April 26, 2017

VIA HAND DELIVERY
EEO Staff
Attention: Lewis C. Pulley, Assistant Chief
Policy Division, Media Bureau
Federal Communications Commission
445 12th Street, S.W.
Washington, DC 20554

Re: WGPO(FM), Grand Portage, MN
Facility ID # 174256
Cook County Community Radio Corporation
EEO Audit Response

Dear Mr. Pulley:

On behalf of Cook County Community Radio Corporation, licensee of Radio Station WGPO(FM), Grand Portage, Minnesota, I transmit herewith its Response to the EEO Audit in connection with your letter of February 8, 2017, which requested information about WGPO’s EEO Program and your email to me dated March 10, 2017 extending the deadline to April 27, 2017. Please note that the attached Response provides information on behalf of the below-listed stations within the same employment unit.

WGPO(FM), Grand Portage, MN, Facility ID # 174256
WKEK(FM), Gunflint Lake, MN, Facility ID # 176648
WTIP(FM), Grand Marais, MN, Facility ID # 55568

Kindly communicate any questions directly with this office.

Very truly yours,

Colin Black Andrews

CBA:cll
Enclosure

cc: Mr. Lewis C. Pulley (pdf copy via email to Lewis.Pulley@fcc.gov)
Ms. Estella Salvatierra (pdf copy via email to Estella.Salvatierra@fcc.gov)
Cook County Community Radio Corporation
P.O. Box 1005, Grand Marais, Minnesota 55604

April 26, 2017

EEO Staff, Policy Division
Media Bureau
Federal Communications Commission
445 12th Street, S.W.
Washington, DC 20554

Re: WGPO(FM) – NCE, Grand Portage, Minnesota, Facility ID. 174256
EEO Audit Response

Cook County Community Radio Corporation ("Cook"), licensee of noncommercial educational FM broadcast station WGPO, Grant Portage, Minnesota, hereby responds to the letter dated February 8, 2017 from Lewis C. Pulley, Assistant Chief, Policy Division, Media Bureau. The audit letter requests information about Cook’s compliance with its EEO obligations for station WGPO for the two most recent EEO reporting periods. This response provides information relating to the licensee’s employment unit (the "Unit"), which serves the following stations from the main studio location of WTIP:

WGPO(FM), Grand Portage, MN, Facility ID # 174256
WKEK(FM), Gunflint Lake, MN, Facility ID # 176648
WTIP(FM), Grand Marais, MN, Facility ID # 55568

Cook is not involved in any time brokerage agreements. The following are our responses to the questions in part 3 of the audit letter.

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1 The EEO Audit response was initially due on March 28, 2017, but this deadline was extended by 30 days to April 27, 2017 by Lewis Pulley via email on March 10, 2017.
(a) Copies of the Unit’s two most recent EEO public file reports, described in Section 73.2080(c)(6). For any stations in the Unit that have websites, provide each web address. If the Unit’s most recent EEO public file report is not included on or linked to on each of these websites, indicate each station involved and provide an explanation of why the report is not so posted or linked, as required by Section 73.2080(c)(6). In accordance with Section 73.2080(c)(5)(vi), provide the date of each full-time hire listed in each report provided. If the unit does not have its own website, but its corporate site contains a link to a site pertaining to the unit, then the unit’s most recent EEO public file report must be linked to either the unit’s site or the general corporate site, pursuant to 47 C.F.R. § 73.2080(c)(6).

Exhibit 1 contains the 2015 Annual EEO Report that covers the period from November 21, 2014, to November 20, 2015, as amended.

Exhibit 2 contains the 2016 Annual EEO Public File Report that covers the period from November 21, 2015, to November 20, 2016, as amended.

Cook’s annual EEO Public File Reports are hosted on the station’s website at www.wtip.org. They can be found by hovering over the “About” tab and selecting “Reports.” This will open a webpage listing all of Cook’s public reports, and the EEO reports are listed halfway down the page under the heading “EEO Reports.”

