

Board of Directors
Back Porch Radio Broadcasting, Inc.
December 21, 2016 - 7:00 PM
WORT Studios

Note: Board President doesn't vote except in case of tie.

Board members present:

Martin Alvarado – Member
Sarah Carroll – Member
Laura Gutknecht – Member
Doug Holtz – Staff Representative
Stuart Levitan – Member
Paul Novak – Member
Terry O'Laughlin – Treasurer
Steve Ringwood – Member
Santee Seiberlich - Secretary
Jan Levine Thal – Acting President

Board members absent:

Gilman Halsted – Member

I. Minutes & Agenda

A. Introduction of board members and visitors

Guests:

Troy, Christian, Dylan, Harry, Sybil, Nathan, Elizabeth, Sam, Arlene, Dan,
Glenn, Susan, Alejandro, Grant

B. Approve minutes.

MOTION: To Approve October and November minutes as amended.

By: Terry

Second: Martin

Paseses: 8-0-1

Solve problems posting minutes.

Santee is now reposting minutes to web.

C. Accept the agenda

Add long term disability to health insurance discussion under Old
Business (III A.)

III. Old Business

- A. Review of the draft of the recommended procedure for non-emergency and emergency recruitment & hiring, along with addenda containing templates for the (1) Recruitment Requisition and (2) Offer Letter.**

MOTION: Move to accept the documents as our basis for hiring in the future.

By: Stu

Second: Martin

Passes: 9-0-0

Recommended: Develop a procedure for non-emergency hiring.

- B. FSLA – do we keep our requirements in place or return to earlier policy?**

The Department of Labor issued a higher salary threshold for exemption from being paid hourly. A temporary injunction was issued.

MOTION: Move to ignore the changes established during the last meeting (to limit all to 40 hours per week).

By: Sarah

Friendly amendment: To suspend

By: Steve

Accepted by Sarah

Second: Steve

We will go back to allowing comp time. Also, staff were asked to use a spreadsheet to track their time. This will be handled separately.

Passes: 9-0-0 (suspend 40 hour work week limitation)

It makes sense to have everyone track their hours. Tracking of the staff collective remains in place.

Bookkeeping doesn't care if time sheet is electronic or paper.

Sarah is requesting that the staff agree on a system and let the board know what it is.

Two issues in tracking are reliability and consistency. All of the staff must report their time. Is bookkeeping supposed to keep track of vacation, etc.? Right now individual staff is suppose to and don't do it.

Cass Joy will set up payroll to record this information in QuickBooks. It is especially important to track sick leave, because staff are now asking to cash out at the end of the year.

For now, turn in time sheets until the electronic records are in place.

Is bookkeeping responsible for checking vacation and sick leave accuracy? The conclusion is that it is unfair to saddle the bookkeeper with any managerial duties like this.

It's better that each individual keep a tally so there will be a record to check. The staff collective can deal with supervision of time tracking and reporting.

All are still to use Doug's Excel spreadsheet. They will be reminded that they will start using the first pay period. This is for Collective Members. The Excel spreadsheet tracks each leave item, carries over, and deducts used leave.

C. 2017 budget – 1 hour (Terry)

FY starting January 1, 2017. For tax purposes, 6 months will be added to last year for tax reporting and to next year for CPB.

The budget was created over 7 meetings beginning in October 2016

See *Budget Proposal Overview* for goals.

- Some form of financial management is needed going forward, so this budget has distributed fiscal management running through the departments. It reflects an increase of \$31,503 over last year.
- There is one decrease in a 12-hour per week non- work-study position.
- A 3-6 months reserve is needed.
- Karen Leamy is one of 2 membership assistants (see Miscellaneous Proposed New Expenses)

- 2107 Proposed Budget was reviewed.
- Some items are clearly estimates
- Steve asked for a correction from 'Members' department to 'Listener Sponsor' department.

Total net income:

- Redistribution of the non-restricted CPB grant has made changes in a couple of departments.
- 10 hours Music Coordinator and Promos is listed as part of the music dept., but works for all station. (the Promo Asst. is in Administration and the Music Asst. is in music)
- Dylan noted that *A Public Affair's* changes were not run by APA staff.
- Nathan asked if funding is in jeopardy if the budget is not in place by 1/1/16. We can provide a temporary budget by 1/13/16, but will endeavor to pass the budget.
- Nathan noted that when he arrived at WORT, he saw chaos, but now sees improvement. He is an LTE and would be willing to drop some hours to address some contentiousness.
- Susan is on the Financial Committee (FC) and has been to meetings where Molly w said the payment for the satellite was due. The FC thought it was a programming decision. A year ago last August, people voted that the most important thing was to keep the BBC headlines. If there is a cheaper way to obtain it she is all for it, but not for getting dropping the BBC.
- The only thing on the satellite is the BBC.

