

WPFW- LSB Regular Meeting Minutes April 10, 2024

Teleconference via Zoom Washington, DC

Dennis Williams – Chair

Wayne Bruce – Vice Chair

Kamau Harris –Treasurer

Ellen Williams Carter - Secretary

1. Call to Order started at 6: 33 pm

2. Logins/Greetings/Roll Call

- | | | | |
|-----|----------------------|-----|-------------------|
| 1. | Anita Irene Adams | 13. | Tony Leon |
| 2. | Vanessa Dixon-Briggs | 14. | Mariah McClain |
| 3. | Sarah E. Brown | 15. | Ron Pinchback |
| 4. | Verna Avery Brown | 16. | Minerva F Sanders |
| 5. | Michael Byfield | 17. | Adele M Stan |
| 5. | Bill Curtis | 18. | Dennis Williams |
| 7. | Violetta Diamond | 19. | Patrick Morrison |
| 8. | Sue Goodwin | 20. | Andrew Kreig |
| 9. | Robert A. Gordon | 21. | Wayne Bruce |
| 10. | Donna Grimes | 22. | Wanda Gnahoui |
| 11. | Kamau Harris | | |
| 12. | Arthur Hyland | | |

Unexcused Absence: Karen Briggs and Ambrose Lane Jr.

3. Resignation: None

4. The agenda was approved.

Time keeper: Kamau Harris

5. March 13, 2024 minutes were approved.

6. Management Reports:

Miyuki Williams, Interim General Manager, reported (submitted a written report Attachment A)

Miyuki thanked the LSB for the welcome. She stated her Misson is to get WPFW to financial strength.

In addition, she said the station needs the LSB's support

Katea Stitt, Program Director, reported:

1. Programmers are submitting their self-evaluations. The deadlines are Friday night at 11:59pm.
2. Working on technical proficiency.
3. Tom Cole will finish the Programmer's Bill.
4. She is meeting with inside Outside Collective regarding coverage of the pride parade.
5. Broadcasting Special International programming on April 30.
6. Celebrate Poetry month in April by presenting programming by poet Grace Cavalieri and honoring Rueban Jackson.
7. Try to resurrect the Jazz and Social justice calendar.
8. Radio Free Palestine asked WPFW to produce the English portion for their 24-hour broadcast.
9. Friends of the Congo Broadcast will fundraise and provide 40% to friend of the Congo Organization of Women and 60% to WPFW.
10. Broadcasting Africa Rising political and cultural Day.
11. Celebrating in June Black Music Month.
12. Thomas Blanton submitted a proposal for celebrating Juneteenth.

7. Sataria Joyner, Development Reported:

Sataria Joyner reported:

Relocation Pledge Drive April 6th and 7th

The Drive raised \$58,928 on April 6th and 7th. On April 5th Robin Holden raised \$18,094 total. We will send outstanding pledge reminders to donors who pledged. May 12 thru 25 will be our Spring drive. Our goal is \$250,000. It will be a 2-week drive. We will do an email blast to listeners on May 5th about the fundraiser.

Volunteers for Development

1. Sign up to answer phones for the pledge drive.
2. Work on some long-term fundraising.
3. Minerva is working on the Thank you gifts.

8. Finance Committee Report

Treasurer, Kamau Harris report: (submitted a written report Attachment B)

He submitted a motion:

Motion:

Motion to Forward FY24 Budget to Local Station Board

The WPFW Finance Committee moves:

To forward the FY24 Operating Budget as presented by WPFW Station Management to the Local Station Board (LSB) for review and recommends they move this budget forward to the National Finance Committee (NFC) for their review.

Passed without objections

Monday April 8, 2024

Kamau Harris

LSB Treasurer

Committee Chair

Vote: Unanimous

9. Community Comment

Eric announced that Daniel del Pelage, the program Pa'Lante, is leaving the program at WPFW. Annette, Bookkeeper, resigned. He thanked them both for their service. He announced that Rueban Jackson, who shared the Sounds of Surprise program with Larry Applebaum passed and he shared information about Rueban's career.

