

STUDENT MEDIA BOARD OF DIRECTORS AGENDA

*Tuesday, Sept. 12, 2017 • 7 p.m.
Room 356, Witherspoon Student Center*

INTRODUCTIONS

ELECTION OF BOARD OFFICERS

- Election of a chair – In accordance with the Student Media Constitution, “The board will elect, by majority vote, a chair and vice chair at the board’s first meeting. The chair of the board will be an elected or appointed student, not an ex-officio, non-voting member. In the absence of the chair, the vice chair will serve as the chair.

- Election of a vice chair – Any board member may serve in this role.

- Election of secretary – Any board member may serve in this role and a secretary can be appointed at each meeting.

NEW BUSINESS

1. Approval of minutes from April 2017 board meeting.
2. Introduction: Zanna Swann (Patrick)
3. 2016-2017 year-end update (Patrick/Jamie)
4. September budget update (Jamie)
5. Summer recruitment update (Ellen)
6. Witherspoon renovation proposal (Patrick)
7. Two-step authentication (Patrick)
8. Discussion: cross-platform collaboration

REPORT ADDENDA

- Agromeck
- Business Office
- Nubian Message
- Technician
- Windhover
- WKNC

EXECUTIVE SESSION

The Student Media Board of Directors may adjourn into executive session to discuss matters of litigation, potential litigation or personnel.

ADJOURN

**N.C. State Student Media Board of Directors
April 2017 meeting minutes**

**Tuesday, April 11, 2017 • 7 p.m.
Room 356 Witherspoon Student Center**

Present: Missy Furman, Jackie Gonzalez, Laasya Vulimiri, Dante Genua, Dean Phillips, Tania Allen, Josh Hyatt, Meghan Glova, Rachel Smith, Amanda Pearlschwig, Stephanie Tate, Mary McPhatter, Emily Ehling, Patrick Neal

Absent: Chloe Anderson, Justin Hall, Robbie Williams

Others present: Jamie Lynn Gilbert, Martha Collins, Ellen Meder, Anna Long, Deja Richards

CALL TO ORDER & ELECTION OF MEETING SECRETARY

Board chair Jackie Gonzalez called the meeting to order at 7:02 p.m. Meghan Glova volunteered to serve as recording secretary.

APPROVAL OF MARCH 2017 MEETING MINUTES

Patrick Neal noted that Laasya's Vulimiri's last name was misspelled in the March minutes. Dean Phillips moved to approve the minutes with that correction. Laasya seconded the motion, and the board voted unanimously to approve the minutes.

YEAR-END RECRUITMENT & RETENTION REPORT

Ellen Meder presented the 2016-2017 Recruitment & Retention Report, which is attached here and made part of these minutes by reference. She said that while the number of overall contacts during Orientation were down over the previous year, she said the overall number of those contacts remaining active through the entire academic year actually rose by four individuals. She speculated that a relatively obscure spot at the information fair might have affected the number of people indicating their interest in that venue. She said that a large number of students active on staff now indicated that they originally heard about Student Media through a friend. She said the groups should keep that in mind moving forward, and consider hosting events *like Nubian Message's "Bring A Friend Night"* in 2017-2018.

BOARD MEMBERSHIP FOR 2017-2018

Meghan, Laasya, Dean, Tania Allen, Josh Hyatt and Dante Genua all indicated that they would return to the board for 2018-2019. Patrick said Robbie Williams had confirmed that he would also return to the board next year. Jackie will not return as a voting member, though she would remain on the board as an ex-officio member as Student Body President. Patrick told Jackie that Coleman Simpson, who had won the board seat in the Student Government elections in March, would be ineligible to serve on the SMBOD if he was also a member of Student Government. He asked her to find three non-Student Government students to serve as her appointees to the board. Finally, Patrick said he would touch base with Justin Hall and Chloe Anderson to see if they would be back on the board in 2017-2018.

REPORTS

Written reports submitted prior to the meeting were included in the meeting package and are made part of these minutes by reference. Written reports distributed at the meeting are attached

here. Otherwise, Patrick invited members of the board to attend Student Media's end-of-the-year event on Thursday, April 20 beginning at 4 p.m. Emily Ehling also encouraged everyone to attend WKNC's last Fridays on the Lawn event on April 28.

UPDATE: STUDENT MEDIA 2016-2017 GOALS

Jamie Lynn Gilbert presented Student Media's progress on its goals for 2016-2017. That report was included in the meeting package and is included as part of these minutes by reference. She then asked the board to suggest goals for 2017-2018. After some discussion, it was decided that many goals from the current year would be retained and two – increased collaboration between media outlets and a program-wide review of risk management practices – would be added. In addition to those goals, ones retained from the current year included alumni outreach and engagement, cultural literacy, emphasis on diversity in recruitment and coverage, branding, resource gathering, enhancement of training manuals, and attendance at conventions and retreats.

APRIL BUDGET UPDATE

The April budget update was included in the meeting agenda package and is included as part of these minutes by reference.

ADJOURN

The meeting was adjourned at 7:40 p.m.

