WORT Board of Directors
Regular Monthly Meeting
November 15, 2017, 7:00 PM
Vinyl Library
~~DRAFT AGENDA~~

Directors present: David Devereaux-Weber (President), Stuart Levitan (Vice-President), Martin Kehrein (Treasurer), Jerry Chernow, Gilman Halsted, Doug Holtz (Staff Representative), Katherine Hoveland, Stephen Lord, Paul Novak, Lincoln Tice

Directors absent: Jane Richard

1. Call meeting to order

2. Adopt the agenda

3. Consent item: approve minutes of October 18, 2017

4. Committee and staff reports
   a. Business and Events Director
   b. Listener Sponsor Development Director
   c. Music Director (see also announcement 6b)
   d. Music Assistant/Promos
   e. News, Talk, and Public Affairs
   f. Staff and Outreach Coordinator
   g. Finance Committee (see item 7: Budget discussion and approval)
   h. Facilities Work Group
   i. Fundraising Work Group
   j. Community Advisory Board (CAB) reports for May and September

5. Update on tech hire

6. Announcements
   a. LTE hire of Assistant News Director for 4 days late October via exec committee notification
   b. Congratulations to Sybil Augustine, Music Director, who was featured as November’s Music Director of the Month by NACC (North American College and Community Radio Charts.)
   c. Help move furniture after board meeting for carpet cleaning?
   d. Let the Fundraising group know if you can help write and address thank you letters
   e. December Birthday Bash. High Noon. SUNDAY, December 10th, 6-9pm
   f. Chiliocracy IV – January 28th at Harmony Bar

7. Approval of the 2018 Budget (Finance Committee)

8. Is special December 6 meeting still needed?

Board of Directors meeting schedule: 3rd Wednesdays: December 6, 2017 (budget only agenda)
Board Report - News, Talk, Public Affairs - November 2017
Molly Stentz
November 13, 2017

ITEMS REQUIRING ACTION FROM THE BOARD:
N/A

PROGRAMMING & STAFFING UPDATES

● VOLUNTEERS
  ○ Thursday 12- 2pm Engineer
    ■ I trained Adam Blackbourn to be the new Thursday engineer, with assistance from Adrian Lomax.
  ○ Kiosk
    ■ I trained Gil Halsted, Greg Geboski and Holly Ringen to be additional producers for the Kiosk. We are going to be running extra announcements on days when we don’t have enough commentaries.
  ○ Wisconsin Energy Broadcast
    ■ Nan Fey and Heather Allen hosted their second ever show during pledge drive and did well. (perhaps a record for the Science show!)
  ○ Queery
    ■ I am hoping to meet with new volunteers Kev Wery, Patsy McKenzie, and Angela Baerwolf to train them on becoming producers.
  ○ 6PM Local News
    ■ We are in need of a few new features. We’ve dropped Democracy Checkup due to the election and our legal correspondent, A Rational Basis, is on break.
    ■ Five Minutes on the Farm feature is also done for the year.
    ■ Game On! Our sports feature is moving to Thursdays.
    ■ We’ve added a new feature by Stacy Harbaugh and Kira Stewart, Four Ways, about local people creating positive social change - also on Thursdays.
    ■ Need new reporters. Began training new reporter Christian Phelps this week. Alex Cramer is back on Mondays. Kai Brito is also filing stories on Thursday, too.
  ○ Access Hour
    ■ Dan Kohl’s campaign contacted me for equal access to airtime after Glenn Grothman’s show. I offered him the same opportunity to come in and tape a DJ’d show for the Access Hour. This will tentatively be taped at the end of the month and aired in Dec or January.

PODCASTS & WEB

● → →Still looking for new web volunteers. ← ←
  ○ These podcasts/radio segments that need help:
    ■ Madison in the Sixties (local historical vignettes)
    ■ Wildlife Weekly (tips for caring for wild animals)
    ■ Earthlinks (local phenology and environmental issues)
■ Sara’s Table (cooking tips and seasonal recipes)
■ Thursday Buzz & Tuesday Buzz
■ Breaking News

EVENTS
• UW Journalism “Ask An Expert” Day- I was an invited guest for the UW School of Journalism and Mass Communication “As An Expert” Day on Friday, October 6th. I met with college students to advise them about opportunities in journalism.