Lou Wolf said he was concerned about the Festival Center relocation being denied.

Martha Peterson asked about the events at the clubs. She asked is it the Programmer's Association or Programmer's Collective sponsoring them? Miyuki Williams said it is the Programmer's Association.

Sabooch Hikim announced that it is the Outreach Committee that is presenting the program for Jerry Paris, GM.

10. Relocation Committee

Kamau Harris, chair reported:

- a. American University has a possible space for the station. We scheduled a meeting to view the space this Friday. The cost maybe higher then quoted.
- b. Several other properties were sited by the community as a result of the Relocation PSA.

11. Management Assessment and Search/Evaluation Committee (MASC)

Gordon Vice Chair, reported:

- a. Job Notice and Vacancy Announcement adds will be put in trade magazines for free and use a google account for resumes.
- b. Ron said they worked on the job description and a time line for resumes.
- c. A review of next steps was presented by Minerva.
- d. They received 98 responses as a result of the Surveys distributed at the Town Hall and Survey Monkey.

12. PNB Report

Vanessa and Ron reported:

The PNB meetings were in Executive Sessions.

Irene Adams reported:

The Audit committee didn't meet.

The Programming committee will work on a uniform policy for all the grievance projects because they are different across the board.

Minerva Sanders reported:

The National Finance committee has met.

The Governance committee is looking at resolutions and motions that are usable by all or need to be discarded. In addition, They looked at the bylaws and read the Underwriting document to understand how it applies to nonprofit organizations like Pacifica.

13. Development Committee report (submitted a written report Attachment C)

- We want to plan a Programmer/ LSB outdoor get together.
- We need a copy of the tax-free letter.

14. Community Outreach

Violetta Diamond, chair

1. They discussed the Town Hall.
2. Jerry Paris retirement party. Saboo is the chair of the party committee.
3. The discussed the Newsletter written by Art.
4. Art's concert idea was also discussed.

15. Program/LSB Show Committee report

Minerva Sanders reported:

- a. Looking at ways to get better interaction between the PD and the Committee.
- b. They are waiting for feedback about the Pride Parade motion that Sarah submitted.
- c. They want the station to work with Thomas Blanton concerning the Juneteenth celebration.
- d. Thomas shared how the program will be presented.

LSB Show

Irene and Bill reported:

- Sataria educated the listeners to the benefit of the station to listeners.
- On April 26th the guest will be Vinnie to speak about the role of volunteers.

16. Evaluation Committee

Meeting on Friday the 15th and they will look at past information.

17. Communication and Standards Committee

They have not met.

Irene and Minerva, and Bill volunteered to serve on the committee.

18. Unfinished Business

Wayne reported:

LSB Fundraising Ideas

1. *Go Fund Me* page
2. popcorn fundraiser
3. Numerous Event Ideas

4. Underwriting
5. Talent shows
6. Bake sale
7. comedy show
8. poetry slam

19. New Business

Michael suggested an in person LSB meetings.

20. Dennis Williams, Chair, Adjourned the regular meeting at 9:54 pm

21. Convened the Executive Session at 9:59 pm

The executive session was called in accordance with the bylaws, which state that discussions related to personnel and financial matters must take place in a closed session.

Dennis Williams, Chair, Adjourned the meeting at 11:05pm

Minutes submitted by: Secretary, Ellen Williams Carter

Attachment A

Miyuki Williams, Interim General Management Report

I'm deeply honored to step into the role of Interim General Manager at WPFW, and I'd like to express my heartfelt gratitude for this warm welcome. To those who championed my appointment, I'm committed to living up to your expectations and trust. For those uncertain about my selection, I aim to earn your confidence through decisive action and tangible results. Together, we'll embark on a journey towards operational excellence and financial stability.

Our mission is clear: steer WPFW towards fiscal health. Facing substantial debt, it's critical we enhance our financial inflow while strategically managing our expenditures. Our strategy encompasses several key initiatives:

Prioritize debt reduction to alleviate financial strain.

