

FTHE NATHAN B. STUBBLEFIELD FOUNDATION

BOARD MEETING MINUTES 8/15/22

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	T		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	T	
Scott Elliott		A	Greg Vannette	T	
JoEllen Schilke	T		Julie Scheid	T	
Jack Timmel	T		Yvette Lewis	T	
Randi Zimmerman (Station Manager)	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.

Agenda Item

Lead

Time

Call to Order

Isha Del Valle

7:20

Roll Call/Proxies

Emmy Lou

7:21

Guests: Katarina Lauver, Gary Allen, Janet Scherberger, Michael Mainguth

Proxies: Nancy has Scott's Proxy

Agenda Review

Isha Del Valle

7:22

Jennifer C moves to approve the minutes as presented, JoEllen seconds

Acceptance of Items on Consent Agenda

Isha Del Valle

7:23

Committee Updates:

- No meeting held: Bylaws, Nominating, Personnel, LRP, CAB, Technology
- Minutes in Basecamp: Finance

Review/Approve Last Month's Minutes**Isha Del Valle****7:24**

Minutes were not approved on Basecamp. Put to a vote for final approval.

Motion to Approve by Jennifer, seconded by Joellen. All in favor. Minutes approved.

Visitor's Comments**Isha Del Valle****7:25**

1. **Katarina Lauver** - Spoke with staff about programming and is concerned that we are not adhering to the matrix daytime mix. Expressed concern that part time staff are doing shows on weekdays.
2. **Gary Allen** - Recently signed up as a volunteer candidate. Looking forward to participating at and giving back to WMNF.
3. **Janet Scherberger** - Here to observe
4. **Michael Mainguth** - Here to observe

Budget Presentation**Randi Zimmerman****7:33**

There is a slight but very cautious increase in projected revenue, because of the uncertainty of the recession. Revenue from grants is expected to be consistent, underwriting is expected to balance out between losing some but gaining new underwriters. Randi is optimistic about the book and record sale and other small events as people are coming out more compared to the last two years. About \$159,000 of saved PPP money will be dedicated to news room funding, which will show up as a deficit budget but is actually balanced because the PPP loan from last year is being used. \$16,000 from marketing and promotion still needs to be deducted to finish balancing the budget.

Finance**Greg Vannette****7:48**

In the 10 months that ended on July 31, we've taken in about 90% of the predicted revenue and spent about 80% of the predicted expenses, so this fiscal year will close with a net income that will make up for the expected dip in the FY23 budget.

General manager report**Randi Zimmerman****7:55**

The contract for the Cuban Club to host Tropical Heatwave has been signed. The Urban Cafe was launched last week on HD2. Randi was part of the contingent from florida public media to give senator Janet Cruz the champion of public media award. Met with the auditor and looking into if we can apply for more funds for covid relief. Held a staff meeting to confirm fund drive dates, which will be Thursday october 6th to Wednesday october 13th. All studio headphones are going to be replaced, new chairs are being ordered and new CD players are on the way. The GM and outgoing management of WSLR came for a visit and Randi joined as a member of that station. Randi will be visiting a low power station near Gainesville next week to discuss how to help them after the death of their major benefactor, with more information on our support for them to come.

Spoke with social media expert about how to advance our mission calendar and launch digital ads for groovefest. Continuing to participate in the meet the match campaign and manage the marketing budget of \$18,000. Met with multiple volunteers and the Black Billionaires Institute about producing content for podcasts and the HD channels. Attended the Florida public media annual board meeting. Gave tours for the executive director of Florida public media and the vice president of Climate First bank. Toured the university area community development area to discuss how we can provide media exposure for them and show some of the community how to do radio production as part of their jobs program. Talking to Pacifica about becoming an outlet for gubernatorial and senate debate coverage. Worked with our lawyer on a new draft of the emergency management agreement with WFLA, and discussed re-applying for the fictitious business name.

The music department has started the schedule for air checks, where a program director listens through and discusses the show with the programmer. Every show will have one air check before the holidays. The August poet of the month is Gemini Fox, her poems and an interview are on the website. Ken Apperson is the new social media director and is collecting content from events and milestones as well as looking for volunteers.