ADMINISTRATIVE
• Tech Hiring Committee
  ○ I am chairing the committee. We have published the job ad and are taking applications until Nov 26.

• HR. Sent memo to staff confirming no overtime unless prior approval and in an emergency.

UPCOMING HOLIDAYS
• Thanksgiving.
  ○ I’ll be out Weds - Friday (Nov 22-24)
  ○ Nina will be out Weds & Thurs (Nov 23/24). We will run taped specials in lieu of news.
  ○ Chali will be out Mon - Weds, Nov 20-22. Talk shows will be on live.
• Nina will be out the week of October 23 - 26. Her boyfriend is moving to Washington DC. I will be working double duty to cover this week.
• Winter Holidays.
  ○ I am hoping to take a 3-week vacation in late December and early January. It’s the slowest time of the year for news and I still have all my vacation time left for the year. In fact, I have more than 2 weeks of accrued comp time, plus more than 2 weeks of vacation time and 2 weeks of personal time so far this year.

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ITEMS NEEDING ACTION: None

Report on Activities

UNDERWRITING

Underwriting sales YTD: $51,889 (69% of goal) vs. 47,163.10 LY (1/1/16-11/31/16)

New contracts with Madison Community Foundation, UW School of Music

Upcoming renewals: Glass Nickel (2,184, contract sent), Steep N Brew (1,170, contract sent), High Noon (1,965), Wine & Hop Shop, Lynns

In negotiation: Had a great meeting at Knuckle Down Saloon. Need to reconnect with Ayres painting in the next month. Crossroads Café in Cross Plains is also interested. Edgewood College has also reached out to me.

Tradeouts: 5Nines ($7,000+), Madison Essentials (new ad trade $6,950), continue to send them events info for their email and social media pushes), OutReach ($375 ad trade). Marango Carpet Update is going to schedule another carpet cleaning with the Facilities Committee. Had a great conversation with Chuck.

EVENTS

11/5 Rock N Bowl at Dream Lanes. We netted $1,498 with only $85 in expenses. Low bowler turnout, but have been strategizing ideas for better participation with the Events workgroup. Created facebook event post and website article with pictures post-event. Sent thank you letters to all sponsors, and to Dream Lanes.

EVENTS WORKGROUP MEETING – Met on 11/7. Ralph, Tina, Me. Did post mortem on bowlathon and began planning for Birthday Bash.

Upcoming:

December Birthday Bash. High Noon. SUNDAY, December 10th, 6-9pm. Panchromatic Steel and Golpe Tierra will perform. New Orleans Takeout is doing the food on tradeout. We will purchase cakes from another vendor to save money. Sent sponsor request letters on 11/7. The website article and Facebook event are created. Press release is sent to all press contacts. Submitted event on madison.com calendar. Created a poster concept. Meeting with Kelly Hopkins from Madison Essentials next week to see if they can boost their participation in the event.

Chiliocracy IV – January 28th at Harmony Bar. Restaurant solicitations to go out after Thanksgiving. We can run sound ourselves with the new PA. Woohoo!

Block Party: (from Oct.) Talked with Kelli Lamberty at Parks Division to inquire about the impact of Doyle Center construction on the Block Party. We should be able to secure the block, but the vendors on the municipal bldg. side will have a fence at their back. It may be a bit tighter, but it should work. Will probably drop to 2 beer carts to save space.

SCHEDULING
I continue to tag, rename, listen to, and load all weekly underwriting, non-music promo exchange, and station promos into the digicart system and delete old ones, and work with Sybil to maintain and update the Schedule logs.

**In Other Efforts:**

**CPB:** Grant offer is live on the CPB website. Amended budget document to reflect actual amount of the grant. Completed the Certificate of Eligibility and Station Contacts section. Waiting for mid-December to route to DDW for signature.

**Worked extensively on the 2018 budget document. Budget is completed, approved by Finance committee, and will be presented at the November meeting.**

Compiled New Employee Onboarding materials with help from fellow staff and placed in shared google drive folder with checklist.

Continue to attend Finance committee and Events workgroup meetings. Events report now contained within this report.

Have been doing all my own website updating for the sections pertinent to me, as well as Facebook event creation and posting.

I continue to approve website calendar submissions from the public.

I continue to be early morning staff coverage, and frequently assist receptionists and on air volunteers with a variety of tasks, such as locating pledge premiums, routing phone calls into the board, printing the music calendar for hosts, assisting with various technical problems and facilities needs.