Cultivate diverse revenue streams through:

Enhanced fundraising drives,

Engaging major donors,

Hosting impactful events,

Securing grants,

Exploring planned giving opportunities,

Partnering with esteemed institutions and organizations.

Optimize operational efficiency by addressing current needs and assessing staff requirements.

Our 90-Day Roadmap:

First 30 Days: Assessment and Foundation Building

Conduct a comprehensive financial and operational review.

Begin the transfer of essential items (bank accounts, keys, etc.).

Initiate meetings with key stakeholders:

Staff (paid and unpaid): April 9 - April 16,

LSB: April 10,

Finance Committee: April 8

Relocation April 17

Union: April 15

Listeners and Pacifica executives.

Organize and revitalize our workspace.

Next 60 Days: Action and Engagement

Launch the Spring Fundraising Drive (Preparation: May 5 - 12, Execution: May 12 - 25).

Explore relocation options and potential partnerships, such as collaborating with Dance Place for a Dance Africa event.

Open WPFW's doors wider to our community.

Final 30 Days: Expansion and Evaluation

Develop additional income streams to ensure long-term sustainability.

Complete the organization-wide cleanup and reassessment.

Review our budget with an eye towards potential staff expansion.

This ambitious plan not only aims to stabilize our finances but also to rejuvenate WPFW's spirit and community impact. Your support and collaboration are pivotal to our success. Together, we'll navigate these challenges and emerge stronger, united by our shared commitment to WPFW's mission and future. Your support is critical for success.

Thank you for your trust and partnership as we move forward.

GM retired 3.31, Bookkeeper resigned 4.4

Attachment B

WPFW FY24 BUDGET PROPOSED	EOFY21 Actuals	EOFY22 Actuals	EOFY23 Actuals	FY24 Proposed	FY24 Relocation
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REVENUE

Salaries & Related Expenses	\$ 645,099	\$ 683,065	\$ 676,893	\$ 680,800	
Gross Salaries	\$ 463,999	\$ 493,634	\$ 484,833	\$ 485,000	
Payroll Taxes - FICA	\$ 35,338	\$ 37,763	\$ 36,382	\$ 37,000	
Payroll Taxes - SUI	\$ 10,244	\$ 10,903	\$ 6,538	\$ 6,600	
403B Pension Contribution	\$ 1,334	\$ 1,828	\$ 2,056	\$ 2,200	
Health Benefits	\$ 134,184	\$ 138,937	\$ 147,084	\$ 150,000	
Board Expenses	\$ 2,093	\$ 1,600	\$ 500	\$ 5,000	
National Board Meeting and Travel	\$ 1,135	\$ 1,125	\$ 500	\$ -	
Local Board and LSB Elections	\$ 958	\$ 475	\$ -	\$ 5,000	
Administrative Expenses	\$ 492,075	\$ 437,947	\$ 505,021	\$ 256,950	\$ 200,000
Listener Support	\$ 1,378,264	\$ 1,310,137	\$ 1,307,410	\$ 1,448,000	
Major Donors (\$1K & Up)	\$ 96,635	\$ 128,507	\$ 40,000	\$ -	

Donations	\$ 4,104	\$ 20,612	\$ -	\$ -	
Car Donations	\$ -	\$ -	\$ 6,950	\$ 7,000	
Community Events	\$ 260	\$ 6,365	\$ 33,194	\$ 30,000	
Grant Income	\$ 181,124	\$ -	\$ -	\$ 30,000	
Misc Other Income	\$ 111,461	\$ 15	\$ -	\$ -	
Special Campaign - Moving				\$ -	\$ 200,000
Underwriting/Sponsorship	\$ -	\$ -	\$ -	\$ 10,000	
Sustainers	\$ -	\$ -	\$ -	\$ -	
TOTAL REVENUE	\$ 1,771,848	\$ 1,465,636	\$ 1,387,554	\$ 1,525,000	\$ 200,000