The news and public affairs director has returned to the station and Megan Bowman's part time headline position has been extended. Reach for the WMNF news Facebook page is up 12.3%. Programmers continue to focus on the mission calendar, and there were six headlines and shows in August that dealt with economic justice and labor. Ken is working on starting a Facebook group.

There is a new volunteer intern from UT working on social media and learning board operations. A new volunteer who has experience working at a record store is working on pricing donated items for the music sale at New World Brewery, and also helped produce a new PSA. Seeking donations for the silent auction and wine raffle at the birthday bash fundraiser. Volunteer Pam Robinson was at the Back to School Bash on July 30th and a PSA was made for the event, Laura Taylor was at New World Brewery on August 3rd for community outreach and got a new volunteer at the event. Working on rekindling a relationship with Cigar City Brewing and getting them as the Tropical Heatwave beer sponsor, and WMNF is working on having DJs at the Cigar City Hunahpu's Day event.

There will be a Circle of Friends donor appreciation party September 21st. Vehicle donations are down but the overall price per car is up. The community foundation meet the match campaign is up to \$35,544. The subcommittee is planning a fundraising event and looking for testimonials from those who have donated. The estate and trust of Joyce Fleischmann Allscot is progressing and our attorney has reported that our share will be reduced by an additional \$4,700 or so to pay off the mortgage from the sale but we should still receive over \$129,000. The panel for the Ybor City Development Grant has recommended that WMNF receive \$7,000 for Tropical

Heatwave. These last two items aren't calculated in the budget until they are fully processed and in the bank.

Pre-rolls have been added to streaming, which runs a short message about WMNF asking for donations before playing. The podcast page is live with all public affairs shows available on Spotify, iTunes and TuneIn. The WMNF homepage has been streamlined to load faster, and the Florida public radio emergency network widget is updated and more accessible on the page.

Policy update

Isha Del Valle

8:27

The policy for the president and personnel committee to evaluate the general manager has been changed to take place from January to May, instead of April to August, to be more in keeping with the calendar year.

Jennifer C motions to approve the policy update as written, Nancy seconds, motion passes unanimously

Attendance and election discussion

Isha del Valle

8:30

Volunteer representative board members will have elections in October, before the regular board seat selection at the October meeting. Email alerts for the elections have been sent out to volunteers. Nancy will send out an alert about the board seat opening and finalize the updated application form.

Isha wants to try having an in-person meeting in November, to welcome the new member(s) and start meeting in person in the new year. Also each committee chair will report on their progress over the last year and goals and plans for the next year at the November meeting. There will also be an all-station meeting on September 14th.

PALS

Jack Timmel

8:47

(Participation, Accomplishments, Listening, and Scheduling)

P - 7,7,7,8,7,7,7,6,7,6,7,8,8,6,7

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

L - 8,9,9,8,8,8,8,8,9,9,8,8,8,9

S - 9,10,8,8,10,10,10,9,9,10,10,10,10,9,10,10

Next Meeting 9/19/22 at 7:15 p.m.

Isha Del Valle

8:51

Adjournment

Isha Del Valle

8:52

Isha motions to adjourn. Nancy 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 dark ink, appearing to read "Emmy Lou Fuchs", with a long horizontal flourish extending to the right.

