

WYOU Board of Directors Meeting
Tuesday, July 17, 2011 • 6:30 to 8:30 p.m.
Main Conference Room, Social Justice Center
1202 Williamson St.

A. Opening

1. Call to order
Meeting called to order at 6:30 p.m.

2. Roll call

Present: Patrick Garvey, Michael Haven, Heidi Johnson, Johanna Johnson, Brenda Konkel, Luciano Matheron, Rick Richards.

Absent: Sean Bode, Bill Brehm.

B. Agenda Items

1. Processes (volunteer applications, teaching criteria, programming requests)

a. Volunteer Applications (Rick Richards and Michael Haven). Names of people interested in volunteering at WYOU are currently being tracked by a spread sheet. Rick said he would eventually like to see a database built to keep track of volunteers and their service hours. Based on the teams that the board previously identified as key to get up and running (office, studio and blog/web teams), the ad hoc volunteer committee has identified about 50 people to begin contacting. Barbara V. is making phone calls to potential volunteers to find out more about their availability and interests.

Rick and Michael are working on finalizing a volunteer application. The application will be sent to the WYOU list serv. Interviews will be held.

Michael said that based on experience he's gained from his job and through talking with the volunteer coordinator at WORT, there should be a vetting process for volunteers. Making sure a volunteer has the skill set or can develop the necessary skill set will help make the match successful for both the individual and WYOU.

Board expressed general agreement with vetting process.

Action Point: Michael will forward Rick a volunteer application form he's been working on. Rick will finalize form and send out via list serv. Setting up interviews (hopefully grouped by teams; i.e., doing office team

interviews on the same day) will be next step. Interviews will be conducted by a panel.

- b. Education/Teaching Criteria – Patrick said he is looking for input on classes, payment structure for instructors and background checks for instructors working with high school aged children and younger.

Regarding payment structure:

Instructors paid a flat rate of \$25/hr. for classes (ie., camera, editing, etc.)

For other classes, such as youth camps, the payment is 50/50 split with instructor and station. Patrick said there's an expectation that the instructor will edit projects the youth camps produce and this can be a significant time commitment.

Back ground checks – standard procedure for people working with minors. The instructor application should request references from former employers, current co-workers and personal references. Madison Police Dept. may also run background checks for a fee.

- c. Programming committee – Brenda Konkel reported the committee is working on policy for airing shows, assigning time slots, frequency of broadcast. This means looking at WYOU's Mission Statement and seeing how it works with regards to being an all volunteer organization that no longer receives any PEG (government) funding.

Hierarchy of criteria discussed by committee and board so far includes:

Person requesting show to air is a member (and then):

Show is about local community

Show is produced locally

Show is of reasonable quality

WYOU is receiving many requests from non-local residents to air shows. A policy needs to be developed and implemented to consistently and fairly address these requests.

A suggestion was made to implement a higher membership fee for people/organizations who are non-local and are requesting non-local programming to be aired. There seemed to be some consensus that a member or underwriting annual fee of \$300 - \$500 for out-of-state program providers was in the right ballpark.

Luciano Matheron suggested one of the ways to address programming requests is to allocate percentages of the schedule for local and non-local programming.

Rick Richards and Brenda Konkel both raised the issue that there is room in the schedule to accommodate programs, as many shows repeat throughout the month. Programming committee is also looking at which non-local programs currently airing are in current standing as members.

**Action
Point**

Programming committee will develop policy for airing shows and related fee structure for non-local members/organizations for non-locally produced content.

2. Volunteers – How can we get them engaged in WYOU?
Michael said one of the questions that he has with regards to working on the ad hoc volunteer committee, is what is the placement and training process after a volunteer is hired? He also asked if specific list serves would be in place to help people from getting overwhelmed by general updates.

With regards to what happens with volunteers after they are hired to a team, the board reviewed the organizational chart. Each team has a committee they report to. For example, the office team “reports” to the executive committee. To help with the flow of information Luciano Matheron said there should be an expectation of the team leader attending their applicable committee meeting.

3. Communication – How are we getting information out to members?
Brenda Konkel said that the board is collectively in charge. If something needs to be communicated, the issue should go on a board agenda.

One suggestion for assisting with communication, transparency and accountability is to send board meeting minutes to WYOU Members via list serv. The process would be the Secretary prepares minutes by the Sunday after the board meeting and emails the minutes in draft format to board members. Board members would have three days to review and approve minutes. After review, Secretary would distribute the minutes via WYOU list serv.

Patrick Garvey suggested that minutes be posted to WYOU Face Book page to help promote feedback and discussion of issues from membership.

Next board meeting: Tuesday, July 26, 2011.

Adjourn at 8:35 p.m.

Minutes respectfully submitted by Johanna Johnson