Zanna Worsham Swann

[REDACTED] ~ Clayton, NC 27520 ~ [REDACTED] ~ zswann@nc.rr.com

HIGHLIGHTS OF QUALIFICATIONS

- Dedicated to ethics, customer service, efficiency, and quality
- Possess strong interpersonal and communication skills
- Energetic, driven, and self-motivated team player

EMPLOYMENT HISTORY

<u>Proposal Processor</u>	<u>12/2016 - present</u>
University Temporary Services (NC State University)	Raleigh, NC
<ul style="list-style-type: none"> ▪ Collaborate and assist faculty with funding proposal development (primarily federal funders, i.e., National Science Foundation, US Department of Agriculture, US Geological Survey) ▪ Provide superb customer service and feedback on budget development, formatting, narratives, and campus systems (i.e., PINS, RADAR, WolfReports, etc.) ▪ Ensure and deliver optimum communication between faculty and campus-wide staff 	
<u>Director of Development</u>	<u>04/2015 - 09/2016</u>
Rural Economic Development Center (N.C. Rural Center)	Raleigh, NC
<ul style="list-style-type: none"> ▪ Secured 400% increase in sponsorships and generated more than \$326,500 in annual revenue ▪ Launched the organization's first donor database ▪ Created overall marketing and annual fundraising plan and led grant and proposal writing teams ▪ Presented analytical reports and financial metrics to the board of directors and volunteers ▪ Provided exceptional customer service and donor stewardship ▪ Met face-to-face with program partners, community executives, and individual constituents ▪ Developed marketing material, funding campaigns, and social media outreach ▪ Oversaw program budgets, pledge billing, donor reporting, IRS receipting and grant oversight ▪ Instituted and oversaw data entry protocols, procedures, policies, and data quality 	
<u>Executive Director</u>	<u>08/2012 - 06/2014</u>
Fayetteville Technical Community College	Fayetteville, NC
<ul style="list-style-type: none"> ▪ Directed the FTCC Foundation with a budget of \$250,000 and net assets of \$3.7 million ▪ Generated more than \$600,000 in revenue and expanded endowment investments ▪ Began with a goal of eliminating a \$130,000 budget deficit, and left with six-figure surplus ▪ Provided leadership to the nonprofit board, college administration, and foundation auditor ▪ Prepared comprehensive financial reports, proposals, grants, and IRS 990 Forms ▪ Oversaw budgets, accounts payable and receivable, and endowment disbursements ▪ Planned and implemented major fundraising and donor/student recognition events ▪ Developed and managed contracts for scholarships and donor endowments ▪ Supervised and trained staff, student workers, and volunteers ▪ Oversaw internal and external marketing, communications, and media relations 	
<u>Alumni and Annual Funds Director</u>	<u>10/2010 - 07/2012</u>
Johnston Community College	Smithfield, NC
<ul style="list-style-type: none"> ▪ Managed the alumni, annual fund, and special events of the foundation ▪ Set financial revenue goals and generated more than \$200,000 in annual support ▪ Provided leadership to various board committees and provided auditing due diligence ▪ Prepared comprehensive financial reports, proposals, and grant budgets ▪ Oversaw event budgets, assisted with audit, and provided financial reporting ▪ Wrote and designed materials for marketing programs, speeches, and executive reports ▪ Planned and implemented major fundraising, donor gala and student recognition events ▪ Implemented donor and alumni database, which included importing more than 24,000 records 	

Zanna Swann (continued)

<u>Director of Excellence Fund for UNC School of Medicine</u>	<u>08/2008 - 09/2010</u>
University of North Carolina at Chapel Hill	Chapel Hill, NC

- Exceeded annual revenue goals of \$200,000 in unrestricted annual support
- Provided leadership to volunteer committees and councils consisting of more than six groups
- Prepared comprehensive budgets, financial reports, funding proposals, and grants
- Wrote and designed materials for marketing programs, special events, and presentations
- Planned and implemented major fundraising and student recognition events
- Led a \$100,000 grant program for early-stage research grants and medical student scholarships
- Composed and delivered scripts for senior leadership presentations and volunteer training
- Supervised two staff members and more than 30 volunteers

<u>Director of Development for College of Education</u>	<u>08/2006 - 06/2008</u>
North Carolina State University	Raleigh, NC

- Met the \$15 million capital campaign goal for NCSU College of Education
- Raised major gifts for educational programs and scholarships
- Established endowment funds
- Identified, cultivated, solicited, and stewarded prospective donors
- Organized and implemented special events
- Composed marketing and communication materials in print and online
- Oversaw departmental budget
- Prepared analytical financial and donor metric reports
- Trained and supervised more than 30 full-time staff, student workers, and campaign volunteers
- Served as leadership to college advisory boards, university trustees, and academic staff
- Maintained databases
- Wrote presentations, articles, speeches, phone scripts, funding proposals, and grant applications

<u>Development Director</u>	<u>03/2002 - 06/2005</u>
Pines of Carolina Girl Scout Council	Raleigh, NC