I am doing all my own graphic arts work to save money on artists. Created posters for Willy Fair Underground Stage, Rock N Bowl, and Birthday Bash.

Respectfully submitted,
Douglas Holtz, Business and Event Development Director
Listener—Sponsor Development Coordinator Report  November 2017

Items for the board:

Received notice from a donor that he wishes to donate property located in Beaver Dam, WI. He also attached the 2016 Property tax bill, which describes the property in legal terms as well as by address. Contacted real estate agent, who is looking into “purchasing” the property for me. I did not identify myself as being from WORT.

Income for LSDD Department

The following list does not include all LSDD income categories. In particular, the total does not reflect donations made through Community Shares of Wisconsin, for 2016 or 2017.

<table>
<thead>
<tr>
<th>January 1—November 10, 2017</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Mail</td>
<td>7502</td>
<td>12,626/55,000</td>
</tr>
<tr>
<td>Car Donations</td>
<td>4054</td>
<td>8765/8000</td>
</tr>
<tr>
<td>Automatic Monthly Donations</td>
<td>63,489</td>
<td>84,326/93,000</td>
</tr>
<tr>
<td>Employer Match</td>
<td>2992</td>
<td>2214/3000</td>
</tr>
<tr>
<td>Major Donor</td>
<td>27,545</td>
<td>23,219/27,000</td>
</tr>
<tr>
<td>In Honor</td>
<td>0</td>
<td>915/0</td>
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<tr>
<td>In Memory</td>
<td>1000</td>
<td>1731/1000</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>7422</td>
<td>7822/15,000</td>
</tr>
<tr>
<td>Newsletter</td>
<td>12,166</td>
<td>19,200/20,000</td>
</tr>
<tr>
<td>Pledge Drives</td>
<td>236,880</td>
<td>237,227/250,000</td>
</tr>
</tbody>
</table>

Total (w/out CSW) $369,558 $394,919

8,364 Donations @ $44.18 9251 Donations@ $42.69

Total Donations

Including CSW & other donations not included above, we’ve taken in about $419,000 this year, compared to $393,000 last year. That’s about 7% more than last year and on target to hit total financial goal for this season, $504,000.

Community Shares of Wisconsin

CSW will distribute about $23,000 to WORT in 5 disbursements over the course of this year.
Direct Mail: Lapsed Donor Solicitation

Lapsed donor solicitation has brought in approximately $12,626 this year; hopefully returning donors back to annual giving (some have signed up to become Evergreen Donors). That leaves about $42,375 to come in between now and the end of the year, in response to year-end solicitation (EOY letters for regular, major, lapsed and Evergreen donors).

Spring & Fall Radio Pilot Newsletters

Have brought in $19,200.

Fall 2017 Pledge Drive

The Fall Pledge began on October 1 and ran through October 14. The goal was $80,000, but with over $15,000 in matching grants, we hit $92,000 instead. We also had over 70 donors agree to become new monthly donors. We might have hit a peak for new donors, as well, but until the online donations are imported we won’t know for sure.

Summer 2017 Pledge Drive

The Summer Pledge Drive set a record for how many donors pledged to become new or increasing monthly donors: 84. Including the after-drive, we took in a little over $70,000 AND added 84 new or increasing monthly donors. At this point, $68,570 of the $70,000 has been collected (98%) and most of the sign-ups for monthly donations have been received and processed.

2 Day Signup-Athon for Automatic Monthly Donations

Our 2 Day Drive (April 21-22) for more monthly donors was successful. We received $2995 in pledges as well as pledges for an additional $9070 in annual automatic monthly donations. 99% of the pledges have been received.

Winter 2017 Pledge Drive

The Winter Pledge Drive ran February 6—19th. We received pledges of $93,203 as well as signups for an additional $9875 a year in automatic monthly donations. We have processed pledges of $92,280 through July 14 (99.0% of pledges).

Proposed WORT Gift Acceptance Policy

Proposal submitted to Bylaws and Policy committee on 3/13/2017 and attached to last month’s board report. Would like to get a Gift Acceptance Policy approved as I am working on a Planned Giving brochure, new Planned Giving website page, and an article on Planned Giving for the next newsletter following the approval of a policy. This increased coverage might result in inquiries regarding donations of stock, artwork, vehicles, housing, retirement plans, insurance payouts, etc. It would be good to know what to tell people who inquire instead of having to tell them I will get back to them after the next board meeting.
Automatic Monthly Donations

We should top our budgeted goal ($93,000, increased at 6 month review) easily.