- Staff feels as if they are being punished. They have developed another budget entitled “Budget Planning Summary”. They came up with a budget that has a \$40,000 reserve.
- Doug clarified that the staff’s version of a draft budget doesn’t propose a health care plan change, but does propose reopening the contract to address the additional \$25 contribution.
- Laura is interested in discussing structural/long term changes to budget, rather than one-time items.
- The contract language is silent for health care. The staff usually recommends the plan and the board approves. The plan was already switched to GroupHealth from Physician’s Plus to save money. Glenn believes staff would like to remain on the current plan.
- Glenn pointed out that the staff was not familiar with the line items of Reserve and Depreciation. Staff is willing to not ask for a refund and continue to pay in the \$25 toward health insurance through the year.
- There are concerns that if WORT does not continue with NPR via satellite we will never get it back. It is maintained free of charge and the BBC is our only access to breaking national news. This decision needs to go through the Programming Committee.
- At the December FC meeting (in their minutes) Terry and Jan noted that \$40,000 was the minimum budget balance needed and satellite is a dying technology for streaming.
- We can get rid drop the satellite and still get the BBC.
- Nathan will apply for Collective position once posted.
- Also note that Sarah Hopefl is spearheading the Social Media Committee.

- Laura is concerned that there is no budget for a permanent hire and she cannot be supervising LTEs in perpetuity.
- Reminder of Her Turn Listening sessions: Everyone had the best interest of the station in mind and knew that tough decisions needed to be made.
- There is pressure to approve the budget is for Community Shares prior to January 19th. It was suggested that the staff take a look at the budget prior to that time, however, the health care decision must be decided by January 1, 2017.
- Volunteers can be informed about the budget.
- An email from Molly was read by Sarah Carroll. Susan added that Molly sent her a message outlining more of what does and noting that she has never been able to find a work-study person during the 11 a.m. -2 p.m. time period except the short time Sarah H. was able to do it.
- Steve is not comfortable having a committee manage any portion of the budget. He would also like some reference to the CBA.
- Steve wants staff to retain health care and long-term disability.
- We need to revisit policy regarding LTEs. It was noted by volunteers that volunteers could do the work of a paid LTE.
- Reporting of bad debt has decreased by entering pledges as a pledge (rather than a payment received). Also, Susan has one assistant calling lapsed donors to make good on their pledges.
- Some new items in the budget are from ungrouping items that were previously merged.
- Sales = record and premium sales.

- Departmental budget overview income – All major donor money is located under Susan’s budget. If someone gives money earmarked for, e.g., News, where does it go? This is a policy discussion that needs to happen. Right now it goes into Susan’s dept. It has not yet been decided if we will take new donations that are earmarked for specific purposes or individual staff.
- The short year is called SHORT YEAR to differentiate from FY16 and FY17
- The position description for News staff person is as News Facilitator, to facilitate creation/delivery of news by volunteers.
- The question to the board is: do we want to continue to fund the LTE news assistant position?

a. LTEs

MOTION: MOVE to restore the funding for the APA news assistant and to amend the budget and add \$5,000 in the major donor line of the news dept.

BY: Stu

Second: Steve

Discussion:

- Change in news delivery has been very impressive and there is value there by bringing in new donors.
- Several people have stepped up to take care of things in the absence of several vacant positions. Molly has shouldered a huge amount of the burden.
- Management functions are not occurring and we need to hire a position.
- \$8,000 for Social Media committee is concern and Social Media Committee member has said they won’t be spending that much.

- We should be open to all forms of support.
- In socially responsible philanthropy, the support should be of the organization, which then decides how the money is used.
- What is the difference between putting your body where there is a need vs. your money?
- Data tracking shows and what they bring in during an hour should help with decision making. APA is bringing in more money and more highly rated than in the past.
- We have also talked about increasing our distribution of programming at the national level. It seems that APA would be a great place to do more of this.
- The board passed a resolution in July to look at all PDs.
- There are clauses in the collective bargaining agreement that will allow us to rewrite position descriptions. We have tried to deal with this for months and haven't gotten anywhere.
- In the budget, all the positions will remain in place through 2017.
- We need real data to make better decisions.
- During Molly's evaluation, she can respond to how Sarah Hopefl's position has allowed her to perform work in other areas.
- The \$8,000 from the social media committee could go to Sarah H.'s position

Passes: 6-2-1

MOTION: Move that we review the budget quarterly next year, rather than every 6 months, as it is imperative we have a good financial report.

By: Terry

Second: Stu

Passes: 9-0-0

Looking at staff budget, and the reduction in facilities/maintenance funds. Some repair/maintenance funding was bumped to 2018 because items were not yet broken.

Laura discussed Audio over IP and noted we need to get into this area sooner rather than later.