EXPENSES

WPFW FY24 BUDGET PROPOSED	EOFY21 Actuals	EOFY22 Actuals	EOFY23 Actuals	FY24 Proposed	FY24 Relocation
Consultants	\$ 155,992	\$ 116,614	\$ 186,291	\$ 18,000	
Moving Costs	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Telephone	\$ 62,001	\$ 62,740	\$ 45,368	\$ 10,000	
Internet/Cable	\$ 2,285	\$ -	\$ -	\$ 3,000	
Postage (USPS, FedEx, UPS)	\$ 688	\$ 66	\$ 860	\$ 50	
Web-Site	\$ -	\$ -	\$ -	\$ 2,500	
Interest/Bank Charges	\$ 34,018	\$ 13,522	\$ 6,012	\$ 6,000	
Professional Fees - Legal	\$ -	\$ 1,544	\$ -	\$ -	
GM Search	\$ -	\$ -	\$ -	\$ -	
Office & Supplies	\$ 19,232	\$ 19,735	\$ 22,995	\$ 6,500	
General Repairs/Maintenance	\$ 285	\$ 12,194	\$ 518	\$ 1,600	
Other Administrative	\$ 14,480	\$ -	\$ -	\$ -	
Office Rent	\$ 200,656	\$ 203,300	\$ 206,315	\$ 200,000	

Utilities - Office	\$ -	\$ -	\$ 27,368	\$ 9,300	
Travel	\$ 2,438	\$ 8,232	\$ 7,810	\$ -	
Storage	\$ -	\$ -	\$ 1,451	\$ -	
Computer Supplies/Maintenance	\$ -	\$ -	\$ 33	\$ -	
Programming Expenses	\$ 117,540	\$ 165,117	\$ 199,097	\$ 254,300	

WPFW FY24 BUDGET PROPOSED	EOFY21 Actuals	EOFY22 Actuals	EOFY23 Actuals	FY24 Proposed	FY24 Relocation
Consultants	\$ -	\$ -	\$ -	\$ 50,000	
Progamming Supplies	\$ -	\$ 10,330	\$ 24,884	\$ 5,000	
Tower Rent	\$ 74,894	\$ 79,126	\$ 81,743	\$ 61,200	
Utilities - Tower	\$ 46,515	\$ 55,501	\$ 82,211	\$ 92,300	
Internet/Cable				\$ 9,000	
Maintenance - Technical/Wire Supplies	\$ (3,869)	\$ 15,925	\$ 5,641	\$ 5,700	
Website	\$ -	\$ 360	\$ 743	\$ 600	
Telephone - Radio Lines - Transmitter	\$ -	\$ -	\$ -	\$ 24,000	
NFCB Convention	\$ -	\$ 3,875	\$ 3,875	\$ -	
Music Licensing Fees	\$ -	\$ -	\$ -	\$ 6,500	
Development Expenses	\$ 123,399	\$ 78,191	\$ 77,832	\$ 92,550	
Consultants	\$ -	\$ -	\$ -	\$ 5,000	
Credit Card Discount Fees	\$ -	\$ 21,123	\$ 22,217	\$ 22,000	
Postage - Subscription/Renewal Forms	\$ 15,104	\$ -	\$ -	\$ 2,650	
Supplies				\$ 7,500	
Printing - Marketing and Subscriptions	\$ -	\$ 29	\$ 242	\$ 250	
Development	\$ -	\$ -	\$ 1,847	\$ -	

Premiums PRA	\$ 7,846	\$ -	\$ 854	\$ 1,000	
Community Events	\$ 4,095	\$ 3,295	\$ 2,653	\$ 2,700	
Premiums from Vendors	\$ 57,099	\$ 18,401	\$ 18,323	\$ 18,350	