- Directed fundraising for Girl Scout Council serving 20 counties
- Increased support from \$75,000 to more than \$300,000 annually and implemented a successful \$3 million capital campaign that surpassed goal by 5%
- Designed and composed marketing materials, funding proposals, and grant applications
- Identified, cultivated, solicited, and stewarded prospects
- Created and oversaw departmental budgets
- Developed and analyzed financial reports
- Provided program evaluation for funder and auditor reporting
- Supervised and trained more than 200 staff and volunteers
- Coordinated board meetings and committees
- Established and maintained donor and prospect databases
- Presented speeches, financial reports and funding campaigns to staff, donors and board directors
- Assisted with implementation of staff and volunteer background checks
- Consulted on crisis communication needs
- Organized and managed special events
- Developed campaign talking points, speeches, and phonathon scripts

EDUCATION

MA - Strategic Communication and Leadership - Seton Hall University

BA - Journalism (Advertising & Business Concentrations) - University of North Carolina at Chapel Hill

STUDENT MEDIA BUDGET VS. ACTUAL

DATE: July 1, 2017

PERCENT THROUGH FISCAL YEAR: 100%

056	AGROMECK		
	Budget	Actual	Percent
Payroll	\$ 16,668.13	\$ 12,795.42	77%
Supplies	\$ 900.00	\$ 650.88	72%
Leadership develop.	\$ 5,275.00	\$ 2,342.78	44%
Admin service charges	\$ 2,419.01	\$ 2,314.19	96%
Current services	\$ 27,084.00	\$ 25,258.39	93%
Fixed charges	\$ 2,064.00	\$ 955.93	46%
TOTAL	\$ 54,410.14	\$ 44,317.59	81%
Non-fee income	\$ 26,200.00	\$ 39,566.29	151%
Fee income	\$ 28,210.14	\$ 27,687.34	4.09%
TOTAL	\$ 54,410.14	\$ 67,253.63	124%
Profit/Loss	\$ -	\$ 22,936.04	

061	NUBIAN MESSAGE		
	Budget	Actual	Percent
Payroll	\$ 5,817.01	\$ 5,013.24	86%
Supplies	\$ 50.00	\$ 477.46	955%
Leadership develop.	\$ 2,030.00	\$ 2,299.36	113%
Admin service charges	\$ 722.17	\$ 696.95	97%
Current services	\$ 7,696.00	\$ 7,829.25	102%
Fixed charges	\$ 930.00	\$ 1,022.98	110%
TOTAL	\$ 17,245.17	\$ 17,339.24	101%
Non-fee income	\$ 2,200.00	\$ 5,678.47	258%
Fee income	\$ 15,045.17	\$ 14,766.35	2.18%
TOTAL	\$ 17,245.17	\$ 20,444.82	119%
Profit/Loss	\$ -	\$ 3,105.58	

057	TECHNICIAN		
	Budget	Actual	Percent
Payroll	\$ 92,424.12	\$ 80,859.48	87%
Supplies	\$ 1,150.00	\$ 1,180.37	103%
Leadership develop.	\$ 4,370.00	\$ 4,085.36	93%
Admin service charges	\$ 12,592.69	\$ 11,880.55	94%
Current services	\$ 61,350.23	\$ 58,039.77	95%
Fixed charges	\$ 11,377.00	\$ 11,358.48	100%
TOTAL	\$ 183,264.04	\$ 167,404.01	91%
Non-fee income	\$ 160,000.00	\$ 132,187.77	83%
Fee income	\$ 23,264.04	\$ 22,832.91	3.37%
TOTAL	\$ 183,264.04	\$ 155,020.68	85%
Profit/Loss	\$ -	\$ (12,383.33)	

058	WINDHOVER		
	Budget	Actual	Percent
Payroll	\$ 5,582.50	\$ 6,347.25	114%
Supplies	\$ 635.00	\$ 389.72	61%
Leadership develop.	\$ 1,110.00	\$ 823.91	74%
Admin service charges	\$ 1,055.51	\$ 1,025.06	97%
Current services	\$ 15,940.00	\$ 7,855.99	49%
Fixed charges	\$ 762.00	\$ 1,391.24	183%
TOTAL	\$ 25,085.01	\$ 17,833.17	71%
Non-fee income	\$ 2,200.00	\$ 2,224.00	101%
Fee income	\$ 22,885.01	\$ 22,460.90	3.32%
TOTAL	\$ 25,085.01	\$ 24,684.90	98%
Profit/Loss	\$ -	\$ 6,851.73	

059	WKNC		
	Budget	Actual	Percent
Payroll	\$ 37,615.49	\$ 38,659.44	103%
Supplies	\$ 2,600.00	\$ 2,951.04	114%
Leadership develop.	\$ 3,580.00	\$ 3,490.54	98%
Admin service charges	\$ 3,375.71	\$ 2,717.65	81%
Current services	\$ 6,420.00	\$ 7,108.66	111%
Fixed charges	\$ 4,854.00	\$ 4,684.00	96%
Contracted services	\$ 1,000.00	\$ 500.00	50%
TOTAL	\$ 59,445.21	\$ 60,111.33	101%
Non-fee income	\$ 50,300.00	\$ 48,908.16	97%
Fee income	\$ 9,145.21	\$ 8,975.73	1.33%
TOTAL	\$ 59,445.21	\$ 57,883.89	97%
Profit/Loss	\$ -	\$ (2,227.44)	

