

**WORT Board of Directors Meeting
Wednesday, June 15, 2016 at 7:00 pm.**

Board members in attendance:

Gilman Halsted - Member
Paul Novak – Member
Stuart Levitan – Vice President
Terry O’Laughlin - Treasurer
Steve Ringwood – President
Tim Schneider – Staff Representative
Santee Seiberlich - Secretary
Jan Levine Thal - Member

Staff and Guests: Lucas Osmond, Susan Sheldon, Molly Stentz

1. Additional agenda items:

How to talk about what we did in a closed session

2. Announcements/Communications from the Public

Susan: By annual meeting, pledges will be processed for thank you notes.

3. Vote to Approve Previous Minutes

MOTION: To approve May minutes.

By: Tim

Second: Jan

Passes: 8-0-0

4. a) Staff Reports

It will be important to collect the information that is normally in Tom’s report and to charge staff with keeping up with IT at some level. Some information will come from Engineering Committee Meeting.

Remember to like/share Facebook event at Capital brewery from Doug’s report.

Performance evaluation for music assistant from Sybil is to be scheduled. The Personnel Committee should consider a review of non-FTEs. This should be done prior to the budget process. The Personnel Committee needs to schedule a meeting every 2 weeks.

MOTION: To accept staff reports

By: Terry

Second: Jan

Passes: 8-0-0

b) Committee reports

- Programming didn't meet
- Events met last night
- Engineering met last night
- Norm gave a verbal report for Elections. He received ballots for 3 candidates for the 2 three year board seats. Two for the others (7 people running for 4 seats). Norm wrote a script for a promo for the annual meeting and will put up a web page with bios. There is a notebook with paper bios and sample ballot in lobby. Ballots can be filled out beginning tomorrow morning. Point of order - The policy for special election needs to be evaluated.
- Archives Committee: at annual meeting they will be asking for identification of the 20 year photo. Plan to do another photo in fall.
- Events: Bluegrass benefit at Capital Brewery. Swamp Thing is doing a fundraiser at the Crystal Corner to benefit the digital music archives on June 29th. There has been some discussion of selling raffle tickets at Central Park Sessions. This may occur at the September 8th session. The Bowl-a-Thon will be held on 8/14. Registration begins 7/1.

MOTION: To approve committee reports

By: Gil

Second: Jan

Passes: 8-0-0

A description for proposed News Director was distributed. This would change the Asst. News Director from a 32 hour position to 40 hours with benefits (no benefits are included now).

6. New Business

MOTION: To table News Director discussion until after budget discussion.

By: Terry

Second: Jan

Discussion: There is no FTE for this. Just an LTE.

Passes: 4-2-2

b) Presentation of projected FY2017 employee expenses spreadsheet (Terry) (1 handout) [FY2017 Projected Employee Expense via Norm 6-9-2016](#)

Staff expenditure table of existing staff and pay was reviewed. Norm explained that this represents the current rate of pay with a 3% cost of living. Also included are current health and dental costs with an expectation of a 10% increase, an addition of two domestic partners, and adding back retirement. (2016 vs. 2017). 2017 is the addition of retirement.

Director of Technology and News Asst. are also added, with \$38,000 for News Assistant, if 38 hours permanent part-time employee (PTE) @\$16/hour with benefits (can get benefits pro-rated based on the # of hours worked).

Tech Manager salary was \$42,000 and Operations was \$44,000. (Approximately \$60,000 for each with health care and benefits.)

Note: Personnel policies on web are old and need to be updated.

The union contract supersedes personnel policies. Health care benefits for part-time employees were added by the board of directors. Policy and bylaws should also be rewritten to reflect the PTE benefit option, as well as the union contract FTE info.

The interim budget will carry out 2016 for salaries for 3 months. Other items will be at 2017 levels. We must adopt an interim budget for at least one quarter.

For the news assistant position, the work is being done and it is being paid for. The contract ends June 30th. What do we do with the contract that ends June 30th?

c) Presentation of projected FY2017 monthly cash available (Terry) (1 handout) [FY2017 Projected Cash Available via Norm 6-9-2016](#)

For the Expense line of this document, Norm included the Director of Technology at \$38,000 (\$49,800 with benefits), but not the operations position and the News Assistant at 38 hours.

