

WPFW- LSB Regular Meeting Minutes September 11, 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 6:30 pm**

**2. Logins/Greetings/Roll Call**

- |                         |                       |
|-------------------------|-----------------------|
| 1. Anita Irene Adams    | 13. Minerva F Sanders |
| 2. Vanessa Dixon-Briggs | 14. Michael Hersh     |
| 3. Verna Avery Brown    | 15. Dennis Williams   |
| 4. Michael Byfield      | 16. Wanda Gnahoui     |
| 5. Bill Curtis          | 17.. Andrew Kreig     |
| 6. Violetta Diamond     | 18. Patrick Morrison, |
| 7. Robert A. Gordon     | 19. Wayne Bruce       |
| 8. Kamau Harris         | 20. Sue Goodwin       |
| 9. Arthur Hyland        | 21. Ambrose Lane Jr.  |
| 10. Tony Leon           | 22. Donna Grimes      |
| 11. Mariah McClain      |                       |
| 12. Adele M Stan        |                       |

Excused absence: Ron Pinchback

**3. Resignation:** No resignations.

**4. The agenda was approved.**

Time Keeper: Kamau Harris

**5. August 14, 2024 minutes were approved.**

**6. Management Reports:**

➤ **Katea Stitt, Program Director:**

Katea Stitt is ill and unable to attend the meeting.

➤ **Sataria Joyner, Development, reported: (submitted a report see Attachment A)**

Pledge Drive

The August Pledge Drive raised \$177,542. The goal was \$175,000. Pledge drive reminders were sent out. The date for the next drive is: October 14th -November 3<sup>rd</sup>. The goal is \$300,000. Volunteers are needed to answer the phones.

Fundraisers

The Blues Fest raised \$2,506. It barely covered the expenses. The 5K run is September 14, 2024 and the WPFW Reggae Fundraiser Concert is October 5, 2024. Sataria thanked Arthur Hyland, the WPFW newsletter: writer, editor, and reporter. The station received a charitable request as part of the plan giving program. There will be a few eblasts sent encouraging people to participate in the October drive, the 5K Run and the Reggae Fundraiser Concert tickets. More funds are needed for the Relocation.

➤ **Miyuki Williams, Interim General Manager, reported:**

Programming

The Program Director is ill and unable to attend the meeting. WPFW programmers completed the compliance training. During September we will air the following Special Programming:

- A special show commemorating Frankie Beverly.
- Celebrating Hispanic Month from September 15<sup>th</sup> to October 15<sup>th</sup>
- A Social Justice and Jazz calendar will air in October.
- On air special and fundraiser with Friends of the Congo, in partnership with WPFW, will present a fundraiser at Westminster Presbyterian Church.
- There are still a few programmer positions that need to be filled.

Presently, there are approximately 137 programmers and substitutes.

Station Off the Air

Moe Thomas, Chief Engineer, reported on August 13<sup>th</sup>, we experienced a service attack on our airwaves. The FBI were contacted.

Relocation

We are waiting for a lease from the University of the District of Columbia (UDC).

**7. Finance Committee**

Kamau Harris, chair reported,

Agenda

They met on September 9<sup>th</sup>. On the Agenda was preparations and approval of the budget. The committee is working on the budget and expect to complete it in the next two months.

### Discussion

- Suggestions were made on how to give time to other nonprofits to do underwriting and ways to bring in major donors.
- Sending Thank you letters to donors.
- Monetizing the HD Streaming

### Finances

The balance in the Truist Account is \$88,710.71.

## **8. Community Comment**

**Eric Ramey** said, if UDC is allowing unfiltered programming, and we relocate to their building, it is suspect. He thinks this deal is bad for Pacifica, WPFW and the Community that we serve.

**Starr** feels it is not a good decision to be connected to the government through a lease at UDC. She also stated that Community Comment people should be given 3 minutes to talk.

## **9. Relocation Committee**

Kamau Harris, chair reported: (submitted a report see Attachment B)

The Committee is waiting for a lease from UDC. They are also looking at a Silver Spring building. The 1990 K lease ends December 21, 2024.