A direct link to the most recent report is at:

http://www.wtip.org/sites/default/files/2016%20ANNUAL%20PUBLIC%20FILE%20REPORT.doc

During the two years under review, the only position filled was the Development Assistant/Office Administrator. This individual was hired on May 5, 2015.

(b) For each Unit full-time position filled during the period covered by the above EEO public file reports, or since your acquisition of the Station, if after that period, dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing the position, as described in Section 73.2080(c)(5)(iii). However, to reduce your burden of responding to this audit, if you have sent a job notice to multiple sources, you may send us only one copy of each such notice, along with a list of the sources to which you have sent the notice.

2 Both the 2015 and 2016 EEO Reports were amended in preparation for this response. As part of these amendments, three part-time hires that were listed as a full time hires were removed.
In addition, indicate in your response whether you retain copies of all notices sent to all sources used, as required by Section 73.2080(c)(5)(iii). For on-air ads that aired multiple times, you may send us one log sheet indicating when the ad aired and tell us the other times it aired instead of providing multiple log sheets. Also, tell us whether you have retained all the log sheets for each time the ad aired. We may ask for them for verification, but you need not provide them at this time. Include, however, copies of all job announcements sent to any organization (identified separately from other sources) that has notified the Unit that it wants to be notified of Unit job openings, as described in Section 73.2080(c)(1)(ii).

No organization asked that we send it notices about job openings. Exhibit 3 contains invoices and copies of ads relating to the recruitment for the Development Assistant/Office Administrator hired on May 5, 2015. Further documentation can be submitted upon request.

(c) In accordance with Section 73.2080(c)(5)(v), the total number of interviewees for each vacancy and the referral source for each interviewee for all full-time Unit vacancies filled during the period covered by the above-noted EEO public file reports.

Total number of individuals interviewed for the Development Assistant/Office Administrator position: 5

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<th>Source</th>
<th>Number</th>
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<tr>
<td>News Herald</td>
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<td>Boreal News</td>
<td>2</td>
</tr>
<tr>
<td>AMPERS List Serve</td>
<td>1</td>
</tr>
</tbody>
</table>

(d) Documentation of Unit recruitment initiatives described in Section 73.2080(c)(2) during the periods covered by the above-noted EEO public file reports, such as participation at job fairs, mentoring programs, and training for staff. Specify the Unit personnel involved in each such recruitment initiative. Also, provide the total number of full-time employees of the Unit and state whether the population of the market in which any station included in the Unit operates is 250,000 or more. Based upon these two factors, determine and state whether the Unit is required to perform two or four initiatives within a two-year period, pursuant to Sections 73.2080(c)(2) and (e)(3). If you have performed more than four initiatives, you may provide documentation for only four and summarize the rest instead of providing documentation for all of them. If we believe any of the initiatives you have documented are inadequate, we may ask for more information, but documentation for four is all we need at this time.

Because Cook has under 10 full time employees and is subject to the Small Market Exemption, the Unit was required to engage in at least two initiatives during the years
under review. During the two years under review, the stations were involved in the following initiatives:

1. **Established an internship program designed to assist members of the community to acquire skills needed for broadcast employment:**

Exhibit 4 includes relevant documentations and emails concerning Cook’s partnership with Arrowhead Electric Cooperative in order to establish a summer intern program for area youth. This includes the initial grant letter from Arrowhead, a description of the program’s goals, as well as a response survey that was completed by each of the five interns after their work with Cook.

Cook’s 5 interns worked with the Unit through the summer of 2016. One intern was from a local college, while the other 4 were high school students. Supervision of the interns was provided by Cook’s Program Director. The interns are typically involved with the programming and production of on-air content and also work on the technical aspects of running the station.

2. **Established training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.**

Exhibit 5 contains documentation for various trainings Cook provided to staff and volunteers during the reporting period. This includes a summary of a year-long Deeper Reach Community Voices Project, which Cook hired an outside consultant to lead who worked with volunteers and community members and trained them in the basics of radio production. Participants were then able to create audio pieces that were broadcast on WTIP, increasing the diversity and community nature of the station’s programming. The Exhibit also includes a schedule, invoice, and email announcing training sessions offered by a consultant and covered by Cook. The sessions were open to staff, and focused on on-air skills improvement, writing for radio, interview skills, and how to draft stories for on-air broadcast.
As can be seen from its annual EEO public file reports, contained in Exhibits 1 & 2, Cook has performed more than the minimum of two initiatives required of stations with under 10 full-time employees in small markets. Cook has provided documentation sufficient to show compliance with FCC Rule 73.2080(c)(2). If additional information is required, more documentation can be provided upon request.

