

WXPR Governance Committee Meeting
April 17, 2018 White Pine Room, WXPR Studios
9:30 a.m.

Present: Gary Entz, Jeff Burke, Elaine Strite, Jessie Dick, Becky Tegen, Mike Smolarek
Recorder: Mike Smolarek

Agenda Item	Discussion	Action
Call to Order		The meeting was called to order at 9:40 a.m.
Public Comment	none	
March Minutes Approval	There was general discussion about the continuing problem of access to dropbox. Because of it, the March minutes were unable to be previously reviewed by all in attendance. After reviewing a written copy of the minutes, there was no further discussion.	The recorder (M Smolarek) will post meeting minutes on dropbox and will attach them to an email to all committee members. Motion made to approve March minutes. Seconded and passed.
Station Manager's Comments	<p>New station manager, Jessie Dick, was greeted with smiles and congratulations from committee members.</p> <p>Jessie reported on a pending copyright infringement issue that is challenging WXPR.</p> <p>Jessie reported on the quick success of efforts to find a replacement for her old job. After two interviews, including one final knockout interview with Emily Yaddof, Jessie was able to offer Emily the job. Emily accepted and will begin the full-time position on May 7th.</p> <p>Jessie reported that WXPR recently underwent an FCC inspection. Inspectors</p>	

	<p>found everything to be organized and in order. The station passed with flying colors.</p> <p>Jessie reported that, as the staff is re-organized with her as president, most job titles and descriptions have been suitably revised and re-written. Contracts have been revised reflecting uniform standards and policies. They are ready to be issued.</p>	
<p>Old Business: Establish annual objectives – By-laws review process</p>	<p>Following a committee review of Article Three at the last Governance meeting, J Burke produced revisions of parts of several sections. No discussion as committee members agreed with the changes. Since these revisions included mostly simple language changes, discussion ensued regarding the process of moving forward. How changes are brought forward for full BOD approval, who does the record keeping of these changes, who posts them to our online BOD Manual were all considered without resolution. These questions will be referred to the full BOD.</p>	<p>J Burke will have an agenda item for the next BOD meeting regarding the processes involved in revising, approving, and posting changes to our by-laws.</p>
<p>Self-assessment models</p>	<p>G Entz presented copies of four evaluation models for committee members to review. While some ideas seemed better suited to employee evaluation, others did apply for self-assessment for both employees and BOD</p>	

	<p>members. Committee members found themselves agreeing that no actual form is necessary for BOD member self-assessment. If, in fact, the self-assessment could be helpful for BOD members to personally reflect on past actions and future goals, the idea surfaced to have BOD chair J Burke have a moment of personal reflection at a future BOD meeting.</p>	<p>Motion was made and seconded to dispense with forms for BOD members to do a self-assessment. Motion passes unanimously. Personal self-reflection will be a part of a future BOD meeting.</p>
<p>Planning BOD member education, training, retreats, and new member orientation. Planning to avoid BOD knowledge gaps as well as identifying leadership development opportunities for BOD members.</p>	<p>Whether to plan a retreat, where to have it, and the actual goal of a retreat was discussed. There is general agreement that the committee should plan some kind of “session.” Also, it should be held outside of the WXPR building and should include both BOD and staff members. The focus of the session will be strategic planning with emphasis on producing a plan to implement the details such a plan going forward. There was considerable discussion involving how to avoid possible knowledge gaps not only within the BOD, but also with the station manager. It was recognized that more and better communication between BOD members and the station manager is paramount, but how to achieve that was not so clear. Some ideas were discussed.</p>	<p>The committee recommends having a retreat involving BOD and staff members. The retreat will be off-site. Treehaven and Holiday Acres will be contacted. Strategic planning will be the focus with committee members looking into possible facilitators to guide the process.</p> <p>A Governance committee member will, at least for now, make an effort to connect with Jessie on a regular basis.</p> <p>The tentative date for a BOD/Staff Retreat was set for Sept 11, 2018.</p>

<p>New Business: Committee nomination of Officers – Committee membership assignments</p>	<p>Committee members agreed that a standard form used for forming committees should be distributed at the next BOD meeting. Members would be asked for their committee preference with the goal of having members serve in an area where they feel useful and are satisfied. Committees will be formed and officers will be selected after that.</p>	<p>BOD members will be polled regarding committee preference at the next BOD meeting.</p>
---	--	---

Meeting adjourned at 11:30 a.m.

Next meeting date: May 15, 2018, at 9:30 a.m.