060	GENERAL ADMIN		
	Budget	Actual	Percent
Payroll	\$ 396,604.61	\$ 375,313.80	95%
Supplies	\$ 12,575.71	\$ 8,503.56	68%
Leadership develop.	\$ 12,450.00	\$ 10,513.86	84%
Admin service charges	\$ 30,456.11	\$ 30,791.49	101%
Current services	\$ 20,618.76	\$ 35,601.75	173%
Fixed charges	\$ 3,371.00	\$ 6,131.38	182%
Contracted services	\$ 4,000.00	\$ 3,000.00	75%
Capital outlay	\$ 27,006.40	\$ 21,032.11	78%
TOTAL	\$ 507,082.59	\$ 490,887.95	97%
Non-fee income	\$ 5,700.00	\$ 30,701.71	539%
Fee income	\$ 501,382.59	\$ 492,090.85	72.72%
TOTAL	\$ 507,082.59	\$ 522,792.56	103%
Profit/Loss	\$ 0.00	\$ 31,904.61	

066	TECH SUPPORT		
	Budget	Actual	Percent
Payroll	\$ 81,935.80	\$ 87,072.10	106%
Supplies	\$ 1,876.00	\$ -	0%
Leadership develop.	\$ -	\$ -	
Admin service charges	\$ 4,378.79	\$ 4,368.06	100%
Current services	\$ 1,377.24	\$ 1,420.13	103%
Fixed charges	\$ -	\$ -	
TOTAL	\$ 89,567.83	\$ 92,860.29	104%
Non-fee income	\$ -	\$ -	
Fee income	\$ 89,567.83	\$ 87,907.94	12.99%
TOTAL	\$ 89,567.83	\$ 87,907.94	98%
Profit/Loss	\$ -	\$ -	

	OVERALL		
	Budget	Actual	Percent
Payroll	\$ 636,647.66	\$ 606,060.73	95%
Supplies	\$ 19,786.71	\$ 14,153.03	72%
Leadership develop.	\$ 28,815.00	\$ 23,555.81	82%
Admin service charges	\$ 55,000.00	\$ 53,793.95	98%
Current services	\$ 140,486.23	\$ 143,113.94	102%
Fixed charges	\$ 23,358.00	\$ 25,544.01	109%
Contracted services	\$ 5,000.00	\$ 3,500.00	70%
Capital outlay	\$ 27,006.40	\$ 21,032.11	78%
TOTAL EXPENSES	\$ 936,100.00	\$ 890,753.58	95%
Non-fee income	\$ 246,600.00	\$ 259,266.40	105%
Fee income	\$ 689,500.00	\$ 676,722.03	98%
Interest income		\$ 434.99	
Food Purchases		\$ (403.26)	
TOTAL INCOME	\$ 936,100.00	\$ 936,020.16	100%
Net Profit/Loss	\$ 0.00	\$ 45,266.58	

STUDENT MEDIA BUDGET V. ACTUAL

DATE: September 1, 2017
PERCENT THROUGH FISCAL YEAR: 17%

056	AGROMECK		
	Budget	Actual	Percent
Payroll	\$ 30,861.25	\$ 2,659.00	9%
Supplies	\$ 900.00	\$ 60.68	7%
Leadership develop.	\$ 4,750.00	\$ -	0%
Admin service charges	\$ 3,200.00	\$ -	0%
Current services	\$ 27,096.00	\$ 197.91	1%
Fixed charges	\$ 1,175.00	\$ -	0%
TOTAL	\$ 67,982.25	\$ 2,917.59	4%
Non-fee income	\$ 26,200.00	\$ (725.21)	-3%
Fee income	\$ 41,782.25	\$ 18,111.29	5.48%
TOTAL	\$ 67,982.25	\$ 17,386.08	26%
Profit/Loss	\$ -		

061	NUBIAN MESSAGE		
	Budget	Actual	Percent
Payroll	\$ 6,859.13	\$ -	0%
Supplies	\$ 100.00	\$ 42.38	42%
Leadership develop.	\$ 2,060.00	\$ 248.05	12%
Admin service charges	\$ 1,000.00	\$ -	0%
Current services	\$ 8,976.00	\$ 1,217.02	14%
Fixed charges	\$ 640.00	\$ -	0%
TOTAL	\$ 19,635.13	\$ 1,507.45	8%
Non-fee income	\$ 3,200.00	\$ 276.96	9%
Fee income	\$ 16,435.13	\$ 7,124.11	2.16%
TOTAL	\$ 19,635.13	\$ 7,401.07	38%
Profit/Loss	\$ -		