by Emmy Lou Fuchs, Board Secretary

MANAGEMENT REPORT

August 2022

Prepared by: Randi M. Zimmerman, General Manager

Overall – GM

- The contract has been signed with the Cuban Club for Tropical Heatwave for May 6th, 2023. It has been so wonderful to see so much excitement in the community about it. We got a bit of press already in La Gaceta and Creative Loafing.
- There have been multiple meetings with events team about Heatwave to make sure we have a clear process and strong budget. Huge thanks to LindaLu Reisinger who is dedicated to making sure that Tropical Heatwave is a success, trains the next generation to do it well, and has the WMNF vibe that so many people have been missing.
- The Urban Café was launched last week. A HUGE shout out to DT who coordinated with Max and so many other programmers and volunteers to gather music, record station IDs, and make our version of an all Black station on HD2.
- Along with the CEO of WEDU and General Manager of WUSF, I was part of the contingent from Florida Public Media to give our State Senator Janet Cruz the Champion of Public Media award. I was able to share some of the great things we're doing here along with my colleagues. As an Ybor native, she was also very happy to hear about Tropical Heatwave's return to the Cuban Club.
- Met with our auditor and handed that process off to our Director of Finance.
- Investigating whether we can apply for more federal funds for Covid relief with firm/WMNF listener supporter.
- Created pre-roll for our streaming channels. Thanks to our Web/It person for launching that.
- Our podcast page is live due to the hard work of our Web/It person again and the creative work of Robin at Greener Pixels.
- A general big shout out to Robert Fitzpatrick for all of his general hard work on our digital presence. He also streamlined our home page to make it easier to load and recognize that we do audio content.
- Staff meeting where we confirmed our new fund drive dates Thursday October 6th at 9am – Wednesday October 13th at 9am.
- Met with a few programmers about concerns and needs. As a result, all studio headphones will be replaced, we're in the process of ordering new chairs, and new CD players are on the way.
- Made changes to the budget after attending the Finance Committee and Volunteer Committee meetings.
- Discussed how to deal with remainder of FY22 budget items in Development, Outreach, and Operations.
- Wrote the GM message for the newsletter talking about summer clean up. Some of our staff members have taken this to heart and been cleaning their offices, too.
- WSLR, a low power station in Sarasota came for a visit with their new GM and outgoing management, who is a long-time WMNF friend.

- Talked with low power broadcaster near Gainesville. They are currently silent due to the death of a major benefactor who was giving their property to the station for facilities and transmitter location. They have an affinity for Pacifica and would rather we work something out with them than lose the license completely. I'll be visiting their location later this week to talk more about how we can help. When they started in 2006, WMNF gave them \$500 in seed money.
- Spoke with our Social Media expert about how to better advance our mission calendar through social media and I launched digital ads for Groove Fest.
- Continuing to participate in Meet the Match campaign, especially project management of marketing budget.
- Met with multiple volunteers and the Black Billionaire Institute (thanks Pam Robinson!!!) about producing interesting content for podcasts and potentially on one of our HD channels.
- Attended the Florida Public Media Annual Board meeting at the Don Cesar on St. Petersburg Beach August 7th&8th. I kept getting comments from other GMs that they are very impressed with our web presence. So even though we have plans to get better, we are ahead of the curve regarding other social media.
- I gave a tour to the Executive Director of Florida Public Media and a VP at Climate First Bank. I toured the University Area Community Development area to discuss how we can provide media exposure for them through producing podcasts and show some of their community how to do radio production as part of their jobs program.
- Also working on developing stronger collaborations with our news departments around Tampa Bay (WUSF & WEDU), Florida (Florida Public Media station managers), and nationally (Axios – thanks Janet and Tom Scherberger.)
- Had conversation with Pacifica about becoming an outlet for our gubernatorial and Senate debate coverage in conjunction with our HD3 broadcast.
- Worked on new draft of Emergency Management Agreement with WFLA with our lawyer.
- Spoke to another one of our lawyers about re-applying for our fictitious name and trademarks.

Programming

- First and foremost, the most exciting news from WMNF's Events team is that TROPICAL HEATWAVE is coming BACK! Details to come, but make sure you are free early May 2023 for the one-night-only major music festival in Ybor!
- The Music Department has started a schedule for air checks! An air check is when a programmer listens back to their show with the Program Director, and together, they have a discussion about what they thought went well, as well as what could be worked on to make the show even better. Music Directors Flee and Mike are now also conducting air checks, with the plan that all three can give every music show an air check by the holidays.
- We've had a few programming changes in the last month. Grant, previously Monday mornings 6-9am, as revived *Grave's Pizza Party* on Thursdays 8-10pm. Previous *Waves of the Bay* host DJ Spaceship is our new Monday morning host, while Sloughbirn (pronounced Slow Burn) will be bringing a new show of hip-hop, lowfi, and remixes to Thursdays 3-6am.

- August's Poet of the Month is Gemini Fox! A local artist who opened for WMNF's Juneteenth Celebration this year, you can hear one of her poems as well as read an interview from D-Rod and Alice Saunders of WMNF's *Poetry Is* on wmnf.org.
- Ken Apperson of WMNF's Live Music Showcase is our new Social Media Director! He is collecting content of past WMNF events and milestones, as well as looking for volunteers to help take photo and video, edit content, and schedule and write posts. If you are interested in helping Ken with WMNF's social media presence, or have pictures and things to share with him, email socialmedia@wmnf.org.
- Lastly, we have some events on the way, including the Groovefest August 27th at Skipper's Smokehouse, WMNF's 43rd Birthday Bash on September 10th at the Palladium, WMNF's Record Sale at New World Brewery on September 24th, and CimaFunk at the Cuban Club in Ybor on October 14th.

