

Minutes

WOOL-FM BOARD

October 18, 2004

6:00 PM

Readmore 1 Hapgood Street, Bellows Falls

Meeting called by: Dot Read

Type of meeting: Board Meeting

Facilitator: Dot Read

Note taker: Bob Ross

Attendees: Dot Read, Wade Kemp, Nancy Stefanik, Bob Ross. Tony Elliot, Gary Smith

Agenda topics

Discussion: Discussed minutes of September 20,2004. Minor amendments. Approved as amended. Bob will send to Gary to post.

No Treasurers report.

UPDATE: We received \$3500 grant Department of Buildings and General services toward construction of studio and transmission tower. Nancy suggested that the funds will be applied as follows: approx. \$1500 for ADA compliance, exit & fire alarms, \$1000 for rigger for tower, and \$1000 toward moving pipes and installing heater. Tony move to expend funds as suggested with Nancy as grant manager. Gary seconded. Approved unanimously.

UPDATE: Will hear about \$8500 grant application from Windham Foundation within three weeks. If granted will pay for program and training coordinator.

Nancy moves that \$500 additional be allocated toward fundraising drive. Tony seconded. Approved unanimously.

Nancy reports donation of \$100/per month from Paul Workman earmarked to build country and western library. Will circulate a thank-you letter to board for review before she mails out.

Board reviewed budget for transmitter construction. It appears the actual tower costs may be 1/3 less than initially budgeted. The equipment committee will review the control room equipment list and see what is absolutely necessary to begin broadcasting before year end.

Fundraising strategy was discussed.

TOWER UPDATE: Tony will meet at tower on October 19th to allocate space in building shed and on tower. Price of tower discussed with Adelpia. Will possibly be in range of \$300/month. Documents in circulation with tower management company. 83 foot height proposed. Calls are in to 2 insured riggers to see if they can set up the equipment before year end upon approval. Calls are to be directed to Tony. Basic STL equipment will be added and installed by rigger at same time.

MEMBERSHIP UPDATE: 62 current members with goal of 100 before year end. Gary is planning an

additional concert fundraiser for mid-December.

Board will review proposed training manual and discuss in greater detail at next meeting. Wade discussed four different components of training – general orientation, FCC rules, hands-on at mock board, sharing board with on-air show. Studio training will wait until we have one in place.

Will try to set up mock studio in upstairs of post office.

PROGRAMMING: Dot has been crazed but will do better this month. Listener survey will go out this month with mailing. We will work on programming structure in near future.

STUDIO UPDATE: Sean & Gary will come up with materials list to build out phase 1 of studio. Motion to spend up to \$200 to purchase and deliver 25-30 windows and possibly 36” steel door for studio. Tony motion. Wade 2nd. Approved. Tony will submit building permit for ramp and egress. Nancy moved to spend up to \$3500 for door, ADA & materials for control room wall. Tony second. Approved.

LEASE is signed. MP3 Server is set up. Everyone has login and passwords. Put all music into the incoming folder on the server.

MOU rough draft is in email. Board to review and rewrite before next meeting. Final draft should go to FACT board before Monday, November 1

Tony moved to adjourn. Wade 2nd. Meeting adjourned at 8:14 PM

Special notes: Next board meeting is November 15th.