Major Donor

We are on track to hit our goal of $28,000 from major donors, a significant increase over past years.

Completed Projects:

Prepared draft of department budget.

Prepared development plan for 2018.

Prepared and conducted Fall 2017 Pledge Drive.

Prepared Wish List for EOY donations, to be posted to website.

Received recommendations from Music and News Hosts about what they most liked to read, listen to, see in 2017. Will be sent to donors with Wish List and EOY letter.

In Process:

Revise website donation pages. Not sure if this can be done with the limited time Tim and the web collective have to give us. How high a priority is this in terms of the other work that is needed on the website? Is this worth hiring someone? I have some ideas sketched out but it might prove worthwhile to consult with someone. In limbo.

Work on EOY letters to donors: One for “Regular” Donors, one for Major Donors, one for Evergreen Donors, one for Lapsed Donors. They need to go out by Thanksgiving. In process.

Work with Fundraising Work Group on over-arching theme for next year’s fundraising campaigns. In process. Reaching out to tattoo parlors re: designing artwork for all 3 of next year’s pledge drives.

Haven’t Begun:

Work with the board to increase donations by working on articulating a clear vision of what WORT does, what it plans to accomplish and how it plans to get there. Why should someone give to us? What do we do that no one else does? What community need do we satisfy? What compelling reason do we have for donors supporting us NOW?
TUESDAY MORNING FOLK SHOW HIRE
I’ve been publicizing the hire for a Tuesday Indie/Folk host. Applications are due Monday at 5 pm. Several have already come in online, and two volunteers that have applied have hosted the show in the interim, garnering a number of positive comments. This is a very important hire, since we expect those shows to draw a large number of listeners and do well with fundraising, so if I need to extend the hire deadline to draw a larger pool I’ll do that.

PROGRAMMER ISSUES
Problems were reported on both the Friday and Saturday overnight programs at the end of October.

1. Friday overnight—Board members received a listener complaint about the content of lyrics played on the show. This was determined to have occurred on the October 28 2-5 am program, The Ei8ht with DJ Juice. No playlist was posted for that date; I’ve made multiple requests for him to post that playlist but he hasn’t yet, so I’ll try again. He did post one from his show this last weekend, which you can access here: http://spinitron.com/radio/playlist.php?station=wort&css=true&month=Nov&year=2017&playlist=32457#here
I’d like to ask the members of the PC for your assistance in determining how this issue should be handled. To start with, you’d be listening to the program in question and evaluating the content in light of our mission statement. I was hoping to get the show playlist from him first, so by now the archive link is no longer available on our website, but I have access to it. It can be difficult to determine where to draw the line with hiphop programming, but there clearly seems to be misogyny and homophobia in some of the music being played and we can begin by sharing the complaint and addressing those things specifically with the host.

2. Saturday overnight—WORT’s cleaning person reported problems with trash and cleanliness of studios on Sunday morning. Someone had vomited in a trash can in Combo B, then took it out back behind the station and left it there. Other trash and recycling cans were filled up and the bags taken out back, but the bags weren’t replaced and trash and recycling cans were filled up with cans and bottles, according to her. I wrote to ask her about the specifics but never heard back, and she hasn’t been in the station when I was here for the past two weeks. Staff suggested putting extra bags in the sides of the receptacles so if they’re filled, the bags can be replaced. I’ll continue to follow up on this issue.

3. At an unknown time on the weekend of Nov. 5-6, someone opened a file to record the air signal in Combo A. Molly found the file running and closed it, after 12 hours of sound had recorded. I don’t have information about when it started recording so I don’t know who to follow up with, but I’ll keep trying to find out who may have done this and why.
4. FCC violation – Not music, but was reported and dealt with by me in Molly’s absence. On Thursday Nov. 3 when I went in the studio before my show the person engineering Radio Literature, Dennis Schaefer, told me a listener had called about hearing a swear word during the taped program being played then. He had been having a conversation and so the sound was turned down and he wasn’t listening closely and missed hearing and dumping the audio. Since the interview was recorded by former volunteer Jan Levine Thal and produced and edited by Alejandro Garza, he assumed there wouldn’t be any problems with the content. I told him to inform Molly about it, which he did, and I had Aaron edit the file to remove the swear word from our archives ASAP.