Most Listened to Live Streamed Shows of June (7/3/22 - 7/30/22, Average Overall)

1. The 60's Show (526 listeners)
2. Words & Music (456)
3. The 70's Show (416)
4. The Freak Show (325)
5. The Rhythm Revival (309)
6. WMNF with The LuLu's (284)
7. Saturday Bluegrass Show (284)
8. Surface Noise (277)
9. WMNF with Katarina (271)
10. WMNF with Randy & Blannie (264)

Honorable Mentions:

11. WMNF with Bobbie Dusenberry (263)
12. The Soul Party (261)
13. WMNF with Cam Dilley (251)
14. WMNF with Sam Hval (249)
15. Acoustic Peace Club (240)

For Reference,

Most Listened to Live Streamed Shows of June (5/29/22 to 7/2/22, Average Overall)

1. The 60's Show (500 listeners)
2. Words & Music (431)
3. The 70's Show (396)
4. The Freak Show (307)
5. The Rhythm Revival (304)
6. Surface Noise (276)
7. Saturday Bluegrass Show (272)
8. Soul Party (255)
9. WMNF with Katarina (254)
10. WMNF with Randy & Blannie (253)

More than 100 Archive Listeners (August 1-11)

1. WMNF with DJ Spaceship (206)
2. The Sixties Show (175)
3. Freak Show (191)
4. Dream Clinic (182)
5. Retro Jukebox (131)
6. WMNF with Randy & Blannie (122)
7. Words & Music (118)
8. WMNF with Katarina (114)
9. Postmodern Hootenany (112)
10. WMNF with Cam Dilley (108)

As expected, our listener numbers are starting to bounce back post pledge drive. Almost every show had some amount of growth from last month or at least maintained their numbers, including all daytime shows. July's mission was Anti-War and Human Rights, and I can't wait to hear how programmers address on air August's mission of Economic Justice and Labor!

News & Public Affairs

- News & Public Affairs Director has returned to the station. Welcome back Sean!
- Meghan Bowman's part-time headlines position has been extended.
- From June 30 through August 4, three WMNF News stories had more than 1,300 views, including one story from May that is seeing a resurgence as the primary election approaches:

The three top Democrats trying to unseat Ron DeSantis as Governor face each other in South Florida

May 31, 2022 by Seán Kinane

<https://www.wmnf.org/the-three-top-democrats-trying-to-unseat-ron-desantis-as-governor-face-each-other-in-south-florida/>

- City workers union in Tampa overwhelmingly approves new contract in a historic vote
July 18, 2022 by McKenna Schueler
<https://www.wmnf.org/city-workers-union-in-tampa-new-contract-historic/>
- With Florida's new abortion law set to go into effect, a local state attorney has vowed not to prosecute abortion
June 30, 2022 by McKenna Schueler
<https://www.wmnf.org/with-floridas-new-abortion-law-set-to-go-into-effect-a-local-state-attorney-has-vowed-not-to-prosecute-abortion/>
- During July, The Source (HD 3) remained wmnf.org's top page in number of page views (92,000) and unique page views (52,000)