057	TECHNICIAN		
	Budget	Actual	Percent
Payroll	\$ 126,626.76	\$ 5,792.83	5%
Supplies	\$ 1,150.00	\$ 185.12	16%
Leadership develop.	\$ 4,490.00	\$ 512.50	11%
Admin service charges	\$ 10,400.00	\$ -	0%
Current services	\$ 62,485.00	\$ 6,878.35	11%
Fixed charges	\$ 11,330.00	\$ 3,188.00	28%
TOTAL	\$ 216,481.76	\$ 16,556.80	8%
Non-fee income	\$ 160,000.00	\$ 20,581.41	13%
Fee income	\$ 56,481.76	\$ 24,483.07	7.41%
TOTAL	\$ 216,481.76	\$ 45,064.48	21%
Profit/Loss	\$ -		

058	WINDHOVER		
	Budget	Actual	Percent
Payroll	\$ 5,727.42	\$ -	0%
Supplies	\$ 635.00	\$ -	0%
Leadership develop.	\$ 1,170.00	\$ -	0%
Admin service charges	\$ 1,500.00	\$ -	0%
Current services	\$ 12,450.00	\$ 415.86	3%
Fixed charges	\$ 425.00	\$ -	0%
TOTAL	\$ 21,907.42	\$ 415.86	2%
Non-fee income	\$ 2,200.00	\$ (1.22)	0%
Fee income	\$ 19,707.42	\$ 8,542.55	2.59%
TOTAL	\$ 21,907.42	\$ 8,541.33	39%
Profit/Loss	\$ -		

059	WKNC		
	Budget	Actual	Percent
Payroll	\$ 62,516.98	\$ 6,963.36	11%
Supplies	\$ 2,600.00	\$ 721.53	28%
Leadership develop.	\$ 3,940.00	\$ 207.60	5%
Admin service charges	\$ 3,400.00	\$ -	0%
Current services	\$ 8,580.00	\$ 1,732.11	20%
Fixed charges	\$ 4,745.00	\$ 307.00	6%
Contracted services	\$ 1,000.00	\$ -	0%
TOTAL	\$ 86,781.98	\$ 9,931.60	11%
Non-fee income	\$ 45,500.00	\$ 10,476.03	23%
Fee income	\$ 41,281.98	\$ 17,894.44	5.42%
TOTAL	\$ 86,781.98	\$ 28,370.47	33%
Profit/Loss	\$ -		

060	GENERAL ADMIN		
	Budget	Actual	Percent
Payroll	\$ 412,708.03	\$ 63,018.65	15%
Supplies	\$ 13,039.27	\$ 2,537.98	19%
Leadership develop.	\$ 13,590.00	\$ 39.00	0%
Admin service charges	\$ 28,900.00	\$ -	0%
Current services	\$ 23,460.29	\$ 2,402.37	10%
Fixed charges	\$ 6,185.00	\$ 107.24	2%
Contracted services	\$ 4,000.00	\$ -	0%
Capital outlay	\$ 38,500.00	\$ -	0%
TOTAL	\$ 540,382.59	\$ 68,105.24	13%
Non-fee income	\$ 10,000.00	\$ 3,057.17	31%
Fee income	\$ 509,882.90	\$ 221,018.24	66.91%
TOTAL	\$ 519,882.90	\$ 224,075.41	43%
Profit/Loss	\$ (20,499.68)		

066	TECH SUPPORT		
	Budget	Actual	Percent
Payroll	\$ 68,400.00	\$ -	0%
Supplies	\$ 1,876.00	\$ -	0%
Leadership develop.	\$ -	\$ -	
Admin service charges	\$ 4,700.00	\$ -	0%
Current services	\$ 1,452.56	\$ 83.22	6%
Fixed charges	\$ -	\$ -	
TOTAL	\$ 76,428.56	\$ 83.22	0%
Non-fee income	\$ -	\$ -	
Fee income	\$ 76,428.56	\$ 33,129.38	10.03%
TOTAL	\$ 76,428.56	\$ 33,129.38	43%
Profit/Loss	\$ -		

		OVERALL		
		Budget	Actual	Percent
Payroll	\$	713,699.56	\$ 78,433.84	11%
Supplies	\$	20,300.27	\$ 3,547.69	17%
Leadership develop.	\$	30,000.00	\$ 1,007.15	3%
Admin service charges	\$	53,100.00	\$ -	0%
Current services	\$	144,499.85	\$ 12,926.84	9%
Fixed charges	\$	24,500.00	\$ 3,602.24	15%
Contracted services	\$	5,000.00	\$ -	0%
Capital outlay	\$	38,500.00	\$ -	0%
TOTAL EXPENSES	\$	1,029,599.68	\$ 99,517.76	10%
Non-fee income	\$	247,100.00	\$ 33,665.14	14%
Fee income	\$	762,000.00	\$ 330,303.09	43%
Interest income	\$	-	\$ 56.21	
Food Purchases	\$	-	\$ -	
TOTAL INCOME	\$	1,009,100.00	\$ 364,024.44	36%
Net Profit/Loss	\$	(20,499.68)		

Agromeck

Submitted by Anna Long, Editor-In-Chief

Revenue

- Agromeck had a table at Packapalooza that included a raffle for a free 2018 Agromeck to a current student and a free Agromeck for an Alumni for their graduation year. This was an effort to raise the brand awareness of the book and help increase sales for the 2017-2018 academic year.
- We have not sold any books. For the majority of the summer the SmartPay website was not working correctly and did not allow anyone to purchase their 2018 book.

