

**Delaware Public Media Corporation**

**Board of Directors Meeting, October 17, 2025**

**Meeting Minutes (DRAFT 01-12-26)**

Pursuant to notice, a meeting of the Board of Directors of Delaware Public Media Corporation (DPM) was held on Friday, October 17, 2025, at the Delaware Health Information Network (DHIN) office in Dover, Delaware, and via Zoom conference call.

**Directors attending in person:** Randy Farmer, chair; David Brond, vice chair; Ellen Wolf, treasurer; Ellen Roberts, secretary; Jennifer Acord

**Directors attending via Zoom:** James Griffin; Nancy Karibjanian; Chanta Howard Wilkinson

**Directors absent:** Robert Varipapa, immediate past chair; Leslie Newman; Michael Sigman

**Others present:** In person: Tom Interrante, general manager; via Zoom: Tom Byrne, news director; Kiandra Parks, director of advancement; Tracy Moore, contract bookkeeper

No members of the public were present.

**Call to order:** Mr. Farmer called the meeting to order at 12:05 p.m.

**Approval of minutes:** On a motion made by Mr. Brond and seconded by Mr. Farmer, the minutes of the June 13, 2025, annual meeting were approved as amended. On a motion made by Ms. Wolf and seconded by Mr. Brond, the minutes of the August 21, 2025, board meeting were approved as amended.

**Fundraising:** Ms. Parks reported that the fall membership/fund drive will run October 20-24. The goal is to increase sustaining donations and to get at least 100 new donors. Sustainers who donated at least \$20 per month will receive a DPM hoodie.

The year-end drive will run December 1-7, which includes Giving Tuesday (December 2) and Delaware Day (December 7). The year-end drive's goal is \$80,000, with \$20,000 coming from board members. A board member has agreed to match up to \$20,000.

Mr. Farmer stressed the importance of board support so that we can benefit from the board member challenge and NewsMatch funding. He suggested board members give at least \$500 or the same amount they gave in 2024, whichever is greater. Everything given during calendar year 2025 will count toward the matches.

Mr. Interrante reported that the meeting with the Longwood Foundation went well. He thanked Ms. Newman for her assistance.

The "News and Brews" event is scheduled for November 19 at Wilmington Brew Works North in Brannmar. Board members are encouraged to attend and bring potential donors.

Ms. Parks announced she is leaving DPM to take a position on the faculty of Delaware State University. She has agreed to help out through December. Mr. Farmer thanked her for her service and continued support. Mr. Interrante noted the job opening has been posted.

**Financial position:** Mr. Interrante reviewed the cash flow report as of October 10. Cash flow is positive, and we are making progress in reducing payables. Ms. Wolf noted that Mr. Interrante renegotiated with

NPR to reduce our payments to \$2,000 per month over 24 months. She said great fundraising had improved our cash position, and she complimented Mr. Interrante for all he has been able to accomplish in the few months he has been at DPM.

Ms. Wolf suggested we consider moving the Merrill Lynch account, which we use for restricted funds, due to changes Merrill is making.

**MOTION:** On a motion made by Ms. Roberts and seconded by Mr. Farmer, the board unanimously voted to approve moving the funds invested with Merrill Lynch to Vanguard or Fidelity, at the treasurer's discretion.

Mr. Brond suggested we solicit the firm we choose for a donation.

**FY 2026 budget:** With the loss of CPB funding, we need to revise the FY 2026 budget the board approved in June. Mr. Interrante presented year-to-date financials and three new options for the FY 2026 budget. Each option is based on estimated foundation grant income; projected expenses are the same in all three scenarios.

FY 2026 Proposed Budget	Scenario A	Scenario B	Scenario C
Total Income	\$934,080.00	\$1,042,580.00	\$1,097,080.00
Total Expenses	\$1,077,358.41	\$1,077,358.41	\$1,077,358.41
Net Operating Income	(\$143,278.41)	(\$34,778.41)	\$19,721.59
Net Other Income	\$120.00	\$120.00	\$120.00
Net Income	(\$143,158.41)	(\$34,658.41)	\$19,841.59

**MOTION:** On a motion made by Mr. Brond and seconded by Ms. Roberts, the Board unanimously agreed to approve FY 2026 budget scenarios B and C, both of which assume foundation grant funding of at least \$217,000.

**Studio update:** Mr. Interrante asked the board to facilitate a meeting with Delaware State University to assess the status of the studio move.

**University of Delaware update:** We still have no signed agreement from UD regarding the \$75,000 FY 2026 donation and the status of potential studio collaboration and use of WVUD airtime. Ms. Karibjanian reported that it is on the new dean's radar, but he has not committed anything to DPM. The board discussed strategies on how to approach UD decision makers, and agreed that Ms. Karibjanian, Mr. Interrante, Mr. Brond, and Mr. Byrne would pursue this.