NEW VOLUNTEER ADDITIONS
- “DJ Papa” (Mark Fraire) was added to Soul Sessions lineup on Saturday mornings. I met with him for training and will get him in to meet with Susan and I about Birthday Boost fundraising.
- Peter Fiala and his daughter were added to the Pachyderm Parade lineup, as Dylan Bangert is moving away from involvement with the show. I’m meeting with him for training later this week. Steven and Wyatt Elmore also continue to host the show once per month.
- Ernest Tetteh is a new prospect for the Panafrica rotation, and I’m waiting on him for a response to schedule an interview and orientation meeting.
- I’m seeking a 2nd online calendar editor to help Carol keep up with inputting events
- I’ve trained a few more guest hosts for backup in various genres

LISTENER COMMENTS
- One person emailed a complaint that Chris Powers “ruins Friday mornings with his rant on Scott Walker.” Others wrote that they found his bluegrass “soothing and beautiful.”
- Additional comments can be found on the internal log and WORT’s Facebook page.

MISCELLANEOUS PROGRAMMING
- I updated our host and program information on Spinitron. I also reached out to them about updating the info that shows up on our site under the Now Playing feature, since my changes don’t automatically update that information and it’s under their control.
- Some of my requested changes to update the HTML schedule were completed, but the archives page still needs updating by the web collective.
- I updated and distributed the weekend emergency plan Molly drafted to all late night and weekend volunteers. Several thanked us for the information.
- I updated and posted procedures for putting phone calls on the air.
- I forwarded information to the PC about the committee’s history, including documents that came out of our long range planning process.
- I met with Alan Muirhead of the PC to update the Studio Guide draft.

COMPUTERS/TECH
- I made an inquiry to the NFCB list to gather information about studio reservation tools.
I’ve been giving input to the facilities work group
I’m serving on the Tech/Facilities Director hiring committee
I continue to check for problems, file trouble tickets and assist with notifications and workarounds for issues with studio phones, computers and software.
I updated my list of record companies and artist receiving emailed charts from WORT.

PROMOTIONS
Folklore Village wrote us to say that they were very happy with WORT support for their 11/11 fundraiser.
We had problems with a guest list sent to the Majestic – A WORT ticket winner was refused entry to a show Wednesday night. I got a phone call but was unable to reach the venue to resolve the issue that night. Others on the same list were admitted, and the record label provided proof the name was submitted. I’m preparing to address this issue with them and their partners at Frank Productions. The Majestic declined to participate in our last pledge drive with concert promotions, yet they continue to send artists and agents to me to get free publicity for their events, which is what happened in this case.
I assisted with booking and promotions for the Birthday Bash.
I’ve been scheduling live guests for Tuesday mornings and Friday afternoons
I helped Dan Talmo and Gloria Hays with postings to our website and social media for their wonderful reports back about live music from the WOMEX World Music Festival.
I continue to publish and share stories on WORT’s website and social media
I was featured as November’s Music Director of the Month by NACC (North American College and Community Radio Charts.) Because of our long history I think our station deserves this recognition, especially being featured in the first year of their existence.
I participated in and attended our Bowlathon fundraiser (bringing in a modest $55 from my sponsors, and more importantly breaking 100 with a few games. )

November-December priorities:
Finish the Folk hire, do any necessary training, publicize new host where appropriate
Get a process going to review our hiphop shows content, and along with the PC, start a dialogue with the hosts to reach a better understanding of WORT’s program policies.
Get all our show and host information updated on Spinitron and wortfm.org.
Resume calls for hosts recording pre-rolls and evergreen shows for backup.
Train another calendar editor and 2 more volunteers in web posting and social media
Clear my desk so I can get a new monitor installed
Train 1-2 volunteers on music library data entry and digital downloads
Continue following up on the Social Media Guide from former intern Jesse Hall.
Identify and train volunteers to take over late night slots.
Follow up on suggested resources for digital libraries and make a timeline for implementation.
Meet with Aaron to strategize Music Department efficiencies.
Put out a Music Department newsletter with updates on recent changes and calls for volunteer assistance.
Promos are going well and we are entering the slowest part of the year, where there are fewer promotional exchanges and no new underwriting coming in. So the next step for us is to review our work that is more permanent, such as our continuous underwriting spots and station announcements that are seasonal. We have the technology (and talent) to bring everything up to date so that everything we use on the air has similar production values as well as proper volume.