(e) Disclose any pending or resolved complaints involving the Station filed during the Station’s current license term before any body having competent jurisdiction under federal, state, territorial or local law, alleging unlawful discrimination in the employment practices of the Unit on the basis of race, color, religion, national origin, or sex. For each such complaint, provide: (1) a brief description of the allegations and issues involved; (2) the names of the complainant and other persons involved; (3) the date the complaint was filed; (4) the court or agency before which it is pending or by which it was resolved; (5) the file or case number; and (6) the disposition and date thereof or current status. Note that all complaints must be reported, regardless of their status or disposition.

The station has not received any complaints alleging unlawful discrimination during the current license term.

(f) In accordance with Section 73.2080(b), from the first day of the Station’s current license term (or the date the licensee became the owner, if after that date) until the date of this letter, describe the responsibilities of each level of Unit management responsible for implementing Unit EEO policies and describe how the Unit has informed employees and job applicants of its EEO policies and program.

Cook is an Equal Employment Opportunity Employer. Cook’s Station Manual has a section devoted to “Equal Employment Opportunity Employer and Freedom from Harassment.” In this section, Cook prohibits any “unlawful discrimination or harassment on the basis of race, creed, religion, national origin, citizenship, sex, marital or parental status, age, physical or mental disability, or sexual preference or orientation.” This policy also commits Cook to providing a “environment in which its employees and volunteers are treated with courtesy, respect and dignity” and states that the organization will “not tolerate or condone any actions by any person which constitute sexual harassment.”
As seen in Exhibit 3, Cook job postings include the language that “WTIP is an equal opportunity employer.” Additionally, as part of the Station Manual, Cook has a Whistleblower Policy that is in place in order to encourage staff to report any “wrongful conduct” that might impact the organization’s “honesty and integrity.” This policy offers protections for anyone willing to come forward with any conduct that, among other issues, might go against the commitment to being an Equal Employment Opportunity Employer.

(g) In accordance with Section 73.2080(c)(3), from the first day of the Station’s current license term (or the date the licensee became the owner, if after that date) until the date of this letter, describe the Unit’s efforts to analyze its EEO recruitment program to ensure that it is effective and to address any problems found as a result of such analysis.

As discussed in response to question 3(f) above, Cook is committed to being an Equal Employment Opportunity Employer and promoting a workplace free from harassment. The hiring policies in the Station Manual are to be reviewed by the Board of Directors annually, and changed should any need arise.

In addition, Cook engages communications counsel to review and evaluate its annual EEO public file reports and who recommends changes to Cook’s management if problems were found in that review. Counsel’s recommendations are then implemented for future openings and recruitment initiatives.

(h) In accordance with Section 73.2080(c)(4), from the first day of the Station’s current license term (or the date the licensee became the owner, if after that date) until the date of this letter, describe the Unit’s efforts to analyze periodically its measures taken to examine pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect. If the Unit has one or more union agreements, describe how the Unit cooperates with each union to ensure EEO policies are followed for the Unit’s union-member employees and job applicants.

All salaries for full-time staff are governed by the Station Manual, which is adopted by Cook’s Board of Directors. The Station Manual establishes a criteria for evaluating employee performance. New hires are evaluated 60 days after their start date, again after six months, and then subsequent evaluations occur annually. Based on this evaluation
process and the addition of increased responsibilities, employees are available to be awarded a Merit Raise, which is effective on the anniversary of their hire date.

Cook is not involved in any union agreements.

