

WXPR Governance Board Meeting Minutes

Friday, November 6, 2015

Meeting called to Order at 9:30am

Attendance: Dan Kuzlik, chair, Gary M, Diane R, Pete R, Richard G, Rose P, Ray Quicksilver

Minutes from October 13, 2015 approved. Diane/Gary

Pete is still working on the Operations Manager's job description and will bring for approval to the next full board meeting in December.

Reupert asked that all board members be provided with current job descriptions on all personnel. Jeremy Starz is the interim operations technician at this time. Operations are currently running well according to Pete.

Ray Quicksilver asked to be recognized and said that in his opinion the volunteers are really satisfied with the direction of the Station and that from an on-air host's opinion Pete was doing a great job of running the Station. Ray left the room to do his show.

Pete, Richard and Patty are working on the community calendar and how to present it to the listeners, staff and board. It was suggested that an online version be considered for reasons of inclusion. At this time the "official" calendar is upstairs in Pete's office. Richard and Patty are dividing out the largest cities in our listening area and reporting on the major events that WXPR may be interested in attending in each of those cities/towns.

Pete reported that the auction was really successful and total income was approximately \$20,000 with net income of approximately \$18,500. He mentioned the generosity of Holiday Acres in lending the Station a room to store the goods the night before in order to set up quickly. Many volunteers were helpful with the event including Patty Fitzpatrick, Beth Rondello, Kim Zambon and others.

Discussion of what open meeting requirements are necessary according to CPB. Pete is following the posting requirements and will report on-air and on the website and in the newspaper. It was noted that we will post committee meetings and full board meetings.

Pete is drawing up a diversity statement and will share it with the board at the next governance meeting.

Discussion of the roles and responsibilities of the Governance Committee. In addition to the 12 responsibilities listed in the board manual we discussed a mentorship program for board members to be added to what we provide for leadership development. This subject will be discussed at the next governance meeting in December.

Discussion on the calendar that Diane composed for the governance agendas that incorporates the responsibilities listed in the manual (attached). This calendar was approved by the committee and the mentorship wording was added to the March agenda items.

The December pledge drive will include 4 live concerts.

Richard will draft a letter to existing donors about the new endowment and will bring to governance before sending.

Pete briefly described the renovations on the first floor to improve the functionality of the Station and make it more welcoming to visitors.

Rose led a discussion of CPB guidelines for closed sessions. We will remind the Board of these guidelines whenever necessary. It is the chair's function to follow the guidelines and the rest of the Board to commit to using closed sessions as intended.

Diane will send all board members the forms needed to nominate a candidate for Board service. Each nomination shall be sent to Pete and at the next governance meeting that nomination shall be reviewed. The committee will evaluate its needs and decide if the nominee should be interviewed. Two board members will then speak to the candidate to assess whether that person is a good fit,

Diane will send Richard and Rose a copy of the recent employee benefits summary to be placed in the Board Manual.

All meetings will have a public input agenda item at the beginning of each meeting.

Richard asked for a way to store important documents for archive. This will be researched and brought back to the governance committee by Pete at next meeting.

Next meeting: December 8, 2015. Diane asked for excused absence for that meeting.

Adjourn rose/dan 11:40am