



Board Meeting Minutes
16 April 2008
33 Bridge Street

In attendance: Tony Elliott, Bob Ross, Maya Costley, Don Malcolm, Tony Princiotti, Gary Smith, Heather Lane

Meeting called to order at 7:10pm

I. Minutes From Previous Meetings:

Bob moved, Tony seconded that we accept the minutes of the meeting of March 12, 2008, as amended. Amendments are as follows:

- a. Correct spelling of Tony Elliott's last name.
- b. Please note that the board Accepted the Treasurer's Report of March 12. Unanimous acceptance of meeting minutes. Motion carries.

2. Old Business

- a. Film Fundraiser: Gary reported on the collapse of the Bill Lee film fundraiser due to problems with the film, coupled with problems with Opera House equipment and scheduling difficulties.
- b. FCC Progress:
 - i. Gary reported that there was no further progress with the FCC regarding GFCBC's application and explained the process by which the FCC has lumped our application with other MX'd applications.
 - ii. Report by Gary RE the "late filing fee" matter with the FCC in which a letter disputing the fee was sent to the FCC along with a check to cover the charge if deemed necessary. Discussion of how to deal with inaction by the FCC and how to best protect our LPFM license. Proposed by Bob Ross, it was determined by majority in attendance that we should take no further action to learn the status of our claim with the FCC.
- c. PSA Policy Guidelines: Three PSA Coordinators were appointed by the Board of Directors and they are Dot Read, Bob Ross, and Tony Princiotti. The responsibilities of these coordinators is to approve and review what goes on the air as Public Service Announcements. Heather Land will continue writing PSAs as well but one of the three coordinators should continue to monitor Heather's output and advise her of changes if necessary. Tony moved to make these appointments, Don seconded motion. Approved unanimously.

- d. PSA Protocol: Tony E & Tony P will build the PSA protocol standard based around 30-second PSAs as our primary format. Currently anything under 60 seconds is OK for inclusion in automation.

3. Treasurer's Report

- a. General discussion of the Treasurer's Report. Don motioned and Maya seconded the motion that we accept the report. Unanimously accepted.
- b. Reviewed advertising revenues from the Printed Programming Schedule:
 - i. Fall Mountain and Flying Under Radar have paid.
 - ii. Chittenden and Richards group invoiced but not yet paid. Tony will follow up with these customers.

4. Programming Report

- a. Printed Program Schedule: Gary reported on the completion of the Printed Program Schedule. There needs to be distribution of the schedule throughout the area. Gary will make a list of locations for distribution. Heather will be asked to deliver the schedule. Tony Elliott asked all directors to take a stack to distribute though no formal arrangement was made with directors for distribution.
- b. Sports Program Progress: Don reported on his progress. The principle contact has left his position. Don will be getting more information about broadcasting from football ballfield in the fall.
- c. Host Post Continuation: Melinda Underwood has resigned as Host Post Coordinator. Tony Princiotti agreed to carry on the writing and distribution of Host Post. Gary will draft script for upcoming fundraiser to send to hosts before the event.
- d. General Discussion of Absenteeism: it was recommended by Tony P & Maya that repeated offenders who miss shows with or without notice should expect to lose priority schedule position and will forfeit their time-slots at the discretion of the Programming Coordinator. No further action was recommended at this time.

5. Training Report:

- a. Janine Marr: Discussion of meeting between Don Malcolm, Maya Costley, and Janine Marr, a former Keene State Broadcasting Instructor. There was mixed understanding of Janine's willingness to function as the instructor for future WOOL training program. Don will call Janine to arrange for a meeting with the Programming Committee on April 30. Another possible trainer is Steve West from KVT AM in Brattleboro.
- b. Training Manual: Gary reported on progress of Training Manual rewrite. Tony E and Tony P now have made comments to improve manual. Gary will integrate these and then pass the manual to Don M for review.

- c. Standards Based Training Discussion: Tony P discussed how we might build standards into our training and certification process but this discussion was kept short to be re-invigorated once we determine our new Training Program.
- d. New Trainees: Kali Quinn, Jonathan Maloney, Daniel Burmeister all certified. Ralph Golec is certified and scheduled.

6. Technical Report:

- a. Announcement on resolution of broadcast signal dropout problem. Comcast has reconfigured some aspects of the internet on the mountain and this has apparently fixed the problem of dropout that, according to anecdotal reports have stopped entirely.
- b. A discussion of new equipment people would like to see acquired:
 - i. New monitors
 - ii. Amplifier to replace Gary's loaner
 - iii. Marantz power supply
 - iv. Turntable pre-amps
 - v. Remote setup including small mixer
 - vi. Faster admin printer.

7. New Structure for GFCBC

- a. Proposed in January by Tony Elliott: After general discussion of the unwieldy and non-functioning current committee structure at WOOL, it was motioned by Gary and seconded by Tony Elliott that we adopt a new organizational structure with fewer committees and a more focused Executive level. The proposal below was approved unanimously by those in attendance and will be integrated in the coming month into our printed and web materials:

THE NEW STRUCTURE OF GREAT FALLS COMMUNITY BROADCASTING COMPANY

Staff:

Executive Director
Clerk
Program Director
Technical Director

Governance:

Board of Directors

- As designated in our by-laws
- May only meet quarterly

Executive Committee

- Leads in Strategic Planning
- Meets / Acts for the Board, as needed, between board sessions

President
Vice President
Treasurer
Secretary

Fiscal Management and Planning

- Leads in budget development and oversight
 - Audit review
 - Strategic fund development planning
- Treasurer serves on this committee

Board Development and Governance

- Serves as nominating committee
 - Develops slate for office nominations
 - Oversees by-laws and governance issues
 - Nominates committee chairs
- Secretary serves on this committee

Programming Committee

- Program development and oversight
 - Builds Board involvement in Program activity
- Vice President serves on this committee.

Notes

1. There is one member of the Board on each committee.
2. That Board member is not necessarily the chair of the committee.
3. The Board of Directors appoints the chair of the committee based on the nomination of the Board Development Committee and the recommendation of committee members.

8. New Business:

- a. Live Broadcast from Walpole Green on May 3rd as part of the Energy Fair
- b. *Library Month* readings to post in automation given to Tony Elliott for upload by Gary for inclusion in the next week or so. Tony agreed.

9. Annual Meeting: It was agreed that the annual meeting will be held on Sunday, June 29, at 2:00 pm at the Waypoint Center in Bellows Falls. Gary will send out notice to the members.

10. Next Board Meeting Wednesday, May 14, 7pm at 33 Bridge Street.

11. Motion to Adjourn Tony motioned to adjourn, Don seconded. Meeting adjourned at 9:15 pm.