



**Friends of WWOZ, Inc.  
Board of Directors Meeting Minutes**

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Date: June 8, 2016

Time: 4:30 p.m.

Location: The New Orleans Jazz & Heritage Foundation  
1205 N Rampart, New Orleans, LA 70116

Board Members Present: C. J. Blache (via telephone), Belinda Lewis Batiste, Roxy Wright, Jay Banks, Marc Barnes, Karen Nabonne Coaxum (via telephone), Bob Edmundson, Douglas Hammel (via telephone), Deborah Harkins (via telephone), James Hutchinson, Courtney Katzenstein, David Kerstein, Dr. Gabou Mendy, J Pegues, Leonard Smith III (via telephone), Peter Laborde, Karen Solomon (via telephone)

Board Members Absent: Richard Cortizas, Gerald Billes, Ruth Chouest, Ronald McClain, Mary Johnston Norriss, Carol Solomon

Foundation Staff Present: Don Marshall

Foundation  
Past Presidents Present: D. Joan Rhodes

WWOZ Staff Present: David Ankers, Scott Borne, Arthur Cohen, David Freedman, Melanie Merz, Leslie Molson, Pearl Ricks, Beau Royster, Pamela Wood

Members of the Public Present: Leslie Cooper, Grace Perrine

1. **Call to Order.** Ms. Batiste called the meeting to order at 4:30 p.m.
2. **Quorum.** Ms. Batiste declared the presence of a quorum, with 19 of 23 Board members participating.
3. **Minutes.** Mr. Pegues moved to accept the minutes of the April 6, 2016 board meeting. Mr. Barnes seconded the motion, which passed unanimously.



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**4. Public Commentary.** Ms. Batiste invited public commentary. She advised that a total of 20 minutes would be allotted for public commentary, with that time to be divided equally among commenters.

**a. Grace Perrine.** Ms. Perrine introduced herself as a volunteer music librarian at WWOZ. She asked the board why WWOZ has not yet advertised the open position of General Manager. She then asked why WWOZ needs both a General Manager and a Chief Operating Officer.

**5. Chief Operating Officer's Report.** Mr. Cohen referred the board to the Chief Operating Officer's Report document distributed by circulation prior to the meeting and included in the board meeting materials packet. Mr. Cohen reported that he is at present defining job responsibilities, analyzing spending, and evaluating revenue allocation. He related that with the Board's approval, WWOZ will refrain from embarking upon new projects during the current period of transition, in order to devote attention to its operations. Ms. Katzenstein asked if WWOZ management has conducted exit interviews with recently separated employees. Mr. Cohen replied that some exit interviews have taken place. Mr. Cohen reported that on May 10, 2016, he and some members of staff met with ~75 of WWOZ's volunteer show hosts at the George and Joyce Wein Heritage Center. He related that WWOZ has begun to implement its show hosting protocols, to solicit feedback from hosts, and to provide constructive criticism to hosts. Mr. Cohen concluded his report by introducing Pearl Ricks, who joined WWOZ as its Outreach Coordinator on June 1. Mr. Hutchinson moved to accept the Chief Operating Officer's report. Mr. Pegues seconded the motion, which passed unanimously.

**6. Committee Reports.**

**a. Development Committee.** Mr. Barnes reported that WWOZ's development revenue as of April 30 totals \$2.2 million, compared to the \$2.1 million raised as of the same date in 2015. He related that all areas excluding the Swamp Shop have seen increased revenue this year, and that the Development Committee is addressing the Swamp Shop's performance. Mr. Barnes expressed gratitude to Ms. Katzenstein for organizing and hosting a fundraising event in New York City on April 14 that raised \$10,000 for WWOZ. Mr. Barnes reported that the WWOZ



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Piano Night 2016 saw an increase in net revenue of more than 400% compared to Piano Night 2015. He attributed the event's success to effective management, halved expenses, forward promotion, and zero marketing costs. Ms. Katzenstein encouraged all Board members to attend Piano Night in 2017. Mr. Barnes announced that WVOZ needs to realize full donor participation by its board of directors, and urged everyone on the board to make a contribution prior to the end of WVOZ's current fiscal year on August 31, 2016. He added that he will send each Board member a letter to that effect. Mr. Banks moved to accept the Development Committee report. Ms. Katzenstein seconded the motion, which passed unanimously.

- b. Finance Committee Report.** Mr. Pegues referred the board members to the financial statements for March and April. He stated that revenue is up versus the prior fiscal year, but below the budgeted projections for FY 2016. Mr. Cohen remarked that the Major Giving revenue line item will not hit its budgeted target, adding that WVOZ will be redefining a "major" gift and plans to execute a new major giving program. Mr. Edmundson asked for clarification regarding the expense line items for membership and membership incentives. Mr. Pegues explained that increased Brass Pass sales generate increased expenses. Mr. Cohen added that WVOZ will recalibrate membership incentive costs in terms of return on investment. Mr. Hutchinson moved to accept the Finance Committee's report. Ms. Katzenstein seconded the motion, which passed unanimously.
- 7. Ongoing Business.** Mr. Cohen reminded the board that WVOZ needs to adopt a revised WVOZ Community Advisory Board (CAB) Charter. He explained that an active community advisory board is a requirement for stations, such as WVOZ, that receive Corporation for Public Broadcasting (CPB) Community Service Grants and that the CPB mandates the structure of community advisory boards. Mr. Cohen distributed the revised charter, developed with the aid of WVOZ's legal counsel, to the board. Mr. Edmundson moved that the revised CAB Charter be distributed via email to all Board members for review and commentary, and that after five (5) business days the full Board vote on adoption of the revised charter by circulation. As an addendum to his motion, Mr. Edmundson appended the following proviso, namely, that if fewer than 11 board members fail to submit a vote to adopt the revised CAB charter, whether ye or nay, the



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Legal Committee is authorized to adopt the revised CAB charter on the Board's behalf. Mr. Hutchinson seconded the motion and the addendum, which both passed unanimously.

- 8. New Business.** The Board did not discuss any new business.
- 9. Set Next Meeting Date.** The WWOZ Board set the next meeting for July 13, 2016, at 4:30 p.m.
- 10. Adjournment.** Mr. Barnes moved to adjourn the meeting. Mr. Pegues seconded the motion, which passed unanimously. The meeting was adjourned at 5:18 p.m.