WPFW FY24 BUDGET PROPOSED	EOFY21 Actuals	EOFY22 Actuals	EOFY23 Actuals	FY24 Proposed	FY24 Relocation
Shipping - Premium	\$ 1,950	\$ 5,772	\$ 1,010	\$ 1,100	
Fund Drive / Tele Marketing	\$ 37,305	\$ 29,571	\$ 30,686	\$ 32,000	
TOTAL EXPENSES sans Central S	\$ 1,380,206	\$ 1,365,920	\$ 1,459,343	\$ 1,289,600	
CENTRAL SERVICES				\$ 277,511	
National Office				\$ 208,133	
Archives				\$ 69,378	
TOTAL EXPENSES with Central Services				\$ 1,567,111	
TOTAL REVENUE FY24				\$ 1,525,000	
TOTAL EXPENSES sans CS				\$(1,289,600)	
NET INCOME (NET LOSS) sans CS FY24				\$ 235,400	

TOTAL REVENUE FY24	\$ 1,525,000
TOTAL EXPENSES with CS	\$(1,567,111)
NET INCOME (NET LOSS) with CS FY24	\$ (42,111)

Listener Support	For FY24, we have combined "Major Donors" revenue with "Listener Support", as there is no description if a Major Donor (\$1K+) is a one-time gift or a FY giving total, which at that point it would be need to be removed from the Listener Support line and moved to Major Donor; if there is a restricted Major Donor gift, then it can be place in the Major Donor line with the restriction in the comments/justification column
Major Donors (\$1K & Up)	This line item is not budgeted for FY24, it has been combined with Listener Support (see comment for Listener Support)
Donations	Line item not budgeted for FY23 or FY24, unclear what this was in FY21 and FY22
Car Donations	
Community Events	Four special events were held in FY23 (Gerald Horne Tribute, Donnie's Special Event, Blue's Event, and a 5K Walk/Run; Three special events are scheduled for FY24 with expected revenue of \$30K; the LSB has been tasked to raise \$75K through events, but this has not been budgeted
Grant Income	Expected to receive three \$10K grants in FY24, one possible \$25K, but budgeting conservatively
Misc Other Income	Line item not budgeted for FY22, FY23 or FY24
Special Campaign - Moving	FY24 only
Underwriting/Sponsorship	FY23 media sponsors were categorized in "Major Donors"
Sustainers	Planning on tracking Sustainers by FY25 upon implementation of donor tracking software
TOTAL REVENUE	10% increase in projected revenue

REVENUE

Salaries & Related Expenses	
Gross Salaries	8 full-time + 2 part-time
Payroll Taxes - FICA	
Payroll Taxes - SUI	
403B Pension Contribution	
Health Benefits	
Board Expenses	
National Board Meeting and Travel	
Local Board and LSB Elections	Anticipate this will be covered by National Office
Administrative Expenses	

WPFW FY24 BUDGET PROPOSED	Comments
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EXPENSES

WPFW FY24 BUDGET PROPOSED	Comments
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Consultants	For prior FYs, all consultants were categorized as an Administrative expense; consultants are now charged against Administrative, Development, or Programming; FY24 Administrative consultant was the station's Business Manager/Accountant (\$3K/month); this person recently opted to discontinue working for WPFW, thereby eliminating this expense from April through EOFY. The National Business Manager will assist WPFW with accounting needs.
Moving Costs	
Telephone	For prior FYs, all telephone expenses were categorized as an Administrative expense; FY24 phone expenses are divided as per use
Internet/Cable	For prior FYs, all internet expenses were categorized as an Administrative expense; FY24 Office internet for admin purposes is approximately 5% of total use
Postage (USPS, FedEx, UPS)	General mailings
Web-Site	Fees for Google, website hosting, and cloud storage
Interest/Bank Charges	Bank & Paypal charges
Professional Fees - Legal	
GM Search	Pacifica National Office (PNO) covers these expenses
Office & Supplies	For prior FYs, all supplies were categorized as an Administrative expense; FY24 includes general office supplies for Administrative use only; eg: cleaning supplies, paper, water, Zoom admin use
General Repairs/Maintenance	HVAC and computer/software
Other Administrative	
Office Rent	FY23 actuals includes late payment fees; FY24 budgeted amount does not include late fees
Utilities - Office	FY24 utilities have been divided evenly between Administration, Programming, and Development
Travel	FY23 for truck rentals and various Uber; FY24 Not budgeted
Storage	FY24 offsite storage is no longer in use
Computer Supplies/Maintenance	Moved to General Repairs and Maintenance line
Programming Expenses	