## **10. Management Assessment and Search/Evaluation Committee (MASC)**

Tony Leon, reported that he is now chair of the MASC. Robert Gordon is the Vice Chair. Ambrose Lane and Pat Morrison are resigned from the MASC.

Irene Jefferson said they received some resumes and developed interview questions.

## **11. PNB Report:**

**Irene Jefferson reported:**

She sent a message to the PNB Audit committee. She is looking into auditing all stations. She is working with the ED.

**Minerva Sanders reported:**

A Motion was presented to rescind the decision to shorten the terms to 2-years and do a 3-year term again.

**Vanessa Dixon-Briggs reported:**

WPFW won't need an election this year.

## **12. Development Committee report**

Irene Adams reported:

Preempted because of the LSB special meeting.

### **13. Community Outreach**

Violetta Diamond, chair reported:

#### Newsletter

The Newsletter was distributed. The Town Hall is scheduled for October 26<sup>th</sup>.

#### 5K Run

5 K run and walk expenses:

- \$450. Race director
- \$430 liability
- \$3000 the space
- \$90 canoe.

Total expenses for the 5K Run are 3,970.

They need volunteers for the, September 14, 2024, 5K Run.

### **14. Program/LSB Show Committee report:**

Minerva Sanders, reported:

The ED and PNB will create a document to evaluate the Program Director. In addition, they are reviewing the on-air programs.

LSB Show

Irene Jefferson, reported:

They couldn't do the August show because they were LSB candidates for the 2024 election.

### **15. Communication and Standards Committee**

No report.

### **16. Unfinished Business**

Dennis Williams, LSB Chair, made a motion:

I move to approve the Volunteer Bill of rights with the alterations made by Tony Leon.

**Vote: 16 Yes 3 No 2 Abstentions**

### **17. New Business**

Michael has a problem with the 8 new programs created during the pledge drive. The chair said concerns about programing should be made at the Program Committee meetings.

## 18. Action Items

Acknowledgement of the passing of the former LSB member Campbell Johnson.

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

Minutes submitted by: Secretary, Ellen Williams Carter

## *Attachment A*

Sataria Joyner

Development

For The LSB

Summer Drive 2024 Goal: \$175,000

August 11-25 contains a one day extension.

Phones and wpfwm.org garnered: \$168,724

CashApp and PayPal: \$8818

Total: \$177,542 after 15 days(1 day extension)

Last year we got the goal of \$200,000 but only after an extension of Two days. After the initial 14days both Summer Drive 2023 and 2024 had about \$155,000. The 2024 Summer Drive still showed growth because we made the same in 14 days despite the attacks on computer systems, phones, the air, etc. Unfortunately, we will never know what could have been but it looks as though we were on track to at least surpass what we achieved in the same time period last year. Our average donation is about \$131. This increased average gift is what has been helping to keep us afloat as our actual number of members has decreased.

Pledge reminders were sent out. If you pledged and stated that you wanted to receive a reminder and did not receive one, please let me know. If you make a donation via our website or by calling and you did NOT receive a receipt/reminder via email, please let me know. You can email me at [sjoyner@wpfw.org](mailto:sjoyner@wpfw.org).

I updated the email addresses for the eblast system. This added about 2000 emails.

Tickets for the 5K Run/Walk (September 14) are available via the WPFW website. The form to register is located at: [https://pledge.wpfwm.org/pt\\_web\\_form.php](https://pledge.wpfwm.org/pt_web_form.php). 12 people are registered in the system as of 10:50pm last night. I know that Martha has some other people who may not be included in this number. Martha and Katea have been working together to get interviews scheduled to hopefully boost sales.

