

**FINAL MINUTES**  
**WORT Board of Directors**  
Regular Monthly Meeting  
December 19, 2018, 7:00 PM  
Vinyl Library, WORT // Madison  
*These minutes were finalized on January 16th, 2019.*

**Directors present:** David Devereaux-Weber (President), Stuart Levitan (Vice-President), Eric Finch (Secretary), Martin Kehrein (Treasurer), Jerry Chernow, Doug Holtz (Staff Representative), Kurt Kobelt, Paul Novak, Chali Pittman

**Directors absent:** Katherine Hoveland, Gilman Halsted

1. Dave Devereaux-Weber called the meeting to order at 7:00pm.
2. Agenda:
  - a. Paul asked if we could add the Security report to the agenda.
  - b. Dave motioned change in Secretary from Eric Finch to Chali Pittman. Stu so moved. Marty seconded. Unanimous motion carried.
3. September, October, and November draft minutes were **approved as a consent agenda**. No objections, comments, or corrections.
4. Communications from the public
  - a. No communications from the public.
5. Dave: Notice to Executive Committee for \$100 bonus to part-time employees. Was approved by Finance Committee. Notified board and gave them a chance to object.
6. **Committee and staff reports:**
  - a. **Listener Sponsor and Development Director:**
    - i. Dave wanted to highlight a particular passage from Susan Sheldon's report: *"In my opinion, the decline in new WORT donors reflects a decline in WORT listeners. If the current trend continues, WORT will become an internet only station in 10 years or less. We need to make increasing listeners and donors a priority."*
    - ii. Dave suggested the addition of an ad hoc committee to address the issue of raising money from listener sponsors. Suggested the ability to use credit cards for evergreen donations (apple pay, google pay, paypal, etc). Dave: "instead of concentrating on drives that are two weeks long, we [should] encourage people to make donations year round"
    - iii. Multiple objections and thoughts to this: Stu is leery of creating such a committee, and would like to ask Susan Sheldon directly what she'd prefer before moving in any direction. (Dave sent her an email and she didn't react to it.) Jerry points out that we used to have a fundraising committee, but it fell apart because it wasn't doing much. "It doesn't work; we've got professionals hired to do fundraising." Paul raised the idea of other revenue sources: grant-writing, PRX. Marty mentioned that there are grants for grant-writing. Doug pointed out Susan's budget wishlist of hiring one part-time person (@ \$25,000) who can tackle grant writing, major donors,

and bequests. It's one of several wishlist items that is waiting in the wings while we add a sixth staff member (tech director) and make sure we don't have unexpected expenses. Part of the difficulty: staff is responsible for figures in budget that they weren't responsible for providing before. Doug: "Pretty confident that there's nothing missing... but want to be careful, to make sure we're not missing any money or have unexpected expenditures." Doug also pointed out creating position of one part-time staff member to monetize content. Eric asked if there should be a committee for *that* position, but such a position would fall under Doug's purview, as the manager of underwriting.

- iv. Ultimately, there was **no consensus** toward approving the formation of an ad hoc fundraising committee.

b. **Programming**

- i. Motion to change format for Saturday night, from funk to dub, for new DJ Kayla Liederbach (Kayla Kush). Has come to the board because it's more than a host change—it's a programming change. **Motion carried unanimously to approve change. No abstentions.**

c. **Treasurer's Report:**

- i. Changing the way we are accruing interest in accounts.
- ii. It's recommended that a nonprofit have both a 3-6 months reserve of money on hand, as well as a reserve for catastrophic events. (For us, the catastrophic reserve would be for if we lost our CPB grant, \$107,000). We have the catastrophic reserve. But we do not have that 3-6 month reserve.
- iii. Old budget line item needs to be cleared. \$5,000 fund from the **Wisconsin Community Fund** to create the **Media Justice Tool Kit** still appearing from the audit, but that project is over, the funds are used up, and needs to be cleared. Finance Committee recommends to remove this from the books; **unanimous vote to remove line item from budget.**
- iv. Allocation of indirect expenses—staff is working on calculating and posting them.
- v. 2019 budget: Finance Committee recommends waiting 3-6 months before approving any wishlists from staff.

7. Approve Budget

a. Questions:

- i. Friendly amendment with respect to HR consultation for performance review. Employee handbook (which was created in 2000) could use updating and verification that it is still up to current law (w/r/t discrimination).
- ii. Budget does account for new technical director, small amount of hours for Dan Lippett for bookkeeping continuity, and lobby air conditioning.
- iii. Insurance may exceed what's predicted in 2019 budget (item # 5173). May be as much as \$10,000 for liability.
- iv. Various questions and corrections on items, including 5183 (telephone, internet), bequests, and interest (which may be a higher figure given Marty's change).

b. Financial Reports:

- i. Word of caution from Doug: We have changed the way we are accounting for the CPB grant. We are now accruing that CPB payment over twelve months, rather than counting it as a lump sum. Because of that change, it hits the books differently and you might think that we have lost money—but we have not. Do not panic. Each month of accrual is going to make our books look better and better, because we’ll be getting installments of that grant. But for now, it looks like there’s a gap in this fiscal year, as a result of that accounting change. To verify—the true amount of money we have is reflected in the balance sheet—and we have already received \$74,000 of the grant.
    - ii. Budget comes with recommendation with Finance Committee.
  - c. **Unanimous decision to pass the 2019 WORT Budget. No abstentions.**
- 8. Policy & Bylaws:
  - a. Recommends adoption of the following policy regarding background checks→ recommended and reviewed by staff and the bylaws committee. Does not specify the specific procedure (purposefully—needs to be flexible for whatever insurance company) and that was acknowledged. *“Background checks will be conducted on volunteer applicants prior to volunteer placement and training. Background checks will be conducted on all final candidates for employment, and on all employees who transfer or are promoted, as deemed necessary.”* **Unanimous vote in favor. No abstentions.**
  - b. Committee continued work on Volunteer Handbook.
- 9. Security Committee:
  - a. Has not met, will meet in January.
  - b. Stu: are we overreacting to a situation that is not going to repeat? Discussion ensued. Doug pointed out that he is more concerned about the safety of late-night female volunteers who are here alone. And it’s Doug’s opinion that a potential politically-motivated attacker would choose a big media outlet, not WORT.
  - c. Chali: can someone remind me the members of security committee for record keeping purposes? Members: Steve Ringwood, Laura Gutknecht, Jon Miner, Paul Novak, Dave Devereaux-Weber, Molly Stentz, Sybil Augustine, Stu Levitan.
- 10. Other staff reports received: Business and Events, Music, Music Assistant, News/Talk/Public Affairs (with significant narratives on background checks and insurance policy).
- 11. Marty moved to adjourn the meeting. Eric seconded. Unanimous vote to adjourn @ 8:05 p.m. Next board meeting is January 16th, 2019. (Approved as final minutes 1/16/19).

Board of Directors meeting schedule: 3<sup>rd</sup> Wednesdays

January 16, 2019	April 17, 2019	2019 ANNUAL
February 20, 2019	May 15, 2019	
March 20, 2019	June 19, 2019	

- Parking lot:
  - Update privacy statement to European standards (pending from Eric Finch?)
  - Dave is establishing a tradeout for Hoyos Consulting