As things slow down I’m going to offer a training session for anyone who wants to learn the ins and outs of production. Sybil suggested that it would be nice to have a few people who are trained to do all of my roles as producer and have them on standby in case I can’t be here or we get busy enough that extra hands could increase efficiency.

In the slowdown here after Thanksgiving I will be putting together the session for how to set up our new PA system. I’m planning on offering this as an hour long get together a couple of times over the next month or so. Having everyone on staff here know how to do this seems like a valuable thing and I’m hoping we get some volunteers who are also interested who would then be “certified” to help set up and use the system when we have events that need our PA.

Documentation of how to run the mixing board as well as doing live sound in the record library is long overdue as well. With Nathan’s help and the aid of other folks who do sound here I’m going to start putting a manual together and offer some training for staff and volunteers.

The long overdue addition of the last shelf in the middle of the rock section is another slow part of the year project. Hoping to get some volunteers to come in and help sort through the rock section and try to find ways to maximize the space throughout the CD library.
Fundraising Work Group  November 2017

Members: Susan Sheldon, Nancy Mae, Meghan Gauger, and sometimes John Krania.

Needed from Board: Help addressing envelopes (both thank you and EOY letters)—let me know if you would like to be added to the list of people with good handwriting who are contacted when we need envelopes addressed.

1) Nancy and Susan worked on Development Calendar for next several months. (See below)
2) Email to show hosts for their choice of Best of 2017, to include with end of year donation request and to feature on website and social media.
3) Suggestions for EOY letter to regular donors. Focus on WORT is YOU.
4) EOY letter to Evergreen donors -- talk about the huge increase in automatic monthly donations, what we could do if we could get that number up to 40% or more of our income, and what they could do to help make that happen (record promos re: AMDs, increase their monthly donation, be quoted in article for newsletter and website page—at least by first name and city/town, choice of bird book, Madison history, jazz book, comics of wisc or massage certificate).
5) EOY letter to Major donors. What they made possible in this last year. What projects we would like to complete in 2018, with options to contribute to projects (all part of our budget for 2018).
6) EOY letter to lapsed donors. Include people who have given in previous two years but not last 13 months, as well as people who gave at least $250 in multiple years of 2010—2015, but not in past 12 months.
7) Art work for pledge drives has proved to be problematic in terms of getting it submitted on time and having necessary changes made. Artists can be divas! Discussed working with one genre of art each year and decide on artwork for all 3 major pledge drives early each year. Next year: tattoo art. Have completed excel spread sheet of tattoo studios with addresses, phone numbers, owner/manager, and email addresses. Completed email soliciting tattoo artwork, with conditions.
Request for Board: Able bodies needed to help move furniture for weekend or weeknight carpet cleaning. Perhaps chairs and other unnecessary items could be removed from the Vinyl Library before or after the November board meeting?

1) Nathan went over the facilities budget for 2018. Clarified that all budgeted amounts for broadcast equipment are in the Engineering portion of the budget, not facilities.

2) We have a trade-out with Marango Carpet Update for underwriting. It’s been over two years since they have cleaned our carpets. They wanted to schedule for Saturday, November 11, but we need to have people here to move chairs, tables, file cabinets, etc. so that didn’t work out. Have asked them to call with other possible dates that will give us a chance to have a crew here and to get rid of some of the unnecessary chairs, furniture and other items in the upstairs. (608-258-9004). Tentative plan to clean carpet in lobby, Glenn and Doug’s office,

3) Nathan is following up with MATC regarding having a drafting student complete a drawing of the area where we plan to put the new bike rack, one of the last components we need to submit our request to the city. We have a donor willing to pay for the bike rack installation and Saris has offered to donate the new, larger rack.

4) We agreed that we should create a survey for WORT volunteers, asking what they see as pressing facility needs. We do want to keep this within some guidelines, so we might ask that they rank a couple of future projects on a 1—5 scale (e.g., new bike rack; refresh of lobby, including new paint, new carpet and new ceiling tile; repair of window between Combo B and center studio; replacement of windows in lobby and basement). Nathan to set-up Google doc that facilities group will have access to in order to
complete the survey. Goal is to have a survey ready to go out in December or January.