Expenditures

- N/A

Personnel

- Kai McNeil has resigned from his position of Co-photo editor.
- Katie Tart has been hired for the position of design editor.
- Katherine Gawlik has stepped up into the full position of photo editor.
- We have retained 5 staff writers and 3 staff designers from the last year, excluding the 6 members on leadership staff.
- From Open House, a total of 48 students indicated interest in photography, design or writing with Agromeck.
 - A total of 8 writers and designers have begun their correspondence.
 - Approximately 30 photographers have begun their correspondence.

Training

- Most of the new writers and designers have begun their correspondence. Designers have attended an InDesign basics session led by Anna Long and Katie Tart. Writers have scheduled times to meet with Stephanie Tate regarding writer's training. New staff members are just beginning to work on their assignments.
- Our annual retreat back in May included a lot of team building exercises for leadership staff.
 - Together the staff created this year's theme "Shaped" and created a practice spread about the differences in island life between the workers of the island and the residents and reflected on this year's theme.

Technology

- N/A

Coverage

- Our theme for this year is "Shaped" which looks at how the students of NC State shape campus culture. We are closely paying attention to what is happening on campus and making sure to cover campus news and events as well as news local to the community that best reflect the student perspective.

Deadlines

- There were issues with the publisher for the first deadline in June and the proofs were delayed until the middle of August. Since then we have revised our deadlines to include five deadlines instead of six. We submitted a total of 48 pages June 25. We have four deadlines left. Our next deadline is September 29 and we will submit a total of 80 pages.

Ethics/Legal issues

- N/A

Student Business Office

Submitted by Deja Richards, General Manager

Revenue

Technician

Year to date (June 1st - September 14th) we have brought in \$8413.72 in Technician ad sales. I look for this number to grow exponentially over the next few months with the sale of special sections and magazines, in addition to the starting of our new staff members. With more staff, we will be able to reach more businesses interested in marketing in the Technician. National clients have been a big so far this year, and Target has actually reached out interested in starting marketing for October and November. I have started out the year stressing cold calls, emails, and in-person meetings to the staff. I also want more attention to be placed on prospecting new clients.

WKNC

Year to Date (June 1st - September 14th) we have brought in \$2755 from WKNC sales. Sales have increased substantially since the start of the new semester, and I look forward to more growth.

Nubian Message

In the month of August we sold 3 Nubian Message ads. Two out of 3 of those ads came from clients purchasing bundles. To sell more Nubian Message ads, my plan this year is to reach out to businesses who may be willing to support African American publications, such as minority-owned businesses.

Expenditures

All expenditures are normal and everything is in line with the budget. I am looking to fit business cards for new staff members into the budget as well. Hours for the design position have been cut to make room for a marketing intern to help out the marketing manager.

Personnel

The business office filled all the fall 2017 positions. Current staff and their respective positions are listed below.

- Business Manager: Deja Richards
- Media Consultants: Elizabeth Abram, Sam Clendenin, Matt Norris, Catherine Wetherington, and Jamiah Woodson
- Marketing Team: Katlyn Benton(marketing manager); Armadha Chukkananickal (marketing intern) Designer: Anna Glover
- Office Assistants: Marissa McVey, Catherine Wetherington, Mikayla White, Tori Kirby, and Glorian Regalado

Training

We have two training events for our staff this semester. One will take place Thursday, September 7th and the other will take place Tuesday, September 12th. Each session will last about 2 hours. Our regular staff meetings are scheduled for every other Thursday at 4:30 pm.

The new marketing coordinator, Zanna Swann, began Tuesday, September 5th. She will be trained by Krystal Baker on September 7th and 8th.

Deadlines

All new staff members had to have all hiring paperwork completed by Friday, September 1st. The next deadline will be the selling of ads the Living Magazine on October 20th.

Technology

There are no problems with the technology at this time. There was one issue with printing, but it has been resolved.

Nubian Message

Submitted by Anahzsa Jones, Editor-In-Chief

Revenue

N/A

Expenditures

N/A

Personnel

- The Nubian Staff has grown since the beginning of the semester. We currently have about 16 people that contribute to the newspaper through writing, design, etc., a good portion of which are new correspondents.
- We are working to establish dates for a second round of fall interest meetings.

Training

- Editorial Advisor Ellen Meder has released a training schedule and I will be requiring all the staff members to attend two trainings a semester. I will also be meeting with writers to make sure that at least one of these trainings is in an area the writer can improve in.

Technology

- The managing editor Keilah Davis and I will be will be meeting with Editorial Advisor Ellen Meder to discuss theme and design for our new website.

Coverage

- The Nubian Message's 25th anniversary is in November and we plan to do a special issue commemorating the occasion, and have other special issues planned for the upcoming year, including a pre-black history issue.
- We also will be implementing a new section called "Pass the Mic" that will incorporate a video component for the website.

