

THE NATHAN B. STUBBLEFIELD FOUNDATION
BOARD MEETING MINUTES 9/19/22
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.

<u>Agenda Item</u>	<u>Lead</u>	<u>Time</u>
Call to Order	Isha Del Valle	7:20
Roll Call/Proxies Guests: Michael Mainguth	Emmy Lou	7:21
Agenda Review	Isha Del Valle	7:22
Acceptance of Items on Consent Agenda Jennifer C moves to approve the agenda as presented, second by Cam	Isha Del Valle	7:23
Committee Updates:		
<ul style="list-style-type: none"> No meeting held: Bylaws, Nominating, Personnel, LRP, 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 C, seconded by Mark. All in favor. Minutes approved.

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

1. Michael Mainguth- Sent an email to the board and wanted to know if they have received it.

Volunteer committee**JoEllen Schilke****7:27**

The all station meeting had about 50 attendees. Shane and Randi presented the FY23 budget. Cam, Michael and Doug spoke in the second part of the meeting. The volunteer committee has two board seats up for election, Amina and Cam are running for re-election. The volunteer committee can have 7-9 people and has 8, so there is one more opening. Next Saturday 9/24/22 WMNF record sale will be held at New World Brewery.

Finance committee**Greg Vannette****7:30**

WMNF spent a little more than we took in but is overall in a solid cash position. The rest of the details are in the manager report.

General manager report**Randi Zimmerman****7:35**

September Management Report attached

Randi attended meetings and filled budgeting and project management tasks for the Meet the Match campaign. Visited WSLR in Sarasota to speak at their board retreat on how to use data to understand community listening trends, and toured Fogartyville as part of the Mending Fences campaign. Also met with other constituencies who have felt disheartened or disengaged.

Held staff a meeting and covered the need to up our on-air presentation and radio best practices for September and moving forward. Sean and Sam have collaborated on emails and signage to promote best practices, and programmers will be evaluated on them moving forward. Met with long-range planning commission. Met with the health insurance representative and confirmed the 15% increase, which was anticipated and budgeted for. Looking into alternatives but we're sticking with that plan for now so there isn't an interruption in the plan. All liability and other insurance coverage has been renewed and paid for. Applied to nationally trademark our name based on a legal search that should be done in the next few months.

Worked with Laura and DT to make the announcement about WMNF's HD2 Urban Cafe. Met with Ed Green to start curating HD4 from 6AM to 6PM. Did another shift at Morning Headlines. Started planning Fall fund drive. Held a social media training with the social media coordinator, which was recorded for future reference. Met with marketing firms to better

understand their proposals and make sure the implementation costs are included. Developed and presented 2022 highlights and proposed the 2023 budget at the all-station meeting. Engineered and produced intros and outros for Words and Music with Marcie Finkelstein. Accepted letter of resignation from the director of development and began the process to hire a replacement. Also placed an ad for part-time bookkeeper.

Air checks are going well with programmers, with lots of positive feedback for the natural and conversational style. Creating a sub schedule which will show which substitute DJs can cover for which shows, to make sure shows are consistent. Sam represented WMNF at a recent Pacifica meeting where she presented the latest programming changes and the station's underwriting procedures to a network of other non-profit radio stations around the country. Tom Scherberger represented us for a news presentation at a pacifica meeting. WMNF is very well-received at these events and it's important to continue participating and contributing our best practices to these organizations.

Welcomed some new hosts in the past months. Chy Harris with the show Sloughbirn Thursday from 3-6am, and Richard Girard joining the team of Poetry Is. The 43rd birthday bash was a success. More events on the way with the record sale on September 24th and CimaFunkk on October 14th. Streaming numbers from July to August are trending up, with more shows that have more than 100 archive listens as well.

