



MINUTES FROM BOARD MTG. 4.13.18 APPROVED

Board of Directors Quarterly Meeting
Friday, 4.13.18: 11-12:30pPT | 1-2:30pCT | 2-3:30pET
Prepared by secretary, Tena Rubio

1. Roll call (Secretary)

Jennifer Ferro, President **PRESENT**
Luis Perez, VP & Programming **PRESENT**
Joan Kobayashi, Treasurer **PRESENT**
Tena Rubio, Secretary & Election Chair **PRESENT**
Martina Castro, Membership **PRESENT**
Bob Cross, Strategic Development **EXCUSED**
Neenah Ellis, Director **PRESENT**

Kim Fox, Director **EXCUSED**
Rachel Hubbard, Director **PRESENT**
Alex Kapelman, Director **EXCUSED**
Laura Starecheski, Director **EXCUSED**
Melodie Virtue, Governance **PRESENT**
Sue Schardt, CEO **PRESENT**

Support materials:

Committee formation documents in Dashboard
FS/February 2018
Membership Report N/A
LocaloreLive RFP

2. Approving agenda.

No additions to agenda. Meeting officially begins at 11:02aPT.

3. Treasurer/Finance Report. Joan Reports.

Joan: We went through the financials back in February. But to recap, the net surplus year to date is positive. If anyone has any questions, please get in touch.

4. President. Jennifer Reports.

Jennifer announces the Committee Chairs she has appointed for this new term.

- Finance/HR: Joan Kobayashi
- Programming: Luis Perez
- Strategic Development: Bob Cross
- Membership: Martina Castro
- Election: Tena Rubio
- Governance: Melodie Virtue

Calls for a motion to accept the slate.

Neenah moves to approve. Sue seconds. All vote aye. No oppositions or abstentions.

Jennifer invites Sue to explain committee dashboard. Sue: Each committee chair now puts forward who they want on their committee and outline what their goals are for the year. The board votes to approve the formation of each committee. All of this information is outlined on the dashboard.

Jennifer calls for Luis to go first. Luis asks to report later in the meeting. Jennifer calls on Joan.

5. Formation of Committees.

Finance/HR: Joan Kobayashi presents goals and proposed committee members.

Tells Board that she's added a link on the dashboard that outlines what the finance committee responsibilities are and then outlines her goals.

Main points: monitoring monthly and yearly financial statements; assisting with annual budget and reporting that to the Board; and preparing quarterly reports. Would also like to have end-of-year projections done by November if possible instead of January.

Committee Members: Joan, Bob Cross and Martina Castro.

Sue moves. Neenah seconds. Unanimous vote to approve.

Governance: Melodie Virtue presents goals and proposed committee members.

Says she's a committee of one. Says her goal is to advise, assist, and give access to professional legal help for AIR related initiatives, as requested.

XX approves. XX seconds. Unanimous approval. (Secretary's sound/visual dropped out)

Programming: Luis Perez presents goals and proposed committee members.

Main points: Continue to support AIR programs and support Sue and Tran Vu, AIR's Program Director. Announces that Emily Kwong and Emanuele Berry are rotating off the program committee and possibly going to other committees.

Committee Members: Rachel Hubbard, co-chair in training; may also invite Stacia Brown, Jeanette Woods, and Elaine Sheldon.

Martina approves. Joan seconds. Unanimous approval.

Sue: Requests that Luis put those names into the Dashboard. Luis. Yes.

Strategic Development: Bob Cross. Excused.
Did not discuss strategic development.

Membership: Martina Castro presents goals and proposed committee members.

We've lost 2 members. Lauren Ober and (not intelligible)

Committee Members: Martina Castro, An Uong, Editor and Community Liaison, are on committee now. Would like to invite Susanna Capelouto, WABE and Rob Beyers, NPR. Is still searching for other members, as well.

Main Points: Maintain and preserve close relationship with AIR staff; keep abreast of the "pulse" of the network and support effective response by staff; reach out to lapsed members; and help communicate the value of membership.

Melodie approves. Joan seconds. Unanimous approval.

Sue: Emailed Martina a couple of other names. Asks if she received that. Martina: Yes. Thank you. Plans to reach out to them. Sue: Thanks her for her awesome work.

Election: Tena Rubio presents goals and proposed committee members.

Main points: This will be my 8th time running elections as a chair. All goals and role of committee chair stays the same. But this year, looking for a co-chair. Presents timeline for this year's elections and proposes Friday, November 16 as the date for the annual meeting.