(i) If your entity is a religious broadcaster and any of its full-time employees are subject to a religious qualification as described in Section 73.2080(a) of the rules, so indicate in your response to this letter and provide data as applicable to the Unit's EEO program. For example, for full-time hires subject to a religious qualification, only a record of the hire listed by job title and date filled, the recruitment sources used for the opening, and the source of the hiree must be provided. No other records are required for those hires. If five or more full-time positions are not subject to a religious qualification, the licensee must maintain and provide all records for such hires and complete the initiatives required under Section 73.2080(c)(2). Otherwise, a religious broadcaster is not required to perform these initiatives.

The licensee is not a religious broadcaster.
The undersigned declares under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Respectfully submitted,

[Signature]

Ann Possis
Secretary, Board of Directors
Cook County Community Radio Corporation
Exhibit 1
(2015 Annual EEO Public File Report)
2015 ANNUAL EEO PUBLIC FILE REPORT

Cook County Community Radio Corporation

Stations: WTIP(FM), Grand Marais, MN
         WGPO(FM), Grand Portage, MN
         WKEK(FM), Gunflint Lake, MN

Reporting Period: 11/21/14 to 11/20/15

No. of Full-time Employees: Between 5 & 10
Small Market Exemption: Yes

During the Reporting Period, one full time position were filled.
The information required by FCC Rule 73.2080(c)(6) is provided below.

RECRUITING SOURCES USED

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<th>REFERRAL SOURCE</th>
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<th>ADDRESS OF SOURCE</th>
<th>CONTACT PERSON AT SOURCE</th>
<th>TEL. NO. AND E-MAIL ADDRESS OF SOURCE</th>
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<td>N</td>
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<td><a href="mailto:starnews@boreal.org">starnews@boreal.org</a></td>
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<td>WTIP Web Site</td>
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</table>

* Indicate “Y” (yes) or “N” (no) if the organization requested that the station provide it with notice of all job vacancies.

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1 This report was timely uploaded and placed in each station's local public file by December 1, 2015, however the report was later amended after review by communications counsel in order to remove a part-time hire and a promotion hire that were both listed as full time. The amended report was uploaded and placed in each station's local public file on April 26, 2017.
INTERVIEWEE REFERRAL SOURCE SUMMARY

Total Number of Persons Interviewed during the Reporting Period: 5

<table>
<thead>
<tr>
<th>Recruitment Sources Used in Preceding Year</th>
<th>Number of Persons Interviewed that the Source Referred</th>
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<tbody>
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<td>News Herald</td>
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<tr>
<td>Boreal News</td>
<td>2</td>
</tr>
<tr>
<td>AMPERS list serv</td>
<td>1</td>
</tr>
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</table>

INITIATIVES

The employment unit engaged in the following broad outreach initiatives in accordance with various elements of FCC Rule 73.2080(c)(2):

Participated in at least 4 job fairs by station personnel who have substantial responsibility in making hiring decisions.

Established an internship program designed to assist members of the community to acquire skills needed for broadcast employment.

3/18/15- Held an open house for community members who are interested in volunteer opportunities.

Community Producers Project—granted project thru 2015 with contracted coordinator Patrick Knight.
Held a series of training sessions for community members:
2-11, 3-4, 3-5, 5-28
Held Community Producers Project training sessions every Wed from Sept – end of year.
Patrick and other staff worked weekly with individual volunteer producers. Completed work on web page
http://www.wtip.org/content/community-producers-project-1

Participated in job banks, internet programs, and other programs designed to promote outreach generally (i.e., that are not primarily

The licensee participated in a variety of community outreach efforts during the reporting period. Station personnel met members of the community while providing outreach messaging
directed to providing notification of specific job vacancies).

and/or remote broadcasts for other organizations and at community events. Flyers about employment opportunities in broadcasting and volunteer opportunities are included as part of the packet of information the station brings to these events. Illustrative events and station personnel participating are:

6/19/15 – North House Folk School – Producer and two Hosts attended remote broadcast.
6/20/15 - Development personnel had booth at Grand Portage Wellness Fair
7/11/15 – Grand Marais Arts Festival – Program Director & News Reporter attended remote broadcast.

Participated in scholarship programs designed to assist students interested in pursuing a career in broadcasting.