News and Public Affairs intern Colleen Cole has begun producing news stories that are aired during headlines or on the website. From August 1st to September 13th, three news stories had more than 1500 page views. The Source (HD3) remains the top individual page in terms of page views. Facebook page reach is down 6.7% compared to the previous 8 days but the instagram page is up 11.5%. 5 legal documents regarding Warren v Desantis that have been posted to WMNF have been read at least 4700 times. The August mission focus was Economic Justice and Labor. On Tuesday Cafe, Sean interviewed Nancy Velardi, the president of the Pinellas classroom teachers association. September mission focus was Latin Heritage, and on Wavemakers they had Victor DiMaio, who leads the Hillsborough County Democratic Party's Hispanic caucus. Social media reach for live music showcase is up. People tend to stay longer on the videos when the lighting is better so Ken is working on getting better lighting in the studio.

WMNF has a new intern for fall from HCC. That means three total interns for this term, one from each of the schools USF, UT and HCC. There are around 21 vendors for the WMNF music sale coming up. WMNF will be at the Glazer children's museum 12th birthday bash with an outreach table. Sam and Randi trained another volunteer to produce PSAs and promos, and are getting back to posting PSAs to the WMNF calendar. The birthday bash auction raised \$3235 and the wine pull made at least \$1260. The profit for the event was about \$1500. WMNF will have outreach at the UT Fall internship fair, the Hispanic recipe showcase at Harvest Hope park, hands of hope walk raising awareness of sickle cell anemia at Rowlett park, and Metro 90's

throwback event for AIDS awareness day at Enigma St. Pete. The Fall membership drive is coming up from October 6th to October 13th.

Laura is continuing to negotiate the renewal of happy feet and to bring Greenberg Law on board. Laura pursued Cigar City brewing and the Redner family foundation who have signed on to sponsor Tropical Heatwave for \$10,000 and may be creating a Heatwave themed beer or cider. Laura set goals for the fall fund drive to raise \$210,000 and set two pitch trainings. Laura, Sean and Sam have met to discuss new pitches to focus on positive developments at the station. Tour de Clay will not host an event for WMNF in 2022 but will purchase an underwriting contract to support the station. Vehicle donations continue to be down but are forecasted to increase in September. The ybor city development council awarded a \$17,000 grant for Tropical Heatwave.

Completed the 5th draft of the budget. Discussed switching to biweekly payroll for staff which will happen in January of 2023. Obtained full access to the Parnassus account. Climate First bank account has been funded with \$150,000. Started hiring process for a bookkeeper. Fiscal year 2022 audit process has begun.

The motor that was causing a hum in the building has been replaced. Installed security keypad on back studio door, ordered more PPE, deep cleaned restroom floor and new diaphragms installed on toilets. Received new CD players and headphones. Ordered chair mats, ENG equipment, step and repeat for video backdrops, installed locks on air studio equipment room, security monitor for air studio 3. Technical problems with pre-rolls have been addressed. Reset delay equipment to resolve archive timing issues. Preparing scripting to be ready for the google analytics 4 upgrade. Meet the match endowment campaign has been developed. Website has been updated for mobile devices with a new podcast page.

Outreach

Isha Del Valle

8:09

Mi Gente Mi Pueblo outreach event planned at Pinellas Park (Studio@5663) for October 8th called Aquí está Mi Gente: Diáspora Latina. More info will be sent to Julie soon. Isha has been invited to join the Hispanic leadership council of Pinellas as a community liaison.

Executive Session

Isha del Valle

8:13

Jennifer C motions to enter Executive Session, Cam seconds.

Nancy motions to exit executive session, JoEllen Seconds.
All in favor.

Budget Discussion

8:51

Final reading of the budget and the approval will have to be done over email.

