarding establishing protocols for new technologies (like better social media presence) and getting more on air excitement with simple marketing tricks (like playing identifiable songs when we offer concert tickets). The dip is also likely because of (bad) the economy and (good) younger audience. Both of these changes will be accounted for in the next budget.
- Staff and fund drive meetings. At the last fund drive meeting, the staff told me that I was excused and that they would carry on without me.
- Ran a pitch training with Sam.
- But I co-pitched during midday public affairs, and other day parts including one during the death metal show from midnight to 3am. Did you know that death metal was created at Armwood High School in Seffner? I learned it myself that night.
- Supervised remaining days of temporary Finance person, Kim. We resolved problems with our checks getting kicked back, detailed her duties and expectations for the remainder of her time with us, including training of Shane, and her follow through with our CPA firm to reconcile all deposits and other information missing detail in our systems.
- Seemed to have averted a threat to intentionally subvert the success of our fund drive.
- Helped draft and wrote information for CimaFunk press release.
- GM takes staff to dinner – Meghan Bowman
- WFLA said they would like to use our live music studio as an emergency facility in exchange for our logo being on their FPREN page and next to theirs on the TV screen if they ever have to use it.
- Went to PMBA Conference (Public Media Broadcasters Association) in D.C. Met with our auditor at James Moore for the CPB grant and our Program Officer at CPB, we ate lunch together. Here's what I learned, I'm super happy to be at a small independent radio station. Also working to establish better working relationship with others in public media around the state and the country. Locally, WUSF. Also will be taking online webinars and creating cohort with other GMs that I met at this conference.
- Wrote "One Station" message for newsletter.
- Interviewed a receptionist candidate from AARP.
- Now that QuickBooks is on my computer, I have been able to look at.....
- Zoomed with the Gulfcoast Jewish Federation and met with board member, and NAACP chair.
- As we start our budget process, I've met with our health insurance agent to figure out how much of an increase to budget for.
- Did an outreach even at the Juneteenth Business Expo and at our Palladium Juneteenth event. Simply, we have to work harder at developing ties with the Black community. HD2, now to be

called Urban Café, will go a long way to bridging this gap. We've also told folks who contacted us in June to let us work together to create a more cohesive and collaborative plan for Juneteenth and other special holidays within the community.

Programming

- It's official: WMNF is teaming up with Gasparilla Music Festival to bring CimaFunk to the Cuban Club on Friday, October 14th! We will be providing promotion and volunteers, while GMF graciously handles the rest. This is a huge opportunity, as we will not only raise money for the station, but we also will gain a huge outreach exposure with close to a possible thousand people in attendance. It's going to be a lot of fun to boot! I also made some etouffee with shrimp donated by one of our volunteers.
- After a serious situation with a previous show's programmer, the other DJs from that timeslot, Jordan Chronister and DJ Kellen, have successfully moved forward by creating a new program! Adding Jonathan Enriquez, aka Consumer Ready, to the mix, Excellent Zest will be playing LoFi Hip Hop beats with a strong local spin on Tuesdays Midnight-3am. Sam is very excited to have them on WMNF's airwaves!
- Speaking of welcoming new programmers, Rande Friedman has joined Joy Katzen-Guthrie on air with the Sunday Simcha! They are alternating hosts each Sunday, while Esmeralda "Esme" Torres has been a seamless fit to Josh's Big Gay Radio Show. More updates to the on-air schedule to come!
- Special programming is on the way for Juneteenth! That Sunday as well as throughout the week before, expect to hear hosts inviting Black programmers from different WMNF shows to be featured and play music, conversations centered around the holiday, celebrations of legendary Black artists and musicians, updates about events to attend around Tampa Bay, and more.
 - Speaking of events, please come out and support WMNF's Juneteenth Celebration! Local band Soul Caravan will be playing the best of Earth Wind & Fire as well as a soul revue, while Donald L. Dowridge, Jr. will open the show as Frederick Douglass. Expect dancing in the aisles and spread the word to your family, friends, and neighbors! We'll see you there.
- Lastly, the Volunteer Committee has offered to be a huge help with WMNF's 2022 Record Sale! It'll be Saturday, September 24th at New World Brewery in Tampa, and while we are accepting donations, space is limited. Please reach out to joellen@wmnf.org and sam@wmnf.org for questions and details!