MOTION: Move that we approve the engineering budget in the staff version.

By: Terry

Second: Martin

Passes: 9-0-0

Building Maintenance (Facilities Maintenance). Removes the funds for analyzing the electric system. (There is a box that runs very hot, etc.)

Other items needed include:

- Replacing the worn door lock.
- Security system for Finance Office.

MOTION: Accept the budget for facilities and repair work that Terry proposed.

By: Terry

Second: Sarah

The Re-Store has been generous about donating things and has carpet

Friendly amendment: Take carpet out

Terry accepts

Passes: 7-2-0

b. Health insurance

MOTION: Retain the current health care plan and the \$25 per pay period contribution from staff.

By: Steve

Second: Paul

Discussion:

Terry is disappointed that he sat through the meeting to discuss all possibilities and no other proposals were provided.

Federal law requires all FTEs to get the same benefits.

Passes: 8-0-1

MOTION: Move to restore long-term disability insurance.

By: Steve

Second: Martin

Discussion:

Currently, staff members have life, long-term disability and short-term disability insurance through Guardian. 3 have it and 2 don't. (Applications were provided to all staff they submitted them.)

If long-term disability is removed, it saves \$2,000

Passes: 8-0-1

MOTION: MOVE to drop the \$8,000 for social media from the advertising budget.

By: Steve

Second: Terry

Passes: 8-0-0

c. From Jerry Please add to agenda: National Public Radio annual link fee (\$10,100 for 2017) Question is whether we want to pay this; all we currently use it for is BBC headlines, which additionally costs us \$815/month for program fees. So, do we want to pay \$20,000/year for BBC headlines? We need a decision immediately from the Board, as the NPR fee is already past due.

PRSS will FTP the BBC to us. It will cost slightly less. Nathan will take care of this.

The Programming Committee must decide if we stop BBC subscription. The current cost is \$16,665 (\$16 per newscast).

There is much support for the Programming Committee, however, the board has a fiduciary responsibility to cover the budget. Not cutting staff benefits vs. keeping BBC Headlines is a tough position to be in.

Susan is asking that for a potential replacement for international news headlines, ASAP.

We can continue to say we support local news and note that BBC Headlines are now redundant here (WPR).

The BBC contract is an annual one and we are committed to July1.

MOTION: Move that we discontinue the satellite for delivery of the BBC World Headlines, and commit for just 6 months to PRSS over FTP (to coincide with the existing BBC contract).

By: Stu

Second: Doug

Passes: 9-0-0

There need to be \$700 to match the spare transmitter module (donor will give \$1400)

MOTION: Allocate \$700 to meet the donor stipulations for a spare transmitter.

By: Sandee

Second: Sarah

Passes: 9-0-0

MOTION: Accept the budget that Terry presented, as amended in this meeting.

By: Sarah

Second: Martin

MOTION: Move to reallocate the CPB restricted funds to cover costs related to the acquisition and licensing of BBC Headlines.

By: Laura

Second: Terry

Passes: 9-0-0

Budget vote passes: 8-1-0

Terry was recognized by Stu and other attendees for his work on the WORT finances and budget.

Susan was also recognized for the successful end of year drive.

II. New Business

A. Mandatory direct deposit of paychecks (Terry)

The Finance Committee offers this motion:

Beginning with the first paycheck after January 1, 2017, the Treasurer shall ensure arrangements are made for direct deposit of all employee paychecks, full- and part-time. Any individual may request board approval for a different arrangement. If the board authorizes an exception, the bookkeeper will pay via check.

MOTION: Move for mandatory direct deposits (as outlined in motion from Finance Committee).

By: Terry

Second: Steve

Passes: 9-0-0

B. Accept resignation from Finance Committee; check on board member's committee work.

The application to the Board states --

“WORT's Board is an active participant in station affairs. Board members do committee work and participate in pledge drives and other fundraising events. Board members are expected to commit to five to ten hours a month in addition to meetings. Roughly estimate the time you have available for work in addition to Board meetings.”

Discrepancy between board PD – Martin – tabled until next time.

C. Need board members and other volunteers to make phone calls in January to thank donors for their support. There will be no requests for money, just a simple thank you and a reference to something that was made possible at WORT in the last year, due to listener support. People can call from their homes, if they wish, or from the station. Short scripts will be provided. (Doug)

D. WORT lacks a quantifiable vision for why people should donate to the station, to the detriment of all fundraising but particularly major donor fundraising. (Doug)

Susan – there is a decrease in a person’s donation when they move from pledge donations to monthly. Measureable goals are needed. Quantifiable vision for the station.

No vision of where we want to go. We have a mission – how are we doing? Sarah and Arlene have offered to work on this.

Move to adjourn – 11:40

No closed meeting.