Isha motions to approve the budget being read and approved over email

PALS (Participation, Accomplishments, Listening, and Scheduling) P - 8,7,8,8,8,8,8,8,8,8,8,6,8,9,8 A - 8,7,6,8,8,10,7,8,8,7,7,7,7,6,7,8 L - 8,9,9,9,8,10,8,8,10,9,8,9,7,8,9,8 S - 7,8,8,8,8,8,9,8,8,9,9,9,8,8,8,9	Jack Timmel	8:58
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Next Meeting 10/17/22 at 7:15 p.m.	Isha Del Valle	9:04
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Adjournment Isha motions to adjourn. Nancy seconds. All in favor. Meeting is adjourned	Isha Del Valle	9:05
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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 Emmy Lou Fuchs, Board Secretary

MANAGEMENT REPORT

September 2022

Prepared by: Randi M. Zimmerman, General Manager

Overall – GM

- Apologies in advance for the less productive month and inability to complete some projects, specifically cleaning out the upstairs storage. I took some vacation time, was called into jury duty, and had a bit of personal business that many of you already know about but I do not want included in these public minutes.
- Doing my part for the Meet the Match campaign by attending meetings and fulfilling some required tasks including budgeting and project management.
- Drove down to our Sarasota, low power neighbor, WSLR, and spoke at their board retreat about how to use data to understand community radio listening trends. I also got a good tour of the Fogerteyville and exchanged swag. This is also part of my mending fences campaign.
- Also met with various constituencies who have been feeling either disheartened or disengaged from the station due to past events. I believe that in the cases where there is still discomfort or disagreement the doors are still open.
- Staff meeting and covered the need to up our on-air presentation and radio best practices for September and moving forward. Sean and Sam have collaborated on emails and signage in the air studios to promote these best practices. Programmers will also be evaluated on these moving forward.
- Met with our health insurance representative and confirmed a 15% increase, which we anticipated and put in the budget. Though we are also quickly looking at possible alternatives.
- All of our liability and other insurance coverage has been renewed.
- We have applied to nationally trademark our name. Based on the legal search, this should be done in the next few months.
- Worked with Laura and DT to formally announce WMNF's HD2 Urban Café.
- Met with (Dead Head) Ed Greene to start curating HD4 6am-6pm. Sam will be programming 6pm-6am with new programmers or other programmers interested in this space.
- I did another shift at the morning headlines and want to give Lisa Marzilli a shout out for taking my 5:45am call for technical assistance.
- We started planning our fall fund drive with regular meetings.
- Held a social media training with our Social Media Coordinator. It was also recorded for future reference.
- Met with marketing firms to better understand their proposals and insure that they are giving a proposal with the cost of the implementation.
- Trained another non-profit on radio production in preparation for them to produce a podcast.
- With appropriate staff, developed and presented 2022 Highlights and Proposed FY2023 budget at All Station Meeting.
- Engineered and produced intros and outros for Words & Music with Marcie Finkelstein.

- Accepted letter of resignation from Director of Development and began HR process to hire replacement.
- With Director of Finance & Administration, placing notices to hire P/T Bookkeeper.
- Meeting with various staff and volunteers to discuss station-wide and individual issues.

Programming

- Airchecks are still going well with programmers! Everyone so far as found the in-person nature and conversational style to be very helpful and informative, Sam included. Other hopefully helpful things in the works are:
 - Creating a sub schedule. Once completed and discussed with programmers, it will show what substitute DJs can cover which shows. This will strengthen consistency and appointment listening, as specific and expert subs play the same or similar genres to the ones that listeners are used to during that time of day.
 - Revisiting radio best practices. Sam and Sean have created and sent out a collection of tips and tricks that generally prep for success on air, with the hope that WMNF will sound even more awesome than usual come the October Pledge Drive.
- Sam represented WMNF at a recent Pacifica meeting, where she presented the latest programming changes made as well as the station's underwriting procedures to a network of other non-profit radio stations around the country. Overwhelmingly, the group was thrilled to hear about our progress and the effect it's having on our demographics and listening numbers. Sam plans to attend more meetings in order to observe public broadcasting trends, as well as to collaborate with like-minded professionals.
- We welcomed some new hosts during the past month:
 - Chy Harris is our new Thursday 3-6am host! His show, Sloughbirn, includes long sets of hip-hop, R&B, Soul, Pop, and remixes.
 - Richard Girard is a new host joining the team of Poetry Is! An experienced local artist of the Tampa Bay area, he's a longtime listener of the show and enmeshed in the poetry community.
- WMNF's 43rd Birthday Bash was a great celebration! The Bright Light Social Hour was groovin', the auction was a big hit, and the cake was delicious. It was a true community get-together, and a big shout-out goes to everyone who made it happen. This includes Linda Reisinger and the Events Team, Staff, Volunteers, and the Board of Directors with their excellent Wine Pull.