Most Listened to Live Streamed Shows of May (5/1/22 to 5/28/22, Average Overall)

1. The 60's Show (563 listeners)
2. Words & Music (475)
3. The 70's Show (449)
4. The Freak Show (363)
5. The Rhythm Revival (346)

6. Surface Noise (305)
7. WMNF with The LuLus (305)
8. Saturday Bluegrass Show (295)
9. Soul Party (292)
10. WMNF with Randy & Blannie (290)

Honorable Mentions:

11. WMNF with Bobbie Dusenberry (289)
12. WMNF with Katarina (288)
13. WMNF with Sam Hval (282)
14. WMNF with Cam Dilley (277)
15. WMNF with Grant Hart (259)

For Reference, Last Month's Numbers

Most Listened to Live Streamed Shows of April (3/27/22 - 4/30/22, Average Overall)

1. The 60's Show (539 listeners)
2. Words & Music (479)
3. The 70's Show (452)
4. The Freak Show (355)
5. The Rhythm Revival (328)
6. WMNF with The LuLu's (318)
7. Surface Noise (302)
8. WMNF with Randy & Blannie (293)
9. WMNF with Cam Dilley (290)
10. WMNF with Katarina Lauver (288)

Staying fairly consistent this past month when it comes to streaming numbers, with actually a tad bit of growth! No major dips in numbers to be concerned about with any shows, and we'll just keep the course for now. 😎

Events

- Two events in May. We co-sponsored the Tampa Bay Blues Society Anniversary party. After expenses we netted \$99. However, we also held a CCR/John Fogerty event that netted \$5,896. Essentially, tributes tend to be money making events – a combination of lower band and venue costs. That said, we're planning to have a sit down with the blues organizations in the area and see if we can't figure out a way to promote the blues in a way that benefits everyone.
- Held our Juneteenth event at the Palladium. As of this writing, I do not know the results.
- Sept 10 confirmed birthday bash at Palladium with Bright Light Social Hour.