WPFW FY24 BUDGET PROPOSED	Comments
Consultants	For prior FYs, all consultants were categorized as an Administrative expense; consultants are now charged against Administrative, Development, or Programming; FY24 Programming consultants are 1) Chief Engineer and 2) Two Board Ops (who will be moving to part-time staff prior to EOFY due to Union regulations) NOTE: Plans are to move the Chief Engineer to the National Office to spread his cost to those stations where he is providing support. Board Op expenses will be moved to "Salaries" after discussion with union.
Programming Supplies	For prior FYs, all supplies were categorized as an Administrative expense; FY24 supplies: paper, printer, Zoom, etc.
Tower Rent	Tower rent = \$5100/month; FY23 included late fees

Utilities - Tower	Tower = \$83K, General utilities = \$9300
Internet/Cable	For prior FYs, all internet expenses were categorized as an Administrative expense; FY24 Office internet spread out as per usage
Maintenance - Technical/Wire Supplies	Studio maintenance
Website	Includes YouTube fees for programming
Telephone - Radio Lines - Transmitter	Verizon Enterprise for Transmitter
NFCB Convention	Not budgeted for FY24; FY23 expense was a non-canceled autopay charge
Music Licensing Fees	BMI
Development Expenses	
Consultants	For prior FYs, all consultants were categorized as an Administrative expense; consultants are now charged against Administrative, Development, or Programming; FY24 development consultant is a Development Officer
Credit Card Discount Fees	
Postage - Subscription/Renewal Forms	Pledge reminders/invoices (250 pieces x 4 @ .68/per = \$880 x three pledge drives/year; NOTE: Will be submitting application for non-profit postage
Supplies	For prior FYs, all supplies were categorized as an Administrative expense; FY24 supplies: paper, printer, Emma Email Marketing service annual fee
Printing - Marketing and Subscriptions	Pledge reminders, invoices, acknowledgment letters
Development	FY24 removed line item, moved to supplies
Premiums PRA	
Community Events	Swag, t-shirts, etc.
Premiums from Vendors	Amazon, logoed premiums, etc.

WPFW FY24 BUDGET PROPOSED	Comments
Shipping - Premium	
Fund Drive / Tele Marketing	TeleRep - have been using volunteers which we anticipate will reduce expense significantly
TOTAL EXPENSES sans Central S	e
CENTRAL SERVICES	
National Office	15% of FY23 Revenue \$1,387,554
Archives	5% of FY23 Revenue \$1,387,554
TOTAL EXPENSES with Central Services	

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Finance Committee
WPFW Local Station Board (LSB)

Report to the LSB
April 10, 2024

- Kamau Harris, Treasurer/Chair
- Julie Hewitt, Member
- Lou Wolf, Member
- Sabooch Hikim, Member
- Tony Leon, Member
- Eileen Rosin, Member
- Kathleen Maloy, Member

The Finance Committee held its monthly meeting on Monday April 8th at 7pm via Zoom. The agenda was as follows:

1. Convene Meeting
2. Approve Agenda
3. Financial report from management (Miyuki Williams, Interim General Manager)
4. Preliminary report on special weekend Relocation Drive Fundraiser
5. Review of FY24 Draft Budget
6. Questions
7. Adjourn

The following financial information was provided by station management:

<i>Ending Cash Balance in Truist Acct at 3/31/2024:</i>	<i>\$ 4,683.56</i>
<i>Total Debits in Mar (-)</i>	<i>\$ 168,046.49</i>
<i>Total Credits in Jan (+)</i>	<i>\$ 34,684.08</i>
<i>Ending Cash Balance in United Acct at 3/31/2024:</i>	<i>No info provided</i>
<i>Ending Cash Balance in Bank of America Acct at 3/31/2024:</i>	<i>Not available</i>
<i>Ending Cash Balance in United Bank Acct at 3/31/2024</i>	<i>Not available</i>
<i>Outstanding Accounts Payable at 3/31/24:</i>	<i>Not available</i>