Here are more station events on the way soon:

- WMNF's Record Sale, September 24th at New World Brewery
(https://www.wmnf.org/wmnf_events/record-sale-vendor-application/)
- CimaFunk, October 14th at The Cuban Club
(https://www.wmnf.org/wmnf_events/cimafunk/)

Most Listened to Live Streamed Shows of August (7/31/22 - 9/3/22, Average Overall)

1. The 60's Show (568 listeners)
2. Words & Music (486)
3. The 70's Show (460)
4. The Rhythm Revival (344)
5. Freak Show (331)
6. Surface Noise (311)
7. WMNF with Katarina (303)
8. WMNF with The Lulus (296)
9. Saturday Bluegrass Show (283)
10. WMNF with Cam Dilley (276)

Honorable Mentions:

11. WMNF with Randy & Blannie (271)
12. WMNF with Bobbie Dusenberry (268)
13. Soul Party (268)
14. Acoustic Peace Club (268)
15. WMNF with Nancy Cee (262)

For Reference,

Most Listened to Live Streamed Shows of July (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)

More than 100 Archive Listeners (September 1-19)

1. WMNF with DJ Spaceship (320)
2. The Sixties Show (298)
3. Dream Clinic (274)
4. Freak Show (233)
5. Postmodern Hootenany (221)
6. WMNF with Katarina (207)
7. Retro Jukebox (195)
8. Rhythm Revival (188)
9. Words & Music (181)
10. WMNF with Cam Dilley (163)
11. The 70's Show (149)

12. Saturday Bluegrass (147)
13. WMNF with Randy & Blannie (141)
14. Acoustic Peace Club (118)
15. WMNF with Sam (105)
16. House of Soul (104)
17. Ultrasounds (115)

August listening numbers are slightly higher than they were in July! This is probably a continuation of the upward climb coming back from the previous pledge drive, as well as a testament to our awesome and creative programmers. It's also worth mentioning that every show at least in the top 6 have strong social media followings and engagement.

News & Public Affairs

- Our intern, Colleen Cole, has begun producing news stories that we air during headlines and on wmnf.org
- From Aug 1 through Sept 13, three WMNF News stories had more than 1,500 page views:
 - A Stetson Law professor weighs in on Andrew Warren v. Ron DeSantis - 6,093 page views. August 22, 2022 by Seán Kinane
<https://www.wmnf.org/stetson-law-professor-andrew-warren-v-ron-desantis/>
 - Pinellas County reopens Section 8 housing voucher waitlist for the first time since 2020 - 3,024 page views. August 30, 2022 by McKenna Schueler
<https://www.wmnf.org/pinellas-county-reopens-section-8-housing-voucher-waitlist/>
 - With full legalization looming, Florida cannabis business booms - 1,580 page views/ August 16, 2022 by Janet Scherberger
<https://www.wmnf.org/cannabis-business-owners-gather-in-tampa-for-first-ever-kushcon/>
- During that time period, The Source (HD 3) remained wmnf.org's top page in number of page views (59,200) and unique page views (45,700).
- WMNF News Facebook page reach is 1,400. That's down 6.7% during the period Aug 17 – Sept 13 compared with the previous 28 day period. WMNF News Instagram reach is 368. That's up 11.5%.
- Five legal documents related to Andrew Warren v. Ron DeSantis that are posted on WMNF News's SCRIBD have been read at least 4,700 times.
- WMNF News and public interest programmers continue to focus on the WMNF Mission Calendar.
- August's Mission focus was Economic Justice and Labor. For example:

Nancy Velardi, the president of the Pinellas Classroom Teachers Association, the union representing Pinellas teachers joined Tuesday Cafe
<https://www.wmnf.org/florida-teachers-face-staffing-shortages-cost-of-living-restrictive-new-state-laws/>

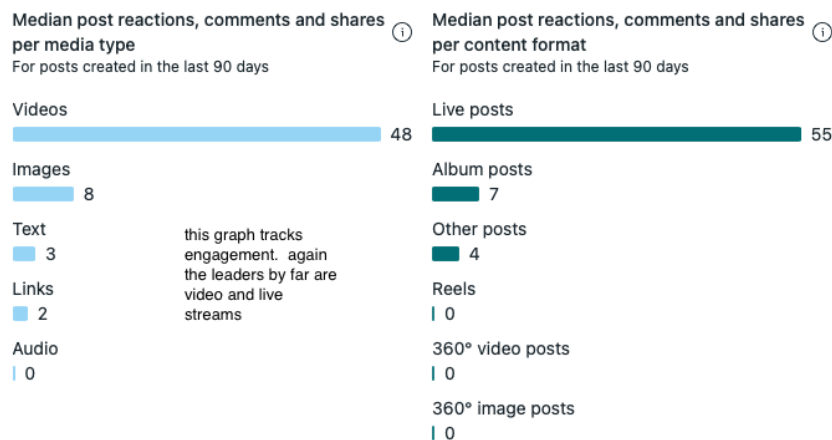
- September's Mission focus is Latin Heritage. For example:
 Political consultant Victor DiMaio, who leads the Hillsborough County Democratic Party's Hispanic caucus, and recently re-elected Hillsborough School Board member Karen Perez joined WaveMakers
<https://www.wmnf.org/hispanic-vote-is-key-in-general-election/>

Social Media Data

1. Facebook reach, for Live Music Showcase

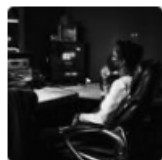


2. Median post engagement for Live Music Showcase.



3. This is one example of how a still image can also produce a lot of reactions.

Highest reactions



This still image post about Pamela Robinson was the only exception to the months performing posts. This was because it was shared more than others, among other reasons. Here is a Gigantic shout out to audio assistant and volunteer... Aug 3, 2022, 5:00 AM

This post received **1,217%** more reactions (79 reactions) than your median post (6 reactions) on Facebook.

Volunteer/Outreach Department

- WMNF has a new intern for Fall – A student from HCC will be working with Sam, Ken and Laura on Social Media and perhaps learning board operation and other production skills. This makes 3 total for this term – One from each school, USF, UT & HCC.
- Volunteers continue to work on prep for the **Music Sale at New World Brewery - Saturday, September 24th, 12pm – 4pm.** We have a great volunteer checking condition and pricing donated items. As of 9/14, we have 16 vendors have registered and paid to sell there, in addition to all of WMNF's bargain offerings. Last day to accept items for WMNF was September 9th, so everything can be quality checked, priced and alphabetized by genre! The WMNF area will be like a mini record store!
- WMNF will also be at Curtis Hixon Waterfront Park at **The Glazer Children's Museum's 12th Birthday Bash from 10am – 3pm on Saturday, September 24th.** It's a big party for the kids.
- Randi and Sam trained another volunteer to produce PSAs and promos. A new one is airing for the Music Sale now. Tune in to hear it. We are also getting back to posting PSAs on the wmnf.org calendar of events, when 501(c)(3) non-profits fill out the online request form.
- **WMNF's 43rd Birthday Bash** on Saturday, September 10th, was a hit! The auction raised over \$3,240 (with only \$25 left to collect!!). The Board of Director's Wine Pull made at least \$1260 (may be some PayPal money to add in). Thanks to our USF Intern for coordinating and delivering the cakes. And thanks to everyone who donated wine & auction items, then volunteered at the event!!
- WMNF will be on campus at the **University of Tampa for their Fall Internship Fair** on Wednesday, 9/21 from 1pm – 3:30pm.