Deadlines

- This semester I will be moving the deadline for articles up by 24 hours. This will allow me more time to do some initial edits before production night.
- The managing editor and I will also have office hours Fridays and Wednesdays before production to ensure writers are on track.

Ethics/Legal issues

- N/A

Technician

Submitted by Jonathan Carter, Editor-In-Chief

Expenditures

We have raised the pay of the editorial board this year to approximately \$8 per hour. Additionally, we have added a new paid assignment: live social media coverage at the rate of \$5.

Personnel

Currently, we have 19 members of our editorial board. The breakdown:

- Jonathan Carter, Editor-in-Chief
- Connor Bolinder, Managing Editor
- Carter Pape, News Editor
- Luke Perrin, Assistant News Editor
- Sam Griffin, Arts & Entertainment Editor
- Sarah Gallo, Assistant Arts & Entertainment Editor
- Andrew Schnittker, Sports Editor
- Nick Sinopoli, Assistant Sports Editor
- Alec Sawyer, Assistant Sports Editor
- Aditi Dholakia, Opinion Editor
- Emily Neville, Assistant Opinion Editor
- Jessica Hernandez, Photo Editor
- Glenn Wagstaff, Assistant Photo Editor
- Federico Planchon, Video Editor
- Nick Weaver, Design Editor
- Jacob Trubey, Social Media Editor
- Mary Goughner, Social Media Editor
- Sarah Guy, Copy Desk Manager
- Lorcan Neill, Social Media Analytics Manager

Since the initial hiring process in April, our staff has changed slightly. Mitchell Burleson, who was initially hired as photo editor, stepped down for personal reasons. Jessica Hernandez was hired soon after to fill the photo editor's spot. Glenn Wagstaff was hired in August to serve as assistant photo editor. Hessa Al Maghlouth, who was initially hired as an assistant news editor, also had to step aside. No editor has filled that spot.

I, along with the news editors, are currently looking for another assistant news editor since the section requires three editors to be adequately managed.

I have created a new position on the editorial board, social media analytics manager. Lorcan Neill was hired earlier this month to fill the position. He will be responsible for looking at social trends, defining best practices for posting on social media and devising new ways of using social media to gain readership and promote our newspaper.

I have eliminated two positions from the board: projects manager and bienvenidos editor. Projects manager is an unnecessary position when there are competent news editors with competent and trusted investigative reporters in their section. Bienvenidos will still exist in our paper, running every other week, but will be under Arts & Entertainment and managed by those editors. We have good interest in bienvenidos and will hopefully get that rolling very soon. Recruitment has been very successful, with all sections receiving greater initial numbers than the previous issue's recruits. This is due to a strong presence and push of the Student Media open house, Packapalooza, and various tabling that we've done around campus. Additionally, we have set the dates for our interest meetings at the end of September. Our editorial board is

making a strong effort this year to keep up recruitment tactics. Our editors are also employing new ways of retaining staff members and correspondents.

Training

At the beginning of the school year, our staff underwent team building activities, a handbook training, a libel training, breaking news training and a leadership training. A new requirement for all correspondents is a reporting in diverse communities training, which will be administered by Ellen Meder.

Additionally, many section editors have conducted trainings within their own sections much more than occurred last year. Both copy editing and design training administered by those section editors with their staffs has increased greatly as well as opposed to last year.

Technology

We are prioritizing technology spending on new video equipment. We are working on a list of technology to purchase with our video editor. No purchases have been made yet.

Coverage

We have shifted much focus on online and our social media platforms for coverage that better suits the student body. We have devoted time and practice to putting more attractive content on Twitter, Facebook and Instagram. We have started doing more and regularly planned Facebook live coverages as well as live Tweeting. We have also paid close attention to our photos on Instagram, seeing what kinds of photos get the most reach. Also, we have used the Instagram stories feature much more to cover events and happenings around campus. This allows Technician to be more interactive and connected with students.

At the beginning of the academic year, we formally changed the name of the features section to arts & entertainment.

Unfortunately, I do not have hard numbers on exactly how much more followers we've gotten on these platforms, but it has been substantial. The hiring of a social media analytics manager will help us keep a close watch on that in the future. Overall, our social media push has been very successful in getting us away from a print-first mentality and switching to a web and social first one. I can say that we, an editorial board over a year removed from producing a four day a week newspaper, are no longer in that print-first mentality.

Additionally, we have started producing more photo galleries and utilizing photojournalism without an accompanying written article.

Further, we have devoted more resources to covering important groups on campus more in-depth, such as Student Government. Also, we have dedicated ourselves to writing more editorials, having completed two staff editorials to date.

Deadlines

All deadlines have been met, with the exception of a few instances, all of the time. This includes our print night self-imposed deadlines of midnight, our web night self-imposed deadlines of 10pm and our various deadlines throughout production night as outlined in our staff manual.

Editors are also keeping their writers to strict deadlines and have had success in keeping them.

Ethics/Legal Issues

We have had to run a few corrections, although they were very minor. To date, Volume 98 has not had to correct any major mistakes, misrepresentations or untruthful reporting.