Important update on Staffing

The Administrative Assistant / Bookkeeper for the station resigned as of 4/5/2024

Attachments: (1) FY24 Draft Budget; (2) Motion passed on “*Forwarding the FY24 Budget to the Local Station Board (LSB)*”

Conclusion:

The next meeting of the Finance Committee will be on Monday May 6, 2024 beginning at 7:00pm via Zoom.

Attachment C

WPFW Development Committee Meeting

Minutes

Thursday, March 28, 2024

Quorum met at 7:06. Meeting called to order.

Roll Call: Minerva Sanders, Arthur Hyland, Marsha Edward, Sataria Joyner, Miyuki Williams, Martha Peterson

Update on Upcoming Events: Relocation Fund Drive, Spring Fund Drive, Blues Festival (late August), 5K race the (second Saturday in September), WPFW Live (from website) and Jerry Paris' retirement party.

Discussion on Marketing Materials (Wish List)

Research online was conducted and found the prices for the items below. These items were discussed at the last meeting and the list was drawn from those meeting minutes. We also have an LSB member who is a printer. We will also tap into that resource.

ITEM	QTY	ESTIMATED COST	SOURCE	SET UP CHARGE
Round Cork Coasters	250	\$140.00	AnyPromo.com	Not mentioned
Wrist Strap Key Chain	250	\$237.50	4Imprint	\$45.00
Stress Balls	249	\$113.40	Quality Logo Products	Free
Chip Bag Clips	250	\$227.50	4AllProos	Not mentioned
Chip Bag Clips	250	242.50	4imprint	\$45.00

WPFW Newsletter: (Arthur Hyland) Reached out to Vinnie looking for suggestion for programmer interview; asked Miyuki and Sataria for suggestions. Both agreed to ask around and/or identify a prospective.

Art was asked about a concert fundraiser he had been working on. He reported that he is working with a few programmers (mainly blues shows) to make contacts in the industry but would like to tap into Jazz. Do any programmers know jazz performers. He reached out to Blues Alley; suggestion was made to check the Birchmere and Bethesda Theater.

From Development Staff: Sataria reminded us about Relocation Fundraiser on April 6th and 7th and the fund drive that will begin May 12th to 25th going for 2 weeks. They are thinking of implementing the Tell a Friend campaign again. There will also be a push for new members.

The target at hand is to take care of thank you gifts. Minerva mentioned that she has not been contacted. Sataria and Minerva agreed to discuss project soon.

Minerva asked about underwriting piece, that stations are supposed to be implementing and asked if there is anything taking place in that direction. PNB suggested years ago. Development reported that it was implemented with Wolf Trap, Bethesda Blues and Jazz. It is a matter of taking forms to businesses and drawing up appropriate contracts.

Chair asked Sataria for templated solicitation letter donation and the tax letter. Sataria agreed to supply the letter. Is there a templated letter for students to help them get schools and youth community service hours? Vinnie has it. Sataria will ask Vinnie for it. Sataria will also tweak solicitation letter for donations.

1. Arthur: Promo gifts Arthur willing to go in and help.
2. Suggestion was made to commit to coming in April 6th or 7th to answer phone calls as a committee. See each other face to face and generate buzz.

Miyuki handed over development to Sataria, as she is transitioning to new position.

Action Items:

- a. Assist with promo gifts.
- b. Activate sign in sheet for volunteers.
- c. Need to do something for the Programmers, something like the Programmer's appreciation where programmers can get to know LSB members.
- d. Obtain Tax-free Letter for members who make purchase.

Suggestion was made to find places like Haines Point, as opposed to a restaurant for a gathering Somewhere where attendees can drive, park our cars and interact. Outdoors. Meeting Adjourned at 7:52