- WMNF has a Fall Membership Drive, beginning Thursday, 10/6 and ending on Thursday, 10/13 – **Shifts are posted now**. If you know of a business that can feed our volunteers, please be in touch with Miss Julie – missjulie@wmnf.org or 813-865-8261. Or if you need help taking a phone, tally, or phone supervising shift! Also, please reach out if you can pick up food donations. Thanks.

UPCOMING Outreach Events:

- **Hispanic Recipe Showcase**, sponsored by the UACDC– 9/16 at Harvest Hope Park, 5:30pm – 7pm
- **Hands of Hope Walk: Raising Awareness for Sickle Cell Anemia**– 9/17 at Rowlett Park, 7am – 1pm
- **Metro Inclusive Health** is hosting a 90s throwback themed event at **Enigma St. Pete** for National Gay Men's HIV/AIDS Awareness Day on Sunday, 9/25. There will be drag shows, trivia, games, and giveaways throughout the night along with HIV testing and PrEP/nPep education. Josh Morrow & Chris Gorman from Josh's Big Gay Radio Show are planning to attend and represent WMNF 88.5FM.

Recent community outreach events:

- Outreach volunteer and Dorm Room Host, Meghan Bowman, joined Miss Julie on a sweaty Wednesday, August 3rd at **Tampa USF Bull Market**. We got lots of student e-mails and sent them all a coupon for a free CD or LP at the Music Sale on 9/24. It also garnered at least 2 new volunteer registrations, so far, and a few new Community Partners who are inviting us to their events.
- Jeannie Holton Carufel & Ed Lehmann are talking to New World Brewery about DJ gigs in the Beer Garden. 🍺 Stay tuned for those dates to be announced soon...

DEVELOPMENT DEPARTMENT

Underwriting

Laura continues to negotiate the renewal of Happy Feet and to bring Greenberg Law in St. Petersburg onboard. Dentist Dr. David Goldschein also expressed interest in underwriting *Live Music Showcase*. While Laura pursued Cigar City Brewing, former CCB company owner Joe Redner, Jr. is once again supporting WMNF. Redner and his current holdings Cigar City Cider/Rock Brothers in Ybor City met with Laura. The Redner Family Foundation signed on as a \$10,000 sponsor for Tropical Heatwave. Cigar City Cider/Rock Brothers is tentatively making a Tropical Heatwave Beer (or cider). That piece is to be determined. Laura plans to contact Coppertail Brewing as well for possible sponsorship.

Pledge Drive

Laura is setting goals for the drive, which is to raise \$210,000 from October 6-13. Laura and Sam will hold two pitch trainings. Laura, Sean, and Sam have met to discuss new pitches, highlighting positive developments at the station such as the Meet the Match Endowment Campaign, Tropical Heatwave's return, and Urban Café' HD2.

Other Development Projects

Tour De Clay will not hold an event for WMNF in 2022. However, they will purchase an underwriting contract to continue to support the station.

Vehicle donations continue to be down and are forecasted to increase in December.

By comparison, in September 2020, we netted \$17,538; in September 2021, \$2,551; and in September 2022, \$1,939. The good news is that the net is up from \$764 in August 2022 .

Planned Giving

The Community Foundation of Tampa Bay (CFTB) "Meet the Match" campaign is now at \$48,895. The Endowment Subcommittee continues planning a fundraising event at the Palladium with a public affairs speaker or musical act.