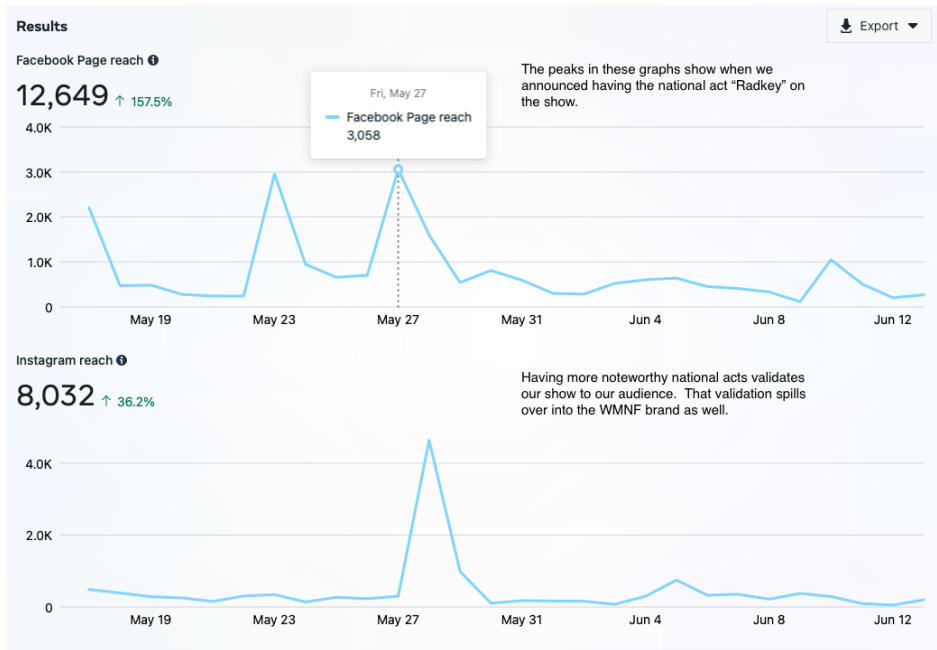
NEWS & PUBLIC AFFAIRS

- WMNF News and Public Affairs (NPA) had a mostly successful Summer Fun Drive 2022. The goal for the seventeen hours of NPA was \$32,900. We raised 99.6% of that as of Tuesday 6/14 (\$32,752.06).
- Syndicated NPA shows did not do as well. None made the individual show goals.
- Amy Goodman pitched live with us by Zoom on Wednesday in the 9am hour:
 - <https://youtu.be/7NMrrUSkhNw>
- Three NPA shows with WMNF hosts did not make their show goals. NPA Director has presented a plan to those programmers to make that up. The shortfall on those three shows is a combined \$1,469.08 – so hopefully with some hard work, those programmers can solicit donations worth at least that to add to final total for the station.
- The six remaining shows all exceeded their individual show goals. Many of them by more than \$1,000. The common thread in these shows is that they followed the advice by NPA director pre-drive: (1) produce shows with compelling content throughout the year, (2) play clips of those shows during the membership drive to remind listeners why they love these shows and (3) use social media to ask for donations before, during and after the drive.
 - True Talk raised \$5,206.25 in 55 minutes
 - Talking Animals raised \$4,006.75 in 55 minutes
 - Both MidPoint and WaveMakers raised more than \$3,000 in 55 minutes.
- The Source (HD 3) continues to be the single most popular page on wmnf.org with 49,005 page views from May 9-Jun14.
- The most popular posts on wmnf.org over the last month were:
 - 3,194 views: Florida Democrats, advocates say rent stabilization and right to counsel could help address the state's housing and eviction crisis. by McKenna Schueler
 - <https://www.wmnf.org/florida-democrats-advocates-say-rent-stabilization-and-right-to-counsel-could-help-address-the-states-housing-and-eviction-crisis/>
 - 2,673 views: How Florida homeowners and renters can apply for financial assistance. by Seán Kinane
 - <https://www.wmnf.org/florida-homeowners-renters-financial-assistance/>
 - 1,891 views: Thousands of households remain on Tampa and Hillsborough County waitlists for housing vouchers. by McKenna Schueler
 - <https://www.wmnf.org/thousands-of-households-waitlists-for-housing-vouchers/>
 - 1,365 views: The CDC says the COVID-19 Community Levels are “high” in nearly all Tampa Bay area counties. by Seán Kinane.
 - <https://www.wmnf.org/cdc-covid-19-community-levels-high-tampa-bay-area-counties/>
- WMNF news and public interest programmers contributed to the WMNF Mission Calendar topics for May and June:
 - 5/24 Tuesday Café: show on pandemic impacting deaths due to suicide, drugs, alcohol
 - 5/25 MidPoint: show on children's mental health
 - 6/1 news headlines on St. Pete Pride, Pride flag and “Don't Say Gay.”

- For the 28 days preceding June 1, The WMNF News Facebook page reached 4,496 people, an increase of 158% from previous month; WMNF News Instagram reached 3,538, a 308% increase.










Social Media Data (Ken Apperson)