Committee Members: Has not identified committee members. Will do that along with the Executive committee later in the year.

Melodie approves. Joan seconds. Unanimous approval.

6. CEO Report. Sue Reports.

Sue says there's a lot of activity. We're launching several new initiatives to support our producers, including new funding opportunity for indie producers.

Commends work of all the chairs and thanks everyone for their work and commitment, especially since she knows how busy everyone is. Says she's so grateful to have everyone on the Board and is excited for the year ahead.

Programming: 2 major things happening.

Full Spectrum Storytelling Initiative in New York with Emanuel Berry. Taking applications for that now.

Planning for the Allied Media Conference in Detroit. Will be new presence for us. Tran has worked hard. Hope to cultivate a new channel of diverse talent.

LocaloreLive Launch. Due to generous funding, AIR has the opportunity to hand out microgrants, between \$15 and \$40 thousand dollars, to a number of producers to create innovation in the live community space. This builds on the work of Finding America. Only this year, because of the type of funding, we actually have an opportunity to not only work with public media folks, but also community groups, arts organizations, churches, businesses and other types of collaborators. We launch next Tuesday. Projects will launch July 1st and will run through December 31st.

PRNDI. Mark your calendars to June 21st. We're going to be opening the Public Radio News Directors Conference with a live event in Philadelphia at the Church of The Advocate. AIR is producing it in partnership with WHYY. The theme is sanctuary. And in the style of a localized production it will involve people from the local community telling stories. We have a team of indie filmmakers and audio producers who will produce short documentary video and audio documentaries that will air on WHYY and will be available on our Finding America platform. Very exciting. It will be a way to showcase that public media makers can create work that extends beyond the airwaves and digital platforms and go deep within a community.

AIR's 30th Anniversary! Will probably be doing something at Third Coast. Keep this in mind.

Rate Guide and Code of Fair Practices. Working with An Uong who is our community liaison on a new rate guide and code of fair practices for audio producers. It's been a rich discussion with dozens of independent producers and about 10 acquisition organizations to come to consensus around rates. We're also taking the opportunity to upgrade our Code of Fair Practices.

New partnership with JAWS, a womens' journalism organization. (#metoo campaign). JAWS will provide a point of contact for women looking for help and advice around workplace equity. There will be coaching on assertive training that will either be offered free of charge or at a discounted rate. Currently identifying coaching experts now. Will also be offering a reading list of resources. An has been working on this for months. That's coming out this month.

Finance. Bab Oommen who is our longstanding bookkeeper is now our Finance Manager; he will take on new responsibilities to keep pace with our growth. Audit begins soon; NETA coming in at end of month or early May (National Education Television Agency) to look at our books and make sure accounting practices are in order.

Turns it over to Ryan.

Ryan COO Reports.

Hiring process. 3 new positions, including Content Director Role, Story Talent Curator and Engagement Strategist. Content Director will essentially be the senior producer of Localore. Story Talent Curator is a fairly big partnership with NPR where we're working on trying to build the talent pipelines and connect AIR's members to stations. This was formerly Paul Ingles job that is now being placed under AIR's roof. Engagement Strategist will strengthen the

network by engaging groups that AIR hasn't attempted to reach out to or hasn't reached out to in awhile. All positions are posted online. Update: Kate is no longer working with us. Refined the position.

Space/expansion: We're looking to either move to a new building right down the street in Dorchester or we'll be expanding into a new unit in our current building.

Hands back to Sue.

Sue: Asks Board to send qualified candidates their way, especially for the Content Director.

Q & A follows.

7. New Business (5 mins)

Sue: Can we determine what the committee schedule will be? Folks say they'd like to table it for now and confirm later.

Neenah: Next Quarterly Board meeting is May 18th? Tena. Yes.

8. Adjourn 12:40pPT. Martina adjourns. Luis seconds. Unanimous approval.

**** Mark calendars ****

Annual Meeting: Friday, November 16 @ 11aPT | 1pCT | 2pET)
2018 Quarterly Board meetings (90 minutes on 3rd Fridays) 11aPT | 1pCT | 2pET
May 18 | Aug 17 | Nov 16 (may change)
Great Escape, TBD

Committee meeting schedule (may change):

Directors may attend any committee meeting, w/exception of Executive, with courtesy notification of chair

Executive (by invitation): 1st Mondays (1pET)
Finance/HR: 4th Mondays (2pET)
Programming: 2nd Thursdays (1pET)
Strategic Development: (with Exec Committee)
Membership: 3rd Mondays (3pET)
Governance: as needed
Election: as needed