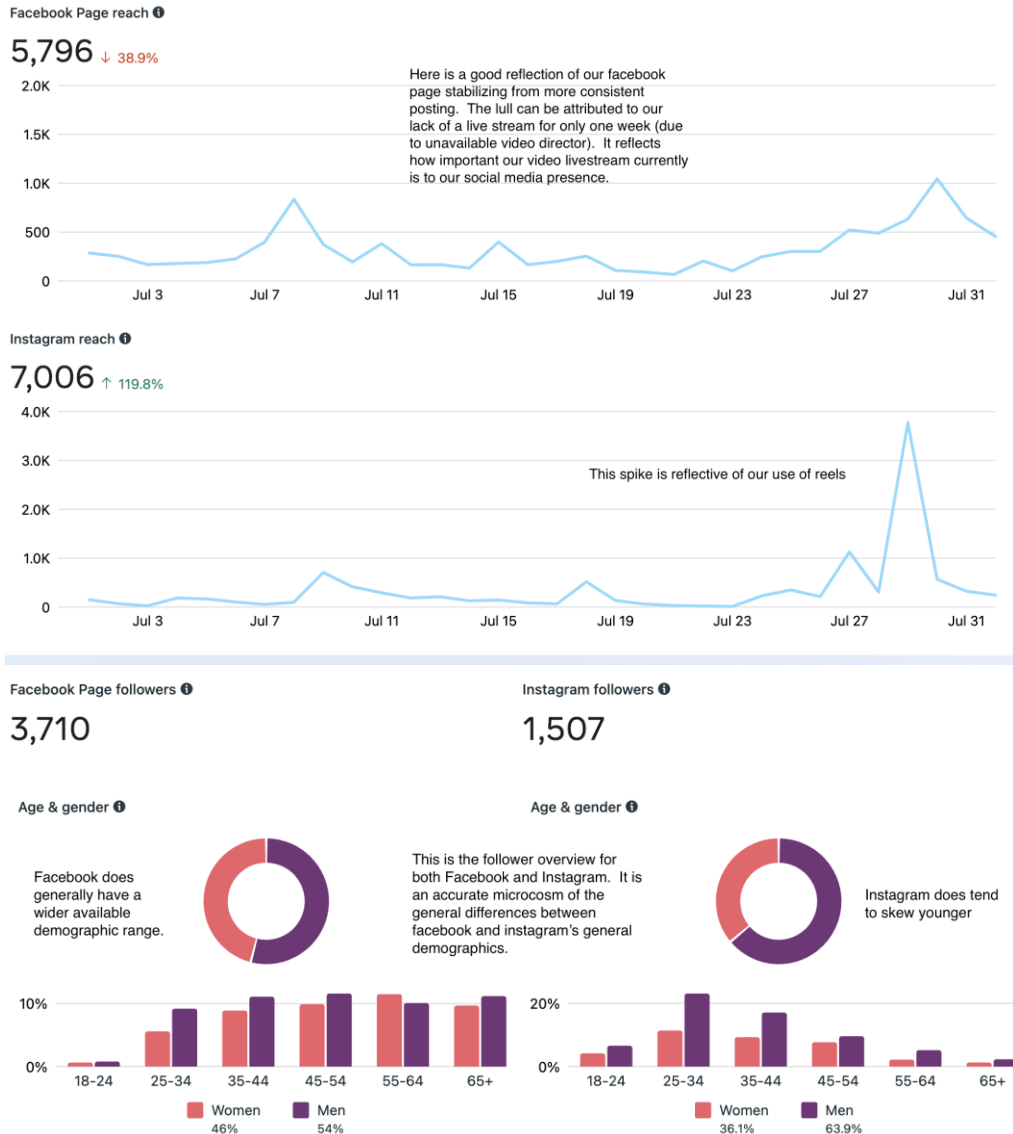
- WMNF News Facebook page reach is up 12.3% during the period July 11 – Aug 7 compared with the previous 28 day period.
- WMNF News and public interest programmers continue to focus on the WMNF Mission Calendar.

August's mission focus is Economic Justice / Labor:

- August 5 WMNF headlines: U.S. adds more than half a million jobs
<https://www.wmnf.org/listen-wmnf-news-headlines-august-5-afternoon/>
 - August 4 WMNF headlines: More than 300 Reuters journalists across the US stopped work for a 24-hour walkout
<https://www.wmnf.org/listen-wmnf-news-headlines-august-4-desantis-suspends-andrew-warren/>
 - August 3 WMNF headlines: Hillsborough County votes to protect tenants
<https://www.wmnf.org/listen-wmnf-news-headlines-wednesday-august-3/>
 - August 2 WMNF headlines: Pinellas Commissioners vote on tenants' bill of rights
<https://www.wmnf.org/listen-wmnf-news-headlines-tuesday-august-2/>
 - Aug. 2 Tuesday Cafe: St. Pete Mayor talks about racial and economic justice in redevelopment of Gas Plant District
<https://www.wmnf.org/st-pete-mayor-redevelopment-gas-plant-district-rays/>
 - August 1 WMNF headlines: St. Petersburg Tenants Union organize an "Emergency Sleep-In and mobilization to City Hall"
<https://www.wmnf.org/listen-wmnf-news-headlines-monday-august-1/>
- July's mission focus was Anti-war / Human rights:
 - MidPoint: The search for justice at the Dozier School for Boys
<https://www.wmnf.org/the-search-for-justice-at-the-dozier-school-for-boys/>
 - WaveMakers: affordable housing
<https://www.wmnf.org/wavemakers-affordable-housing-with-robin-lockett/>

