



WOJB Board of Directors Meeting Minutes
Tuesday, November 8th, 2007
8:00 am- 12:30 pm

Attendance: Mic Isham, Lori Taguma, William Trepanier, Don Carley, Gaiashkibos, Anna Heath, and Kim Beaudin.

8:24am Meeting Called to Order by Mic.

Motion by Don to approve minutes with delete of Meeting date cancellation and name adjustment, 2nd will, motion carries.

Legal Roles/Responsibilities of Board/Trainings: Liable for station, some grants have trainings. Table this till next meeting will Boris Frank.

8:29am Job Description Review

Need Spread Sheet (Source of funds vs. every employee) =Total grants & Budget.

Lori – General Manager

S. Ford- Office/Business Manager

Erik- Public Affairs

Anna Heath- Membership Dir.

Jeff St.- Native Affairs Producer

Nicki Kellar- Program Dir

Carol Taylor- Underwriter

Part-time Producers: Vinnie, Barb LaCapa, Bret Christianson, Scott Bombreck

Volunteers (45 people) 1 show

Personnel Files

Need Job description to everyone

Need file on everyone, include job description, date of hire, evaluation, recognitions, review, (schedule for review), copy of trainings, rate of pay, salary schedule, years of experience, degrees, fringe, travel, salary total, where they are getting paid from (Grants)

Need to describe bonus related to time

Strategic Planning Items

Need Budget, Legal, Executive, Personnel, and Pro

programming Committees, Mission, Membership needs budget, survey comments on donation, where are members coming from, conforming to constituency, program changes related to donor base

To be held at The Landing December 20th one cabin

9:12am Management Report –Lori

Somewhat updated

Need to indicate where money goes

Special Events

Need special events budget (Each event needs budget, revenue, donations (including time, money and supplies etc), cost, profit, loss, # tickets sold, where goes in budget, these may be used as match \$, grants written and received).

Need these special events as a line item in general budget. (Birkie, hand drum contest, pow-wow's)

Fall membership drive: \$42,979 Pledge, actually get approximately 80% of pledge.

Needs to be reflected in budget & where money goes (micro-budgets)

Grants

Need to have list of grants written and received (volunteer match rate ie. \$10/hr) carry over funds

Need to have policy & procedure related to grants

Need to look at Current grant related to Erik (Don Carley & Rose)

Needs

Native Programming 165Hrs (self produced)

Need to include local native coverage of events.

Need breakdown of hrs, non-produced (Arrows, Native American Calling)

Coverage of local native participated sporting events to increase interest, increase support for tribal members.

Auditor at station for 4hrs (Set up spreadsheet)-Karen Darrell cost: \$4600

Equipment

Need documentation on where it came from, source of funds i.e. Chippewa Valley Bank, for insurance purposes, what is disposed of and how, Bid out, Liability of property.

2 Recorders not user friendly-Laser disk (out dated equipment)

off Air related to Bulb burn out every 6 months

Need to know if we are insured related to business Interruption

Personnel & Volunteers

Need to document hours and what they did, statement of volunteer hours (They write off on taxes Mileage and hours donated

Need to document training where and why

- **Need to have each position (not Names) in budget**
- **Need bonus line item**

Contracted Services.

Copier, Auditor, Web site training

- **Need to bid out for services (using tribal available resources as able), Newspaper Ads with description summary per grant or need.**
- **Need Pod cast services (per Lori)**

Membership

More membership than last year, but less money this year (down \$15,000)

- **Need more breakdown**

Lori is looking into research on getting bigger donations

Programming

Balanced viewpoints

Assigned interviews

Bill Miller's original cost of performing was \$4500, he was negotiated down to \$2,500. Lori pursuing even lower fee.

Agenda Items for next meeting

Management Report, Approval of Minutes, Old business, Bonus issue, Legal roles & responsibilities.

Next Meeting December 13th 8:30am-12 at the TGB Conference Room

11:07am Motion to hold the Board and Staff Planning Meeting at The Landing resort by Don, 2nd by Gosh, motion carries.

Executive Director

- need to approve of staff submission of grants
- need to get resolution from board to pursue grants

Coastal Management Grant (Originated by Eric)

- supplemental
- consulting as a producer
- computer training for the web site (will be sending Eric for training
- In-kind (all in-kind matching
- unable to tell if he's getting paid
- \$4840 to Rick Rooney
- \$7000 Matching funds from pending underwriting agreements