1. Results Report May19-June12.



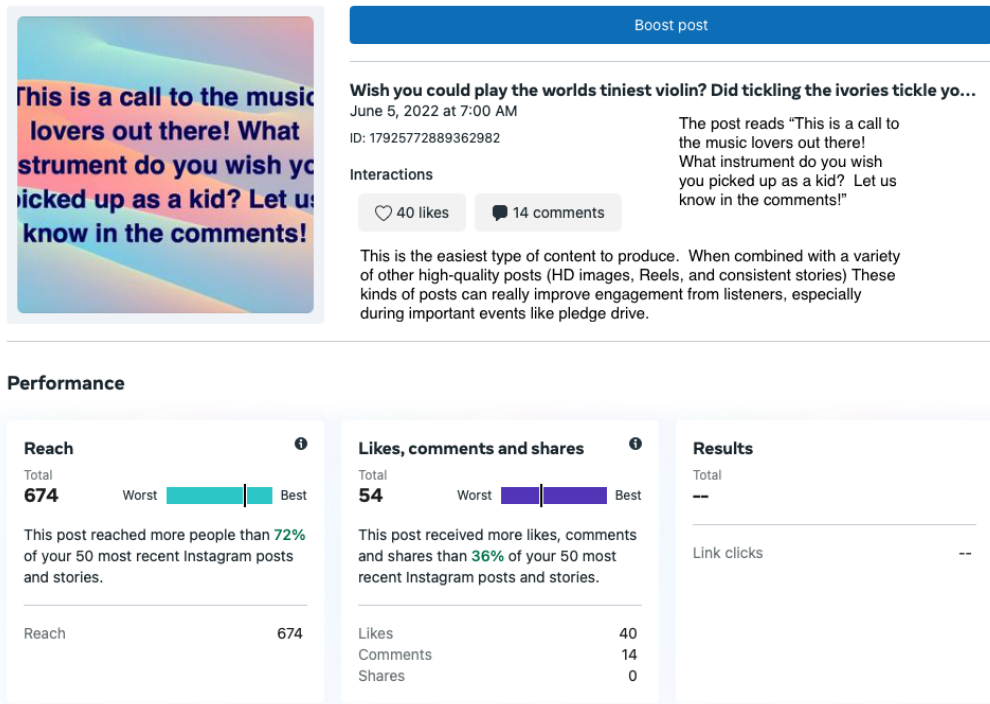
This is simply an example of how much better content does when it pertains to a national act. I point this out to reinforce the correlation between noteworthy musical guests and content performance. Content always performs better when it features something or someone nationally relevant.

2. Overall Content Performance

Recent content ↑↓	Type	Reach ⓘ ↓	Likes and reacti... ⓘ ↑↓
 @thebeachesband in all their cha... Sat May 28, 5:01am	Reels Boost post	6,050	The best performing posts 93 are again, those about regional/national bands.
 We're about to rock on this week!... Mon May 23, 9:00am	Post Boost post	5,791	128
 We fully expected Radkey to melt... Fri May 27, 4:00pm	Post Boost post	3,504	111
 A Musician's heart is always open... Wed Jun 8, 4:00am	Post Boost post	1,840	The Next most engaging 44 type of post is the "inspiring post." These have an uplifting message followers can relate to or feel good 50 about.
 #tbt to a magical episode with Ke... Thu May 26, 4:03pm	Post Boost post	1,069	
 Reverend Billy C Wirtz Fri Jun 3, 11:00am	Post Boost post	759	31
 Wish you could play the worlds ti... Sun Jun 5, 4:00am	Post Boost post	674	This post is engagement driving content. It asks a question or has a call to action that results in more likes, comments, and shares. 40
 #tbt to our episode with @thedog... Thu Jun 9, 11:11am	Reels Boost post	650	40
 Pledge drive is NOT for the faint ... Sat Jun 4, 2:01pm	Post Boost post	585	13

- This image shows three different types of posts. The best performing is again, the content about a national music act. However, there are two other types of content that consistently do well. One is the “inspiring” content. This is simply a nice image or video, with an uplifting or inspiring caption.
- The third kind of post shown here that also performs well is the “engagement” post. This is the simplest kind of content that also usually yields very high engagement. Posts like this are very important because they can help the page gain traction with a new audience that might not have felt comfortable enough with the page to engage with it. Getting our following to interact with posts like this is like an ice breaker for them. If this post is followed with consistent high-quality content, those same people are shown to interact with some of these later posts.

3. Engagement Driving Content



This image is just a further expansion from the previous image. Text in the image explains it.