Social Media Data

1. Here are a few screen shots as per usual for the board. There isn't much new to report from these analytics.



2. But, I have discovered something interesting about the way the programmers are using their pages. They are posting from their personal pages and then sharing to their pages. Before Facebook groups existed, this was one way you could help a page get traction. Now that groups not only exist, but get priority in the Facebook algorithm, this method isn't as effective.
3. So, I propose the following: Those programmers who are already active on their respective Facebook pages should create a group for that page. For example, I suggested to one programmer to create a Group as a kind of "Fan Page" for their listeners who engage with them on their personal page. Like many other programmers, they said that the reason they don't post much to her page is because it never gets the same kind of traction as their personal profile gets. That same kind of post that they post to their personal profile could potentially do just as well, or better in a group because groups are specifically designed for that kind of engagement.

4. In Summation, I think Facebook groups are going to really help the station connect with its core following and new people. I think Facebook groups are also going to help those people connect with each other, creating an online representation of the community WMNF represents.
5. I recommend creating a WMNF Music Facebook Group and see if we can start encouraging the programmers who are our most active sharers to start using as a primary place to post their content. I can do training on this for all the programmers as well, which I think would be necessary. It will likely be in the form of video tutorials.

Volunteer/Outreach Department

- WMNF has a new intern for Fall – A student from UT working with Sam, Ken and Laura on Social Media and learning board operation and other production skills.
- Volunteer Committee is working on the **Music Sale at New World Brewery - Saturday, September 24th, 12pm – 4pm**. We have a great volunteer checking condition and pricing donated items. So far, 5 vendors have registered and paid to be there. Last day to accept items to raise funds for WMNF is September 9th. Stay tuned for more details or be in touch to donate your LPs!! (We may take CDs, instruments, equipment & memorabilia, too, I think – Check with JoEllen)
- Randi trained another new volunteer to produce PSAs with one for **Lakeland National Drive Electric Day**, September 24th, to raise awareness for this event. Stay tuned to hear it.
- WMNF is seeking donations for the silent auction at the **43rd Birthday Bash on Saturday, September 10th**. If you have business contact or item to donate, please reach out to missjulie@wmnf.org or any other way you have to inform us. Lots of great things to bid on so far, but we can use more. Also, **the Board is doing a wine raffle**, if you have any dusty bottles to gift to WMNF for the Board's budget line FY22. Please mark your calendars to join for the Bright Light Social Hour, fundraising, and cake. Thanks!!
- UPCOMING Events: **Groovefest 2022 - Skipper's, Saturday, August 27th** – And the next day, Sunday, August 28th, we plan to table at **Shock Nation presents "DOOWUTCHyalike Jam" Shock G "Legacy Celebration" – 7pm – 12am at Bastet Brewing in Ybor City**.
<https://facebook.com/events/s/shock-nation-presents-doowutch/1226802178094655/> - Volunteer positions for both events are posted on SignUp now.
- **Da' Soul Kitchen** will be at New World Brewery on Wednesday, August 3rd – 6:30pm – 8:30pm – "Big Eddie G" (Greene) & David "White Pepper" Bryant are spinning!

- Recent community outreach events:
 - Outreach volunteers, headed by Pamela Robinson, were at **The Resource Empowerment Centre & Black Billionaire Institute's Back to School Bash** on Saturday, July 30th. This event gave away over #100 book bags filled with school supplies, including WMNF pens and pocket guides! – WMNF made a PSA for this event, too!
 - DJ Lounge Laura Taylor at New World Brewery on Wednesday, August 3rd – Lots of re-connections and new contacts made. At least one attendee became a newly registered volunteer AT the event. He just couldn't wait!