5) Devise plan to have extra chairs and other non-necessary equipment, supplies, etc. moved from the vinyl library and lobby as soon as possible (to facilitate carpet cleaning). Staff and facilities agreed that the plaid vinyl chairs could go. File cabinet? Anything else? Need to remove whatever is on the floor in the lobby that isn’t a chair, table or desk.

6) Agreed to have our cleaner, Kristin Sorrentino, come up with an inventory list of supplies and incorporate regular inventories into her work. Ask staff and receptionists to submit a list of items that we use and determine the best place to get those supplies.

7) Proceed with cleaning out paper and equipment when possible. Still don’t have up-to-date info on what we need to keep according to

A) CPB
B) IRS
C) Audit
D) FCC
E) Anyone else?

Next meeting?
05/11/2017 CAB Meeting approved
Present- Pam Alsum, Victoria Straughn, Michael Simons, Adelaide Fiske
Absent- Grant Samuelson, Pam Dempsey, Dawn Egan
Guests: Glenn Mitroff, Staff Liaison; Paul Novak, Board Liaison
Meeting called to order at 5:37 pm

Minutes and changes to the 04/20/17 CAB meeting approved 3-0

1. Volunteer and Outreach coordinator, Glenn Mitroff, gave a report of outreach activities for International Record Store Day, Madison College Journalism class tour and the United Way’s Community Volunteer Awards Ceremony. Fundraisers with Amy Goodman and the Auto Give Boost Drive were reported on. Glenn stated that “structured learning” for the new BoD members may be done in the future.

2. Board of Directors’ report by Paul Novak No BoD meeting has been held since the 4/20/2017 CAB meeting. Paul reported there is discussion among board members to change the means of electing new member to the board to one of choosing the top vote getters. Currently, board candidates run for specific seats for a 1,2 or 3- year term. Currently, part-time staff can now run for the board, but a by law will eliminate that ability.

3. Esty Dinur’s 4/28/2017 program concerning governance of the station, the structure of the staff collective and relations between the BoD and the staff were discussed.

4. Pam Dempsey’s effort to get 14 ounce plastic cups left over from Fighting Bob Fest used at the 5/21/2017 Block Party was not successful, but it was decided to recycle the plastic cups used.

5. Questions for BoD candidates in the upcoming election, 6/25/2017, will be collected by Pam Alsum. Victoria made the motion to collect the proposed questions for BoD candidates as soon as possible. The motion passed 3-0.

6. The June 25 Annual Meeting was noted and CAB members should consider attending, although CAB members are not eligible to vote.

7. Adelaide Fiske made a motion to adjourn the meeting, and it passed 4-0

The next CAB meeting will be at 6:30 pm, 9/6/2017, in Yahara Park on Lake Monona
9/12/2017 CAB meeting minutes approved
Absent: Pam Alsum, Grant Samuelson

Meeting called to order at 7 pm

Minutes of the 5/11/2017 meeting were approved

New Business
Grant Samuelson resigned as chairperson of the CAB.
Motion: Victoria made a motion that we have a rotating chair of the CAB whose responsibility will be to chair one meeting and create the agenda for that meeting until election of a new chair in February 2018.
Second: Adelaide
Motion passed

Staff liaison report, Glenn Mitroff
Stephen Lord, new board member, and Joanne from the programming committee have set up a new WORT Volunteer Social Club which will meet monthly. The initial meeting will be on September 21, 2017, from 6-8 pm at the Crystal Comer Bar.

Some objections from the neighborhoods regarding the Olbrich Beer Garden and the Next Door Brewing Company were cited, and it was suggested that there were concerns about the WORT Volunteer Social Club meeting at either place be sent to Stephen Lord or Joanne.

BoD Report, Paul Novak
New WORT BoD is working smoothly for the most part, but the hiring of a new IT Specialist is moving slowly. There is a hiring committee, a new equipment for the transmitter is being purchased and funding is being sought.

Next meeting date:
The date for the next meeting will be October 16-26 (not the 18) TBD at 5:30
Victoria volunteered to chair this meeting

Meeting adjourned at 7:30 pm

Submitted by Dawn Egan/Michael Simons secretary