4. Instagram overview May 15th-June 13th



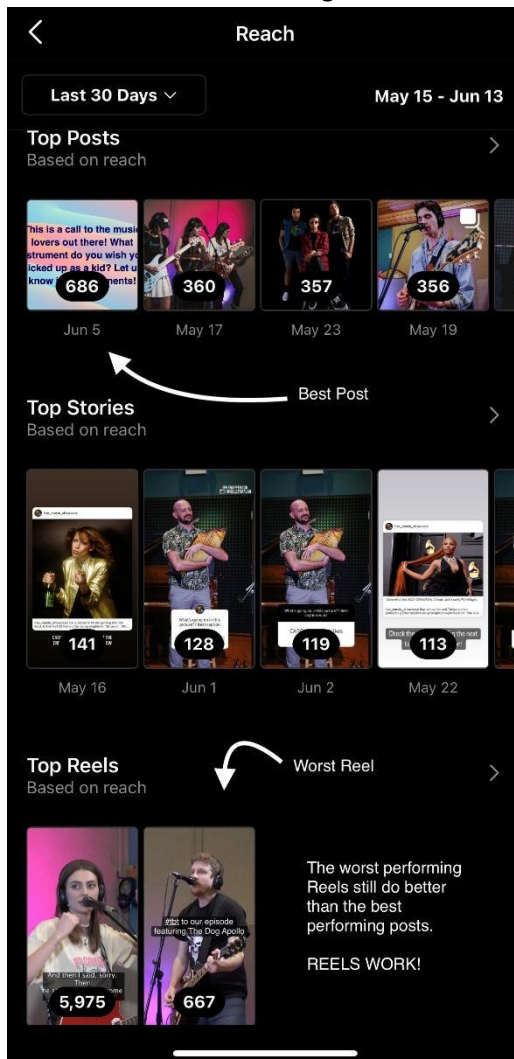
This image shows just the Instagram insights overview. All the important categories are up by a significant margin. This can be attributed to our consistent posting schedule and a gradual refinement of what we are sharing with our audience.

5. Followers and Non-followers May 15th-June 13th



We have reached many more non-followers in the past month than in recent reports. This can be credited to consistent posting, but also, to the two Reels we posted over the past month.

6. Proof That Reels Work on Instagram



This image clearly shows how much better Reels perform over other types of content. Why is this important? Because Reels Help Instagram accounts reach new people better than any other kind of content. Using Reels on Instagram will help all of the station's social media performance. Even though you can only post a reel to Instagram, you have the option to share that Reel with Facebook as well.

Volunteer/Outreach Department

Most recent WMNF outreach appearances:

- UACDC's Uptown Music Festival/North Tampa - Saturday, 5/14
- WMNF's Co-Pro with Suncoast Blues Society at Skipper's - Friday, 5/20.
- WMNF's Tribute to John Fogerty & CCR at Skipper's - Saturday, 5/28
- UACDC's Caribbean Festival/North Tampa - Saturday, 6/4
- WMNF honors Juneteenth at the Palladium/St Petersburg - Saturday, 6/18
- St Pete Pride LGBTQ+ Youth and Family Day - Saturday, 6/18
- St Pete Juneteenth Business Expo -Saturday, 6/18

• Upcoming Parade & Event info:

- St Pete Pride 2022 Diversity Parade, Saturday, 6/25
- WMNF Surfs St Pete, Intermezzo Cafe, Thursday, 6/30

More updates:

WMNF wished AARP volunteer, Fern Cromwell, well as she worked her last shift on 5/19. She accepted a position working in the health care realm. We welcomed new AARP participant, Larry LaFalce, on Tuesday, 6/14. He will be working the switchboard mainly.

There is a social media intern from USF, starting around July 1st. Plus, HCC sent 2 students to learn how to board op and "all aspects of WMNF".

The Summer Membership Drive was Tuesday, 6/7 to 6/14 - We had new volunteers answering phones, supervising the phone room, keeping tally, new food donors & new volunteer chefs! Thanks to all who donated and helped - New and well-seasoned.

DEVELOPMENT DEPARTMENT

WMNF Summer Fun Drive

Most of the department's time was taken up preparing for the drive. Due to the February drive coming up short, the Development Department had to increase our budgeted \$200,000 to \$220,000. The Giving Challenge matching gifts were leveraged well, and many shows made or went significantly over their goals. However, we came up \$35,279 short, raising \$187,320.

