

Teleconference via Zoom Washington, DC

Dennis Williams – Chair, Eileen Rosin – Vice Chair

Nick Arena – Treasurer and Ellen Williams Carter - Secretary

I. Call to Order started at 6:36p.m.

II. Roll Call

20 - Members were present:

Francis Yaw Agyei, Sarah E Brown, Ellen Williams Carter Non-Voting, Bill Curtis, Vanessa M. Dixon-Briggs, Sue Goodwin, Kamau Harris, Julie Hewitt, Kathleen A Maloy, Maxx Myrick, Eileen Rosin, Minerva F Sanders, Frank Stearns, Violetta Diamond, Dennis Williams, Wayne Bruce, Adele M Stan, Tim Willard, Arthur McCloud and Donna Grimes

Parliamentarian: John Tatum

3 - Voting Members -Excused absences: Thomas M Blanton, Marsha Coleman-Adebayo, Arthur Hyland,

1 - Excused absence: Nick Arena: Non-Voting member

III. The agenda was approved.

IV. The April minutes were approved.

V. Management Reports

Jerry Paris, General Manager, reported:

1. **Studio Equipment:** The studio equipment is working well. Moe continues to monitor and repair minor issues with equipment.
2. **Pledge Drive and Development:** The Pledge Drive will begin June 6th. We received a grant that provides a Development Team to assist with our Development in lieu of a Development Director. We expect to receive some major donations; however, the station needs more major donations.
3. **Finances:** WPFW is in the black. Central Service and the rent was paid. We plan to negotiate the rental cost since we are using less space in the building. The air conditioner needs repair; consequently, our expenses will be higher. The studio to transmitter link cost will decrease. Additionally, we no longer use a storage space so it eliminates \$250 a month.
4. **Nielsen Market Report:** We scored in the 20th position overall on the Nielsen radio market report.

Katea Stitt, Program Director, reported:

- Katea is out of town.

VI. Finance Committee Report

Julie gave the Finance Committee report:

- We haven't received one of our major donations.
- Expenses are a little higher because of the air conditioner repair.

Dennis' Motion:

Dennis proposed the creation of a new Development Committee: "Because of the new development initiative (we are engaging a consultant to create a new fundraising strategy), I propose creation of a Development Committee, chaired by Kathleen Maloy, to work with management on the implementation of that strategy."

The motion was passed without objection.

Donna volunteered to serve on the Development Committee with Kathleen.

VII. Programming Committee

Donna will send a report.

Saboo presented a report for the LSB show:

Bill Curtis will give the LSB meeting update during the May 27, 2022 LSB show. Maxx and Kamau will also join the show on May 27th. A presentation was given in April 2022, on Roberts Rules by Ted Weisgal, a parliamentarian who has written a book on the subject. In addition, Ms. Cooper, mother of Kwamena Ocran, will give an update about the lawsuit against the Gaithersburg police for killing her son.

Katea joined the last Program Committee meeting.

VIII. Community Outreach Committee (submitted a written report: See Attachment A page 4)

Minerva reported:

The digital newsletter will be mailed on May 9th to the WPFW members.

Martha presented the following motion: "Whereas one of the functions of the WPFW Outreach Committee is to organize LSB fundraising activities, be it resolved that all LSB members commit to support WPFW fundraising events whether through active participation or by contributing financially to the operation of each fundraiser."

The motion was approved.

IX. Communication Standards and Enforcement Committee

The committee didn't meet. No report was presented.

X. PNB Report

Julie reported:

- We will have an Executive Session regarding Pacifica's finances.
- There is a petition to deny the radio license of WBAI.

Vanessa

- She thanked Violetta and Minerva for volunteering for the PNB Governance Committee

XI. Community Comment

Martha asked, when will the Development Firm begin providing service?

- Kathleen said May 16th.

Carol congratulated WPFW on the Neilson Market Report. She stated KPFK wants to focus their programming on people of color. In addition, she discussed WBAI.