We are currently in dealings with members of Student Government, Justine Hollingshead, an attorney from the SPLC and others concerning an instance that occurred on

Sept. 5 during the impeachment hearing for the student body treasurer. Technician reporters were removed from the senate chambers when the senate GRO committee went into a closed session without acceptable reasoning, per North Carolina open meeting law. Our end goal in this is to ensure Student Government understands the law and that the public cannot be removed from these meeting without proper reasoning. We are to meet with those involved before the next impeachment hearing, which has not been announced as of me filing this report.

Windhover

Submitted by C Phillips, Editor-In-Chief

Expenditures

We have purchased the following as swag items:

- Pens - \$168
- Stickers - \$235
- Koozies - \$180

Personnel

I have hired a managing editor, Cas Saroza, and a design editor, Clara May. I have also decided to hire a design assistant, Anna Schecterson. Cas will begin by helping me handle social media posting and general promotion.

Clara and I are beginning to set a design theme for the book.

I am planning to conduct interviews for audio/literary/visual editors after the application deadline date of 09/12/17.

Training

Planning on a date for an all-staff meeting once the rest of staff is hired

Coverage

I have devised a social media plan for Windhover that is now being put into use after the hiring of a managing editor, and have been roughly following it since the summer.

Windhover's first open mic night of the year will be held on October 11 in Caldwell Lounge at 7pm.

Deadlines

We have met our deadlines to plan a date/location for Open Mic . We are ahead of schedule on hiring editors save for design editor, which had to be pushed back because there were not enough applications initially.

WKNC 88.1 FM HD-1

Submitted by Jamie Halla, General Manager

Revenue

Non-fee income (money in the bank), as of Aug. 30, 2017: \$10,476.03

- Benefit Sponsorships \$700.00 - \$500 left over from DBB and one new from Radio Ride
- Men's Baseball Post \$900.00
- Sponsor Sales \$7,220.00
- Online/Social Media Sales \$350.00

- Event Promotions \$600.00
- Merchandise Sales \$706.03

Personnel

Program Director- Cas Saroza
 Operations Manager- Annelise Thorn
 Promotions Director- Katelyn Auger
 Social Media Director- Jordan Greenert
 Daytime Music Director- Jules Conlon
 Sponsorship Director- Christian Lunghi
 Underground Music Director- John Wilson
 Afterhours Music Director- Ashley Darrisaw
 Local Music Director- Mariam Marand
 Chainsaw Director-Katie Duckett
 Multimedia Director- Vasanth Ramdas
 Asst. Music Directors- Evan Embree, Jackson Greene, Guthrie Shriver
 Production Manager- Andrew Evans
 Podcast Manager- Jenaye Gaudreau
 Public Affairs Directors- Marissa Jerden and Nick Weaver

A few personnel notes:

- We have changed the position of Assistant Promotions Director to Sponsorship Director, as there will be a shift in this position's duties at the station (primarily to attain money and food for events).
- Eye on the Triangle reporters will now be paid after a period of correspondence, however no one has completed this yet
- We have 120 on staff, but not everyone has completed the paperwork, which is due September 22nd

Training

- We just completed fall hiring, with 30 new DJs currently being trained
- Over the summer, I attended the College Media Mega Workshop in Minneapolis. Here I learned the various ways in how to be a leader, particularly in dealing with inner turmoil at the station. It was also a valuable networking experience, meeting up with fellow management members and hearing how they run their station.

Technology

- We have set aside a \$15,000 budget to begin the first phase of our closed production studio upgrade.
- The shopping list has been completed and we hope to have these items purchased and installed by December 2017.

Outreach

- We held a Concert on the Lawn to a great turnout during Wolfpack Welcome Week and have three more planned for the rest of the semester (9/15, 9/29, 10/13). Catering is being supplied by Papa John's for one of them, thanks to Christian.
- This weekend is Hopscotch Music Festival and our DJs have been hard at work creating blog content. We will also be live broadcasting from Wristband City for the next three

days. Additionally, we are hosting a Day Party with WXYC on Friday, September 8th at Legends Night Club

- September 17th will be our annual Radio Ride. This year, we are partnering with Trophy Brewing to present the bike race, as well as a mini-beer and music festival afterwards. We have raised over \$500 for this event already.
- We have DJed a variety of events including an event at Larry's Coffee for the GLBT Center of Raleigh, Target Run, and a few others. We plan to continue our partnership with Fish Market, being DJs for them.
- Over the summer, we covered Moogfest in Durham and Warped Tour in Charlotte. We are looking to cover more concerts/festivals this year.
- We have sponsored multiple events including Redress Raleigh and Artsposure and are going to be sponsoring Shakori Hills, Manifest Music Festival, and Groove in the Garden.
- We are working on a partnership with Saving Space Showcase, a music series that focuses on minority music groups.

Awards

- WKNC's The Lounge is a double finalist for Best Vodcast in College Broadcasters, Inc. National Student Production Awards for our lounge sessions with Marching Church and Mannequin Pussy.