DEVELOPMENT DEPARTMENT

Underwriting

Laura continues to negotiate the renewal of Happy Feet. Laura also circled back next to Tampa Day School. She is in talks for a larger contract with Greenberg Law in St. Petersburg. She is also trying to rekindle WMNF's relationship with Cigar City Brewing. This once local company has been sold several times, now owned by Monster Energy Drink. They still maintain a local presence and focus. Laura is trying to bring them back as Tropical Heatwave Beer sponsors as well as asking them to put cash towards the event. She also hopes to have WMNF participate in Cigar City's Hunahphus Day in which the station receives a few thousand dollars for donating DJ services and helping promote the event.

Other Development Projects

The Circle of Friends/\$1000+ donor appreciation party is Wednesday, September 21st at Rick's on the River. Rebekah Pulley and Rob Pastore are playing.

Vehicle donations are down again. According to CARS, the nonprofit we partner with "We have seen a nationwide decline in volume, but the overall price per unit is up. There are fewer vehicles in the market and more people are holding on to their used cars because of the high market prices of new vehicles. We're predicting that volumes will creep back up towards the end of the year as they usually spike in November and December."

Planned Giving

The Community Foundation of Tampa Bay (CFTB) "Meet the Match" campaign is up to \$34,544. The Endowment Subcommittee is planning a fundraising event, perhaps at the Palladium with a public affairs speaker. Laura is looking for any Board members who have donated to record a testimonial for on-air.

The Estate (and Trust) of Joyce Fleishman Halscott is progressing. Gary Gibbons reports that WMNF "finally received the first accounting that we've gotten since the Trust assets were sold. It looks like our share is going to be reduced by an additional \$4,700 or so to pay off the Mortgage from the sale of the final property, but still, we should receive in excess of \$129,000".

Grants

Laura, Sam, and LindaLu wrote a Ybor City Development Council Grant for Tropical Heatwave asking for \$10,000 in sponsorship. The grants panel recommended that we receive \$7,000 on Friday, August 13. Laura and Randi forestalled applying for the “Broadcasting Hope” Florida Humanities Council Grant to find a better fit for podcasting plans.

Financials

- Completed third draft of budget and discussed with volunteer committee.
- Completed next year’s DOE grant application (\$100K).
- Completed DOE quarterly/final report and 5500 Tax Return (403b).
- Met our auditor from James Moore, Jane Lastinger, and discussed the upcoming audit.
- Attained Parnassus fund balance.
- Endowment contributions stand at ~\$32k as of 8/10/22.
- Upcoming:
Fiscal year 2022 audit

OPERATION & ENGINEERING

- Received Quotes from Carrier for new HVAC equipment (motor)
- Completed phase one of New HD2 Channel
 - ingesting music for HD2 (300 songs)
 - editing and importing podcast episodes
 - recording, editing and importing Station ID’s
- Shopping at Costco for station supplies
- Training new board-op and phone screener
- Ordered PPE for studio use
- Acquired deep floor cleanings bids for restroom floors.
- Requested an update on HVAC repair
- Purchased headphones & CD Players for air-studios
- Reviewed contract “Major Disaster License Agreement,” with WFLA
- Ordered installation of security keypad for back hallway

IT/WEB

IT

- * Stream pre-rolls added
- * Added KU Right to studio desktops
- * Renamed HD2 and HD4 channels in stream scripts
- * Corrected issue with archive timing - reset engineering delay equipment
- * Review of streaming and on-demand scripts to support Google Analytics 4

- * VLAN and multi-factor authentication (MFA) tickets with Infotect
- * Continued new Watchguard VPN deployment
- * Synology NAS servers firmware updates
- * Transmitter Synology issues, replication reinitialized
- * Podcast pages and feed updates
- * Program changes - updates to streaming/archiving scripts, Allegiance update
- * Stream counts queries and reports by show and daypart
- * Review of Infotect ICAP monthly and quarterly reports

Web

- * Streaming page updates
- * Released website home page layout changes
- * Home page sidebar sliders updated to ads - new graphics
- * Major WordPress version 6.0 released
- * Linux web server operating system updates, reboot
- * Renamed HD2 and HD4 channels in website/app
- * Website support for Google Analytics 4
- * Developing website FPREN widgets
- * Started development of Podcast program page changes to add episodes
- * Podcasts review - adding to Spotify, TuneIn and iTunes updates
- * Podcast query to fall back to new logo when featured image not present
- * Continued development of new web query for view of all programs data to assist with internal updates, podcasts, etc
- * Continued development of new form for submitting new programs to set up