**News director's report:** Mr. Byrne reported that Sarah Petrowich, our state politics reporter, has resigned. He noted that part of DPM's mission is to work with emerging journalists, so it's not surprising when reporters move on. He said Ms. Petrowich has been very positive about her DPM experience. He said there has been a good pool of applicants. There are five finalists, two of whom are stand-outs.

We have experiential internships with UD and Polytech students.

Our web traffic has been exceptional; year-to-date views exceed all of 2024. This level of out-performance is noteworthy, considering 2024 was an election year. We have outperformed NPR usage and page view benchmarks over the past 90 days.

The producer search is on pause due to budget constraints.

**Staffing update:** Mr. Interrante reported that our new grant writer, Angela Baio, will start on October 20.

**Future board meetings:** Upcoming FY 2026 meetings are scheduled as follows:

- Friday, January 16, 2026, at 1:00 p.m. Hybrid in person at the DHIN office and via Zoom.
- Friday, April 17, 2026, at 1:00 p.m. Hybrid in person at the DHIN office and via Zoom.
- Friday, June 19, 2026. This will be the annual meeting. Time and location to be determined. This meeting date may change, as June 19 is the Juneteenth holiday.

**Adjournment:** The board unanimously agreed to adjourn the meeting at 1:40 p.m.

Respectfully submitted,

Ellen J. Roberts  
Secretary, Delaware Public Media Corporation

Attachments:

1. Cash Flow Report as of August 19, 2025
2. FY 2026 budget scenarios B and C

Delaware Public Media Cash Flow Report as of 10/10/25

		M&T Checking	Merrill Lynch Investment Acct.	Money Market
<b>10/1/2025 Beginning Balances:</b>		71,172.80	77,104.66	158.41
<b>10/1-10/10/25</b>	<b>Credits/Deposits Received:</b>			
	General Donations Received	6,930.42		
	Cars for Charity	3,000.00		
	Underwriting Income-AARP DE	5,000.00		
	Underwriting Income-Transcend aka Hospice	2,660.00		
	State of DE - Grant in Aid	63,000.00		
	DE Humanities	1,500.00		
	Subtotal for Deposits	82,090.42		
<b>10/1-10/10/25</b>	<b>Debits/Payments:</b>			
	Payroll & PR Taxes- 10/10	(18,204.00)		
	Accounts Payable & Other Pmts	(37,260.00)		
	Restricted For Fundraising	(10,000.00)		
	CPB Funding Restricted	(3,012.00)		
	Subtotal for Payables	(68,476.00)		
<b>10/10/2025 CURRENT BALANCE:</b>		<b>84,787.22</b>		<b>158.41</b>
<b>10/11-10/31/2025</b>	<b>10/24 Payroll &amp; PR Taxes Coming Up</b>	(17,400.00)		
	<b>10/24 Accounts Payable-estimate</b>	(16,800.00)		
	<b>10/26 Underwriting-Allied Global Marketing</b>	750.00		
	<b>10/30 MM Low Balance Fee</b>			<b>(12.50)</b>
	<b>10/11-10/31 Estimated Donations</b>	5,000.00		
		(28,450.00)		
<b>10/31 Projected Ending Balances</b>		<b>56,337.22</b>	<b>77,104.66</b>	<b>145.91</b>