Tickets for the Reggae Show (October 5) are available via Eventbrite.com. No tickets have been sold but we believe it will sell out. You can get your tickets and encourage others to do so at this web address: <https://www.eventbrite.com/e/wpfw-reggae-event-tickets-1005210269977?aff=ebdsshcopyurl&utm-campaign=social&utm-content=attendeeshare&utm-medium=discovery&utm-term=>

The e-newsletter was sent out Wednesday, September 4. It did include a mistake. Another eblast will be sent this week and include the correction

There will be a few eblasts sent encouraging people to participate in the October drive and to 5K and Reggae Show tickets.

We are currently collecting testimonials to begin running ahead of (and during?) the Fall drive.

We received our first promise of a planned gift/charitable request from a longtime listener, member and volunteer.

REMINDER: The major giving club called the Jazz and Justice Circle now has a page on the website <https://wpfwfm.org/radio/support-us/circle-of-excellence> . There's also a page with information about bequests. Many of you(the LSB) have been listeners and financial supporters of WPFW for years. Let's start at home. Please consider including WPFW in your estate planning and becoming a major donor. <https://wpfwfm.org/radio/support-us/charitable-bequests> .

The October drive dates are October 14 – November 3. The goal is \$300,000. This drive is critical. We must not only get the goal to fulfill our day-to-day operation goals and obligations. We have to also keep in mind that we have to move. The August drive goals came out to be \$87,500 per week. The fall drive will be \$100,000 per week. To achieve the increased goal we ask everyone to begin preparing pledge drive shows, sign up to be pitch partners, to answer phones, and to mail pledge reminders. Pitch partners should contact Katea to be scheduled. For those volunteering to answer phones and/or help with reminders, contact Vinnie Jack (Volunteer Coordinator) by calling 202-588-0999 ext. 360 or emailing [volunteers@wpfw.org](mailto:volunteers@wpfw.org).

I encourage you to spread the word to friends, family, associates, and organizations that you belong to and or patronize. You are a great ambassador and could help us get more volunteers/listeners/members. Also, keep in mind that any high school and college aged people that you have in your life or extended experience may be in need of volunteer hours. Our pledge drives can be a painless way to volunteer, learn something about radio and all that is WPFW, and get the required hours for graduation. We save money when volunteers answer the phones.

## **Attachment B**

### **Relocation Committee WPFW Local Station Board (LSB)**

Report to  
the LSB  
September  
11, 2024

Kamau  
Harris, Chair  
Adele Stan  
Verna  
Avery-  
Brown  
Ronald  
Pinchback  
Vanessa  
Dixon-Briggs  
Wayne  
Bruce  
Robert  
Gordon  
Dennis  
Williams  
Miyuki  
Williams  
Moe  
Thomas  
Stephanie  
Wells

The Committee meets every Wednesday of the month, except for the 2<sup>nd</sup> Wednesday, at 7:30pm via Zoom. The Committee met on 8/21/24, 8/28/24 and 9/4/24

#### **Summary**

To date (9/9/24) the Committee is still waiting on a fully executed lease from The University of the District of Columbia to review. We voted to pursue the services of an attorney to assist in the review of this lease once it is received. Two Attorneys have are being considered and the Committee expects to be able to vote on the preferred counsel at the next regular meeting.

One property in Silver Spring remains under consideration. The committee asked the broker to request an updated LOI and provide financial information to the landlord. However, our Broker has advised against this as negotiating two leases simultaneously would be seen as operating in bad faith, bordering on unethical.

Going-forward, the Committee has agreed to continue to accept property referrals from the public, WPFW Staff, Volunteers and LSB Members. These referrals will be numbered and retained as a list of properties that could be quickly referenced if needed.

The current lease at 1990 K Street NW expires on 12/31/2024. This makes for an expedited turnaround as it relates to identifying station assets required for effective and efficient broadcasts and those that have no appreciable value. Management will video record the entire suite at 1990 K St identifying the assets to be moved. Management will submit this recording to the Committee in order to obtain quotes from at least three (3) professional moving companies.

### **Conclusion**

The Committee will meet on the following dates: September 18<sup>th</sup> , September 25<sup>th</sup> , and October 2<sup>nd</sup> beginning at 7:30Pm via Zoom