Cerene said she is thrilled to hear about WPFW's grant. She also discussed the WBAI license issue.

XII. Evaluation Committee (submitted a written report: See Attachment B page 5)

Dennis reported that Pacifica HR has approved the GM and PD Evaluation Tools.

Dennis stated that Kamau and Vanessa completed a template for the GM evaluation and next and next week they will complete the PD template. HR approved the document. They are working on the distribution of the evaluations.

XIII. Unfinished Business

- Documents library- google drive

XIV. New Business

- LSB and Community Advisory Board Meeting
- PNB Committee

XV. Action Items/Agreements Summary

Community Advisory Board and LSB meeting date. Eileen will send a Doodle (online meeting schedule) request to LSB and CAB members.

Chair, Dennis Williams' report:

Action items

- Scope of Development Committee
- Committee chairs send roster to the secretary
- Pitch partners
- Community activities
- Doodle for CAB meeting

Adjourned the regular meeting for the executive session at 8:51pm

Convened the executive session: 8:56pm

The executive session involved a matter that is in the purview of the Pacifica bylaws. The executive session involves a Pacifica financial matter.

XVI. Adjourned the executive session at 9:42p.m.

Dennis Williams, Chair adjourned the meeting

Minutes submitted by: Secretary, Ellen Williams Carter

Attachment A

OUTREACH COMMITTEE REPORT

MAY 2022

The Community Outreach Committee met on May 3rd. Topics of discussion included the WPFW Newsletter, potential fundraisers, reaching out to the WPFW community and funding of WPFW fundraising events.

Outreach member Arthur Hyland, management and staff are working together to create a WPFW Newsletter. The newsletter will be emailed to WPFW members and donors sometime during the week of May 9th to the 14th. Those who receive the newsletter are encouraged to share it with family and friends in the hopes of increasing WPFW membership.

As reported at the last LSB meeting, Minerva Sanders is working on a possible bus trip to the Harriet Tubman Museum in Cambridge, Maryland. Discussions with management are in the works. Also, Sabooh Hikim is looking into a family skate day at the Anacostia Park Skating Rink. This will be a free event if approved and will serve as WPFW's invitation to the WPFW community to have fun and socialize with other WPFW listeners while skating.

Finally, the Outreach Committee discussed funding procedures for potential fundraisers. How should finances needed to sponsor a fundraising event be obtained? Can some of the funds raised from an event be set aside to be used for future fundraisers?

Attachment B

WPFW LSB

Evaluation Committee Meeting by ZOOM

May 2nd, 2022 8:10 PM EST

Committee Members Present: Dennis Williams, Vanessa Dixon-Briggs, Kathleen Maloy, Kamau Harris, Committee Members Absent: Arthur McCloud (Medical)

Committee Chair: Dennis Williams

Committee Secretary: Kathleen Maloy

The Committee looks forward to receiving additional comments from the GM and PD about their self-evaluation tools. In the meantime, our work will continue on the evaluation tools.

Committee unanimously approved a final version of the GM Evaluation Tool included as Attachment A. Dennis will get Pacifica HR review/approval of this tool.

Main discussion focused on procedures for distributing the GM and PD Evaluation Tools, that is, who will be the Evaluators and how will they be chosen?

- Agreed that all LSB Members, all LSB Committee Members and all CAB Members will be given both the GM and PD Evaluation Tools to complete.
- Agreed that all WPFW paid staff will receive both tools.
- Agreed that all volunteer programmers with at least 3 years of experience will receive both tools.

Kamau agreed to investigate electronic tool to receive the completed evaluation forms.

Decisions/Actions/Next Steps:

- Dennis will contact Pacifica HR to review the GM and PD Evaluation Tools.
- Committee Members to review **draft** PD Evaluation Tool and give reactions via e-mail.
- Kamau will investigate electronic tool(s) to receive the completed evaluation forms.

Next Meeting May 16th Monday 8 PM EST

Meeting Adjourned 9:00 PM EST