Delaware Public Media FY 2026 Budget Options			
Distribution account	Budget		Budget
	Scenario B	Scenario C	
<b>Income</b>			
<b>Total for 41100 Federal</b>	0.00	0.00	
<b>Total for 41300 Foundation</b>	168,500.00	223,000.00	
<b>Total for 41000 UNIVERSITY GRANTS</b>	620,500.00	675,000.00	
<b>Total for 42000 CORPORATE SPONSORSHIPS</b>	173,000.00	173,000.00	
<b>Total for 43000 INDIVIDUAL DONORS</b>	189,500.00	189,500.00	
46400 OTHER TYPES OF INCOME	1,500.00	1,500.00	
46409 Car Donations	14,000.00	14,000.00	
46411 Recording Space at DPM			
46431 Trade Income	30,360.00	30,360.00	
46432 Late Fees	120.00	120.00	
<b>Total for 46400 OTHER TYPES OF INCOME</b>	<b>45,980.00</b>	<b>45,980.00</b>	
48430 Merrill Lynch Gain (Loss) on Investments	9,600.00	9,600.00	
44820 United Way, CFC Contributions	4,000.00	4,000.00	
<b>Total for 44800 Indirect Public Support</b>	<b>4,000.00</b>	<b>4,000.00</b>	
<b>Total for Income</b>	<b>1,042,580.00</b>	<b>1,097,080.00</b>	
<b>Expenses</b>			
61000 FUNDRAISING & DEVELOPMENT	0.00	0.00	
61100 Salary - Fundraising/Dev	62,797.96	62,797.96	
61150 F/D - Subcontractors-Support	7,922.00	7,922.00	
61200 Subcontractor - Underwriting	28,000.00	28,000.00	
61230 Subcontractor Underwriting Commission	19,036.69	19,036.69	
61500 Operations-Fundraising/Dev Expenses	30,000.00	30,000.00	
61350 Underwriting Staff Commission & Bonus	0.00	0.00	
<b>Total for 61000 FUNDRAISING &amp; DEVELOPMENT</b>	<b>147,756.65</b>	<b>147,756.65</b>	
62000 PROGRAMMING	0.00	0.00	
62100 Salary-Programming	357,746.00	357,746.00	
62102 Programming Reimbursements	0.00	0.00	
<b>Total for 62100 Salary-Programming</b>	<b>357,746.00</b>	<b>357,746.00</b>	
62200 Subcontractors-Programming	6,900.00	6,900.00	
62500 Operations-Programming Expenses	38,960.00	38,960.00	
62510 Network programming	110,791.48	110,791.48	
62515 CPB Restricted Expenses	0.00	0.00	
<b>Total for 62000 PROGRAMMING</b>	<b>514,397.48</b>	<b>514,397.48</b>	
62109 CONTRACT SERVICES	0.00	0.00	
62110 Accounting Fees	35,000.04	35,000.04	
62150 Contract Services-Advertising	7,200.00	7,200.00	
<b>Total for 62109 CONTRACT SERVICES</b>	<b>42,200.04</b>	<b>42,200.04</b>	

63000 GENERAL & ADMINISTRATIVE	0.00	0.00
60930 Fines, Penalties, Judgments		
63100 Salaries G&A	80,000.04	80,000.04
63310 Bank Service Charge	960.00	960.00
63311 QuickBooks Merchant Service Fees	14,400.00	14,400.00
63312 Quick Books Subscription	1,500.00	1,500.00
63322 Employee Benefits	39,600.00	39,600.00
63325 Human Resources	120.00	120.00
63330 Insurance	20,365.00	20,365.00
63345 Office Supplies	6,000.00	6,000.00
63350 Payroll Tax Expense	42,290.00	42,290.00
63351 IRA Retirement Employer Matching	5,273.32	5,273.32
65110 Advertising Expenses	21,600.00	21,600.00
63103 Other-Unemployment Paid Out	0.00	0.00
63300 CPB Unrestricted Expenses	0.00	0.00
63354 Postage & Shipping	1,350.00	1,350.00
63360 Subscriptions, Books/Reference	2,000.00	2,000.00
<b>Total for 63300 CPB Unrestricted Expenses</b>	<b>3,350.00</b>	<b>3,350.00</b>
<b>Total for 63000 GENERAL &amp; ADMINISTRATIVE</b>	<b>235,458.36</b>	<b>235,458.36</b>
64000 ENGINEERING/FACILITIES	0.00	0.00
64100 Salaries-Facilities Wages	40,001.52	40,001.52
64200 Subcontractor E/F	28,200.00	28,200.00
64405 Tower lease	16,980.00	16,980.00
64425 Utilities	15,000.00	15,000.00
64400 Tower Site	0.00	0.00
64420 Equipment	0.00	0.00
<b>Total for 64000 ENGINEERING/FACILITIES</b>	<b>100,181.52</b>	<b>100,181.52</b>
65100 OTHER TYPES OF EXPENSES	0.00	0.00
65161 Trade Expenses	30,360.00	30,360.00
65120 Insurance - Liability, D and O	2,379.36	2,379.36
65130 Interest Expense - General	250.00	250.00
65150 Memberships and Dues	4,375.00	4,375.00
<b>Total for 65100 OTHER TYPES OF EXPENSES</b>	<b>37,364.36</b>	<b>37,364.36</b>
<b>Total for Expenses</b>	<b>1,077,358.41</b>	<b>1,077,358.41</b>
<b>Net Operating Income</b>	(34,778.41)	19,721.59
Other Income		
45030 Interest Income	120.00	120.00
<b>Total for Other Income</b>	<b>120.00</b>	<b>120.00</b>
Other Expenses		
<b>Net Other Income</b>	<b>120.00</b>	<b>120.00</b>
<b>Net Income</b>	(34,658.41)	19,841.59