

WPFW- LSB Regular Meeting Minutes July 10, 2024

Teleconference via Zoom Washington, DC

Dennis Williams – Chair

Wayne Bruce – Vice Chair

Kamau Harris –Treasurer

Ellen Williams Carter - Secretary

1. Call to Order started at 6:pm
2. Logins/Greetings/Roll Call

- | | |
|-------------------------|-----------------------|
| 1. Anita Irene Adams | 12. Adele M Stan |
| 2. Vanessa Dixon-Briggs | 13. Minerva F Sanders |
| 3. Verna Avery Brown | 14. Donna Grimes |
| 4. Michael Byfield | 15. Dennis Williams |
| 5. Bill Curtis | 16. Wanda Gnahoui |
| 6. Violetta Diamond | 17.. Ron Pinchback |
| 7. Robert A. Gordon | 18. Patrick Morrison, |
| 8. Kamau Harris | 19. Wayne Bruce |
| 9. Karen Briggs | 20. Sue Goodwin |
| 10. Tony Leon | |
| 11. Mariah McClain | |

Excused absence: Arthur Hyland

Unexcused absence: Ambrose Lane Jr., Andrew Kreig

3. Resignation: There are no resignations.

4. The agenda was approved.

Time Keeper: Kamau Harris

5. June 12, 2024 minutes were not approved.

6. Management Reports:

- **Miyuki Williams**, Interim General Manager, reported:

Relocation

The landlord, Berstein changed the date for the end of WPFW's lease to December 2024. Relocation funds are needed.

Pledge Drive

The summer pledge drive begins on August 11 and ends on August 24.

Fundraising Events

All events need to be reported to Robyn Holden.

FCC Compliance Training

All WPFW programmers must receive FCC Compliance Training. FCC compliance training is required by the National office and the Compliance Officer per the FCC's decree. It has changed how we can promote events and premiums on air.

Events

- *Takoma Station Jazz*

WPFW celebrated our members at Takoma Station, 6914 4th Street NW WDC. on Sunday, May 26th for a \$50. pledge. It was successful.

- *Mango Cafe Reggae Rhythms*

WPFW will present Reggae Rhythms Fest on July 7, 2024 at 4:00 PM at Mango Cafe, 4719 Annapolis Road, Bladensburg, MD 20710. Tickets are \$35 each.

Expenses

The power was lowered to 50% during late night programs, in order to lower the electric bill. The phones and internet bills are being reviewed. The phones aren't working properly so we are renting a phone for \$400.

Thank Vinnie for the social media work.

- **Katea Stitt**, Program Director, Reported:

FCC Compliance Training

FCC Compliance Training has been completed by 80% of the programmers. The quarterly report was completed and sent to FCC. The station and programmers will be fined \$10,000, if programmers do, Calls to Action on the air.

Programming

- The July 4 programming was well received.
- The station covered the Poor Peoples Campaign
- The Convention coverage will come from Democracy Now.
- We are thinking about doing a young people's program.

- Also, looking into some other new programming.
- **Sataria Joyner**, Development, reported: (submitted a report see Attachment A)

Takoma Jazz Event Breakdown

Accounts Receivable:

Eventbrite Receipt: \$6,223.01

Accounts Payable:

Artist Expenses (6 Artists): \$600

Donation to WPFW: \$5,000

Balance (left in Soundsphere: Jazz & Justice Coalition account): 623.01

Reggae Rhythms Fest

Funds are still coming in for the Reggae Rhythms Fest.

Duke Ellington Relocation Fundraiser

Tomorrow the Duke Ellington Relocation fundraiser will take place. The goal is \$15,000. Volunteers are needed to answer the phones. The station has a new cash app tag, \$wpfwfm.

Summer Pledge Drive

The next pledge drive begins August 11th and ends August 24.

Blues Festival

On August 24th the Blues Festival will take place and tickets are \$35. Volunteers are needed.

7. Finance Committee

Kamau Harris, chair reported: (submitted a report see Attachment B)

Cash Balance

As of 7/8/24 the Current Cash Balance is \$26,886.60

Draft Budget

August 12th is the deadline for the draft budget.

8. Community Comment

Star said the Programmers Bill of Rights was finalized at the LSB meeting several years ago. She gave the names of individuals that could give evidence that the Bill of Rights was passed. In

addition, she would like debates from different groups regarding what is happening in Gaza and Ukraine.

Martha Peterson asked is Eventbrite going to be used for all events. Miyuki said yes. In addition, Martha asked several questions. First, she is wondering about the grievance policy for the FCC compliance. Second, she asked how much has been raised for relocation? Finally, she wants information about the premiums that are outstanding.

Mojugba's attorney said the Judge in Millie Ware's case rendered a decision and dismissed the claims that Millie filed with the court.

Sabooh Hikim said he keeps hearing about Robin regarding events but she has not attended the Community Outreach Committee meetings.

Julie Hewitt, PNB secretary, spoke about the bylaw amendment.

Marsha stated that the witness regarding Millie Ware's law suit was not called to testify.

Carol Wolfley spoke regarding the bylaw amendment. She wants people to vote for the amendment.

9. Relocation Committee

Kamau Harris, chair reported:

They have received information about several properties that they are viewing and the committee is meeting to give updates.