We also receive an update on the The Bustillo Estate. Proceeds are expected to be \$7,422.70.

Grants

Ybor City Development Council awarded WMNF a \$7,000 Grant for Tropical Heatwave sponsorship. Next month, WMNF finds out how much we will receive from a Hillsborough County Arts Council Grant that we hope to also use to sponsor Heatwve.

Financials

- Completed fifth draft of budget.
- Discussed switching to bi-weekly payroll with all staff members. Tentative January 2023 change of payroll frequency.
- Attained full access to Parnassus account
- Climate First money market has been funded with 150k.
- Began the bookkeeper hiring process.
- Endowment contributions stand at ~\$40k as of 9/15/22. Transfer of endowment funds initiated.
- Upcoming:
Fiscal year 2022 audit, in process

OPERATION & ENGINEERING

- Carrier replaced HVAC (motor)
- Installed step and repeats (backdrop) for video testimonials

- Installed security keypad on back hallway studio door
- Ordered PPE
- restroom floors deep cleanings
- McNatt plumbing to perform backflow prevention test
- received new Cd players for air studio 1&2
- received New headphones for studios
- worked with Radio DNA to program Wheatstone glass to take studio
- ordered chair matt for studio hardwood floors
- delivered ENG equipment to/for news department
- McNatt plumbing installed new diaphragm on restroom toilets
- built step and repeat for video backdrop
- ordered clear floor matt for on-air studios
- installed locks on air studio and equipment room
- ordered security monitor for air studio 3
- landscaping and tree trimming completed
- assisted Frontier phones trouble @ transmitter site
- provided access for Cummins at transmitter site

IT/WEB

IT

- * Updates Icecast streaming server configuration for pre-rolls
- * WiFi devices and UniFi controller firmware updates
- * Added KU Right link to studio desktops for over the air play
- * Continued data room review, organized equipment - plan to deploy layer 3 switch
- * VLAN and multi-factor authentication (MFA) tickets with Infotect
- * Reset delay equipment for engineering to resolve archive timing issue
- * Resolved streaming balance issue with adjustments to engineering distribution amplifier
- * New HD2/HD4 channel updates
- * Watchguard VPN deployment completed
- * Transmitter NAS (storage server) issues ongoing, Synology ticket
- * Changed IP addresses of network printers in accounting and newsroom to free up DHCP scope
- * Podcast script updates
- * Program changes - updates to streaming/archiving scripts, Allegiance update
- * Steam counts queries and reports by show and daypart
- * Resolved encoding issue with existing Google Analytics scripts
- * Developing Google Analytics 4 streaming and on-demand event measurement protocols for scripts
- * Review of Infotect ICAP monthly and quarterly reports

Web

- * Meet The Match (endowment) campaign development
- * Website home page layout changes of featured block and sidebar slides
- * Major WordPress version 6.0.1 completed
- * Google Analytics 4 support added to website
- * Website updates for mobile devices
- * Published new website Podcasts page with new logos, replaced Google feed links with program page and provider links (Spotify, TuneIn, iTunes)
- * New HD2/HD4 channel updates to streaming page
- * Developing program page updates for Podcast episode listings
- * Developing website FPREN widgets for news department
- * Podcasts updates to Spotify, TuneIn and iTunes
- * LMS videos category added for Ken Apperson on website to prepare for new archive
- * Instagram account lockout issue
- * Updated Signup Genius website plugin to use new group for posting new volunteer registrations
- * Added ability to updated new volunteer group in website admin for Signup Genius
- * Revived Tropical Heatwave website for review on staging server, would require overall code updates including WordPress and plugins
- * CentOS 7 operating system updated with web server reboot - preparing for End Of Life 6/30/2024
- * Google Chrome updates to version 105 due to serious security vulnerability
- * Completed 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
- * Reviewing CSS for MtM thermometer graphic update