Certain factors should be taken into consideration:

1. Were the goal \$200,000 as planned, we would only be off by about \$12,000.
2. The economy is in significantly worse shape than in February. Listeners are giving generously and making us a priority.
3. In 2020 and 2021, some donors testified that they were giving WMNF some or all of their stimulus check money. Such checks were not distributed in 2022.

A follow-up email, social media posts, and on-air spots are airing to close the gap. Next month, we will report on how much was raised for Habitat for Humanity Hillsborough County.

Underwriting

There are no new contracts to report. However, Tampa Fringe Festival increased their buy from \$500 last year to \$1,000 in 2022.

Other Development Projects

"WMNF Surfs St. Pete" tickets are selling well at Intermezzo in St. Petersburg June 30th for this cocktail and surf band fundraiser. However, Ella's had to cancel WMNF's plans for a Florida-Seminole Heights-centric event due to staffing issues. Laura is looking to hold a Circle of Friends appreciation party instead. Vehicle donations remain high. We netted \$12,292 in May.

Planned Giving

There is no update as of this meeting on last month's report: The Community Foundation of Tampa Bay (CFTB) "Meet the Match" campaign is ready to launch. We have a landing page devoted to it and \$5,000 so far in seed money. More details will be released as soon as they become available

Grants

WMNF was among all public media station who had their state PECO equipment grants vetoed by Governor Rick DeSantis. WMNF was awarded \$741,829.70 to replace our aging HVAC system. The Arts Council of Hillsborough County is meeting in June to ratify grant scores. However, the amount WMNF will receive will not be known until October 2022. The Arts Council is now part of Hillsborough County, and its new fiscal year begins in October.

Financials

- Completed and paid solicitation of contributions annual renewal registration (FDAC).
- Paid past sales taxes, working on paying reemployment taxes.
- New Bank account being set up to stay under \$250K FDIC limit – Climate First
- AP and AR have been updated from cash basis to accrual basis through 6/2 (Kim).
- Credit Cards are reconciled through 4/30. Getting the credit card reconciliation up to date is a top priority.

OPERATION & ENGINEERING

- Podcast/HD studio (complete).
- Ordered new batteries for replacement in our UPS system
- New computers for podcast studio tested and working
- New furniture for podcast studio (on hold)
- Ordered (DJB -16channel web stream & Audio Logger Software)
- Set up conference room phones & computers for Summer Fund Drive
- Set up phones and call cue monitors in air-studio for the summer fund drive
- Producer PSA for Juneteenth Event & Tampa East Sertoma Club
- Test audio equipment for Pride mobile float
- Ordered disinfected spray for conference room spraying
- Complete the setup of our new digital receptionist system with Infotech
- Set up security access for New CFO

IT/WEB

IT

- * New Finance director setup
- * New PoE switch installed - 5 dedicated ports added for conference room
- * Unifi switch ports labeling of phone room ports and studios
- * Removed outsourced bookkeeper network access

- * OneDrive cloud storage remote access updates/review
- * Data room review, organized equipment - plan to deploy layer 3 switch
- * Replaced distribution amplifier to correct distortion issue on stream
- * Replaced membership computer with new Dell workstation
- * Retired conference room marathon computer, replaced with former membership PC
- * Installed Quickbooks on GM computer
- * Budget 2022 review
- * Reviewed Heartland terminal usage
- * VLAN and multi-factor authentication (MFA) tickets with Infotect
- * Infotect firewalls adjustments
- * Program changes - updates to streaming/archiving scripts, Allegiance update
- * Steam counts queries and reports by show and daypart
- * Review of Infotect ICAP monthly and quarterly reports

Web

- * Major WordPress version upgrade to 5.9.3 and 6.0 preparation
- * Podcasts review - adding to Spotify, TuneIn and iTunes updates
- * Meet The Match (endowment) campaign development
- * Started development of new web query for view of all programs data to assist with internal updates, podcasts, etc
- * Amazon Web Services (AWS) billing review, applied \$1000 credit from TechSoup.org
- * Started new form for submitting new programs to set up
- * Evaluating home page of website for load time
- * Giving Challenge campaign