10. Management Assessment and Search/Evaluation Committee (MASC)

Robert Gordon, reported:

They reposted the adds that require a payment. The ED approved it and Pacifica paid for the post.

Sub-committee:

Minerva Sanders reported:

The chair is writing interview questions and they are creating a voting matrix. Irene stated they received one resume

The next meet is on the 29th.

11. PNB Report:

Minerva Sanders reported:

The LSB's have several candidates for the election. She requested that the community receive notice that the election is coming up.

Delegates Assembly

Bylaw Amendment

Article Four, Delegates, Section 10: Filling of Vacancies

Motion: I move that a vote on this amendment be postponed until the next LSB. meeting.

Vote Unanimous

12. Development Committee report

Irene Adams reported:

The committee didn't meet formally. They didn't have a quorum. The individuals present decided that they will create a calendar of events. She will work with Satoria on the calendar. They will also work on the marketing of the 5K Run/Walk event.

13. Community Outreach

Violetta Diamond, chair reported:

Newsletter

Arthur and the committee worked on suggestions for the next newsletter.

Events

- On August 24th the Blues Festival will take place and tickets are \$35. Volunteers are needed.
- Town Hall scheduled for September 28.
- 5K Run September 14th
- Mariah met with youth community.
- The committee is interested in presenting a Mahalia Jackson program next year.

They want to know how committee events can be included in the budget.

14. Program/LSB Show Committee report:

Minerva Sanders, reported:

Did not meet in June. Will meet on July 22nd.

LSB Show

Irene Adams, reported:

There will be a forum for candidates but she and Bill can't host the show. They need a host. Donna and Wayne volunteered to cohost the LSB show in July.

15. Communication and Standards Committee

No report.

16. Unfinished Business

1. Programmer's Bill of Rights and Grievances.

Motion: I move to postpone action on the current document.

Vote: Unanimous

2. Tony's Motion

Motion: I move that we review Tony's grievance document in 10 business days.

Vote: 7 Yes 8 No 3 Abstentions

17. New Business

Fundraising Initiative- \$25,000- Double Good campaign- send a link to friends for popcorn. Need to clear it with Robin. Scheduled July 22nd 5pm to the July 26th at 5pm.

18. Action Items

1. Study the bylaw change/amendment.
2. Read through proposed bill of rights with the operating guide and grievances.
3. Provide guidance on the popcorn fundraiser.

19. Dennis Williams, Chair, Adjourned the regular meeting at 10:47pm

Minutes submitted by: Secretary, Ellen Williams Carter

Attachment A

Development Staff Report:

Sataria Joyner reported:

Takoma Jazz Breakdown

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Attachment B

Finance Committee WPFW Local Station Board (LSB)

Report to the LSB
July 10, 2024

Kamau Harris, Treasurer/Chair
Eileen Rosin, Member/Secretary
Julie Hewitt, Member
Lou Wolf, Member
SabooH Hikim, Member
Tony Leon, Member
Kathleen Malloy, Member

The Finance Committee held its monthly meeting on Monday July 8th at 7pm via Zoom. The agenda was as follows:

- Call meeting to order
 - Call roll*
 - Approval of agenda
1. Report from IGM on the financial state of the station with available information and/or updates.
 2. Definition of the desired product or outcome from an “audit” or a financial review per the approved motion (see attached).
 3. Update on finding pro-bono auditors or other appropriate financial professional.

4. Budget for fiscal year 2025: 1st draft due August 12.
 - a. Additional FC meetings will be needed. Proposed dates: July 16 or 18th; July 22; August 5th or 6th.
 - b. Kamau will look to obtain more up-to date info on FY2024 spending in support of estimates for FY2025 budget.
 - c. Committee chairs have been contacted about providing plans and budgets for FY2025.
5. Clarify membership of finance committee* and rules for participation in meetings.
6. Implementation of approved motion for removing members of FC who have not attended meetings in accordance with procedures outlined in Pacifica bylaws Art. 4, sec. 9, C.
7. Other / new business.

Absent from the roll:

N/A

The following financial information was provided by station management:

Current Cash Balance in Truist Acct as of 7/8/2024:	\$ 26,886.60
Outstanding Accounts Payables:	
Broadcast Tower Rent	Mgmt to provide
Verizon Service	Mgmt to provide
BMI	\$ 6,861.10
Healthcare (Approx. 2 months)	Mgmt to provide
HVAC repair Svc	\$ 11,615.00
RRC Nielsen	\$ 6,960.00
Central Svcs (PNO)	\$176,960.00
Central Svcs (PRA)	\$ 24,492.00

Discussion / Decisions

- A Review of the WPFW finances will be conducted as opposed to an Audit to determine if financial activity is being recorded properly and to recommend process improvements. - Language describing the desired outcome of the financial Review is being developed

- *The Committee is reviewing a list of potential pro bono firms to conduct the Review*
- *The Committee is reviewing budget and event templates to assist with FY25 budget process. These templates will be sent to LSB Committee Chairs and others who may have projected expenses beyond the core expenses of the organization - Deadline for completion of a draft budget is August 12, 2024*
- *Additional meetings to work on the budget will be held on July 16th and August 5th at*

*7:30pm **Attachments:** N/A*

Conclusion:

The next meeting of the Finance Committee is a special meeting to discuss the FY25 budget to be held on Tuesday July 16, 2024 beginning at 7:00pm via Zoom.