Remember that 66-68% of our expenses are staff related, and that, this year, health insurance will rise 10%. The personnel sheet is based on 5%

d) Continuing budget resolution (Terry) (1 handout) [Proposed Interm Budget](#)

482,500 income for year (includes Community Shares and \$113,000 for Events)

WORT first quarter interim budget. News Assistant. and Director of Technology are separated out of Expenses & Personnel. Funding for news LTEs and interns is restored. Continuation of News Assistant at 32 hours/week without benefits (Lines 5150 and 5162 should be included \$7200 for work study annual, so should be \$1814.76). Assistant \$5032.93 for interim (92 days).

Need UW Center for Excellence student hire to receive grant from Evjue (someone will need to ask them about this).

\$68,047 with \$20,000 in earmarked donation.

Can we accept a \$10,000 grant to fund a News Department employee other than the News Director? We do get restricted funds from the Center for Public Broadcasting (CPB) at this time. This money is being earmarked for something that we have already decided is mission-critical. Terry would not like to fund anything that isn't fully funded. The donation leaves to the administration what the personnel costs will be.

MOTION: To accept the grant.

By: Gil

Second: Tim

Passes: 5-1-2

Regarding the interim budget, Norm spoke on Glenn's behalf to point out that most of Glenn's expenses are during the summer. He is hoping his events can be funded fully

The first quarter is our weakest fundraising quarter. This is without a Director of Technology and News Assistant and is equal to the contingency fund. Must start an FTE at \$32,000 to \$38,000 minimally.

e) Interim staffing of IT and Operations position's (Sandee)

We need to be sure that interim employees are vetted by staff.

CIVICRM coding needs to be done by Tom. There are other parts of Tom's job for which we may get volunteers.

Terry offered to do a number of things and was told it could be a conflict of interest. This should not be the case and will be checked on.

Interim Tech staff: 13 weeks - \$4160 - \$16/hour, as needed, plus \$480 for Tom's consulting. The rest of \$1180 for additional hours for finance position (Jerry). This is not including payroll taxes of 1.13% (would this person be supervised by Tim?) Supervisor of the financial position should be the board treasurer.

MOTION: Approve the fuzzy interim budget and refer it to the executive committee to finish the numbers.

By: Stu

Second: Terry

Passes: 8-2-0

a) New and Changed Jobs Assistant News Director Position (Molly) (2 handouts) [Assistant News Director Position Description 2016 Daily Duties – Assistant News Director](#)

Tabled. Molly needs to hire the position.

MOTION: Authorize Molly to hire an LTE at 32 hours for \$12/hour for 1 year (LTE doesn't get benefits).

By: Stu

Second: Jan

Passes: 5-2-1

f) Permanent staffing of IT and Operations work (Sandee)

Form an ad hoc committee to discuss staffing to include Terry, Gil, Sandee, Jan, staff members (let them choose)

g) Approval of preamble to CAB Bylaw (Paul)

Completed. CAB isn't meeting for the rest of the month. We approved the CAB bylaws if they added a preamble, and they did. Check minutes. Sandee will look (December or January)

h) Suggestions on fund raising ideas (Paul)

Tabled.

j) Progress report on establishment of line of credit (Terry)

Terry is calling for a progress report. Jody and Norm did groundwork and it looks like we won't need a line of credit. Norm believes we don't need it. Terry believes we need it available to cope with catastrophic failures at the

station. Board ordered the previous treasurer and operations coordinator to make this happen.

MOTION: To be given the information to apply for a line of credit and Terry will be given authority to sign the papers.

By: Terry

Second: Jan

Passes: 6-0-2

k) Agenda for annual meeting

Annual meeting is scheduled for 10:00 a.m. – 1:00 p.m., Saturday June 25

Tim will send to staff tomorrow and then will send around to board.

All other items tabled to next meeting.

MOTION: TO adjourn at 9:52

By: Stu

Passes: 8-0-0