

WXPR Governance Committee Meeting
Tuesday, September 13, 2016, 9:30 a.m. White Pine Room

Present: Jeff Burke, Richard Gsell, Jim Brust, Sally Mode, Patty Fitzpatrick, Pete Rondello and Phil Hejtmanek.

Excused:

Recorder: Patty Fitzpatrick

Agenda Item	Discussion	Action
Call to Order/Roll Call	Jeff Burke, chair, called meeting to order at 9:30 a.m. Attendance as shown above.	
August Minutes	Minutes from August 9, 2016 presented.	Motion by Sally Mode to approve minutes as presented. Second by Jim Brust. Motion Carried
Station Manager Comments	Pete Rondello reported has reviewed 2017 Budget with treasurer line by line; some damage to equipment due to weather; successful community events; staff will be gone next week for annual road trip & visits to similar stations in Madison & Milwaukee.	
Old Business	<p>Final draft of Personnel Liaison Responsibilities. Jeff Burke presented revised document with added text of selecting board members with experience on the board for the liaison role.</p> <p>Discussion of WXPR website as it complies with CPB requirements. Pete advised has attended two workshops with CPB and was provided with a compliance checklist. He clarified that CPB would also like treasurer's reported posted. Pete will conduct staff review of the requirements for compliance.</p>	<p>Motion to approve by Sally Mode. Second by Jim Brust. Motion Carried. Document will be presented at September board meeting.</p> <p>Treasurer's report will be posted quarterly to the website. A binder with all compliance information will be available at the station. Board education will take place about CPB requirements at October 2016 Board Meeting.</p>
New Business	<p>September Governance Calendar – present BOD candidates to full board for consideration. Sally Mode contacted John Lund and Mark Brunding for possible recommendations. Jim contacted Deb Hatfield. Jeff contacted Elaine Strite and Gary Entz about continuing beyond their 2017 term, and both said yes. He contacted Dan Kuzlik without response.</p> <p>Review updated nomination procedure for nominating sub-committee. – Tabled.</p> <p>Budget proposals for Ironwood translator and ENCO automation control. Pete reported that proposed budget will be presented to Finance Committee next week. Pete has completed some</p>	Richard Gsell will follow up Dan Kuzlik. Jim Brust will re-contact Deb Hatfield.

	<p>repairs at Ironwood that will reduce budgeted needs. ENCO issue is hardware related. Current computers are not able to handle required updated software. ENCO is used by most stations. Phil Hejtmanek recommends that station automation be run on new computers and not risk station reliability and remain with ENCO. He outlined variety of computer needs at the station.</p> <p>Discussion and review of</p> <ol style="list-style-type: none"> 1. Current confidentiality protocols for BOD – Discussion of CPB allowance of donor names being shared with board members. Pete recommends that if station were to publish names would need permission of the donor. 2. Current confidentiality protocols for Staff 3. Resignation/termination confidentiality protocols 4. Possible need for IT oversight by Governance Committee – Pete advised that staff is currently in process of auditing all computer hardware and software to identify needs. 5. Define final approval process for new branding. 	<p>1 – Determined can share donor information with board and staff for internal use. 2 & 3 –Pete will create a draft confidentiality statement for staff, board and volunteers. 4 - Pete will initiate annual audit by staff to report to Finance Committee for review of technological needs. Pete recommends discussing need of further IT oversight at October strategic planning sessions. 5 – Will discuss at strategic planning meeting in October.</p>
Announcements	Sally offered to help Dave Havel with grant writing.	
Visitor Comments	None attending.	
Adjournment	Meeting adjourned at 11:20 a.m.	Next meeting is October 11, 2013 9:30 a.m.