6/15 – Association of Minnesota Public Radio Educational Radio Stations (“AMPERS”) Radio Network scholarship program – this organization of 17 Minnesota public radio stations awards a $1,000 scholarship to a broadcast student affiliated with 1 of our stations.

Established training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.

WTIP conducted Studio Use and Policy sessions for staff and volunteers attended by 36 people on:
April 14, 16, 18, 23, 24- 2015

Every Tuesday throughout 2015- held youth radio broadcast training sessions

February- April 2015 – Provided annual air check of on-air hosts. Hosts are critiqued on delivery, content, and style to improve their skills.

2/11, 7/1, 10/28/15 – Provided Pledge Drive training to volunteer on-air hosts and staff members.

8/27-28/15 – provided training to staff and youth radio participants on remote recording and editing, how to create features and story ideas. Contracted producer led workshop.

Throughout the year, a contracted project coordinator was involved in creating a training
program for WTIP volunteers and staff, as well as the community at large. Throughout the program, 72 audio pieces were created from 60 participants.

Monthly thru out year - On-air host input and training meeting conducted by staff and engineer to train new volunteers.

1/22/15 – AMPERS training on underwriting and revenue development attended by WTIP’s Executive Director and Development Director

6/25-26/15 – Executive Director, Development Director, Program Director and Board Secretary attended 2 days of workshops at the National Federation of Community Broadcasters conference in St. Paul

9/14-17/15 – Exec Director attended FEMA workshop/training at Grand Portage with over 100 emergency state and Canadian personnel to learn systems in emergency training and operations

3/18/15— Open House at Station — with WTIP’s News Director, Development Director, Volunteer Coordinator, Program Director. Open house to public/community to learn about WTIP and volunteer opportunities at the station.
Exhibit 2
(2016 Annual EEO Public File Report)
2016 ANNUAL EEO PUBLIC FILE REPORT

Cook County Community Radio Corporation

Stations: WTIP(FM), Grand Marais, MN
WGPO(FM), Grand Portage, MN
WKEK(FM), Gunflint Lake, MN

Reporting Period: 11/21/15 to 11/20/16

No. of Full-time Employees: Between 5 & 10
Small Market Exemption: Yes

During the Reporting Period, no full time positions were filled.

INITIATIVES

The employment unit engaged in the following broad outreach initiatives in accordance with various elements of FCC Rule 73.2080(c)(2):

- Participated in at least 4 job fairs by station personnel who have substantial responsibility in making hiring decisions.
  
  12/10/15- Held an open house volunteers.

- 3/7/16 - Held open discussion/informational seminar with Bill Ratner At East Bay conference room for community members who are interested in volunteer opportunities.

- 3/25/16 – WTIP personnel attended Cook County High School job fair

Established an internship program designed to assist members of the community to acquire skills needed for broadcast employment.

5/1/16 – Established a summer intern program for area youth with funding from partner Arrowhead Electric Cooperative. Summer youth program consisted of 1 college age mentor who was a former WTIP Youth Radio Project participant and 4 area youth. All worked part time thru out June, July, August.

1 This report was timely uploaded and placed in each station’s local public file by December 1, 2016, however the report was later amended after review by communications counsel in order to remove a part-time hire that was listed as full time. The amended report was uploaded and placed in each station’s local public file on April 25, 2017.
The licensee participated in a variety of community outreach efforts during the reporting period. Station personnel met members of the community while providing outreach messaging and/or remote broadcasts for other organizations and at community events. Flyers about employment opportunities in broadcasting and volunteer opportunities are included as part of the packet of information the station brings to these events. Illustrative events and station personnel participating are:

3/25/16 – WTIP personnel attended Cook County High School job fair

6/11/16 – staff participated in BWCAW Expo At Seagull Lake Conference Center.

6/24/16 – North House Folk School – Producer and two Hosts attended and produced remote broadcast.

6/18/16 - Development personnel had booth at Grand Portage Wellness Fair

7/9/16 – Grand Marais Arts Festival – Program Director & News Reporter produced remote broadcast.

8/31/16 – 8 staff and volunteers broadcast live from the MN State Fair all day


6/16 – Association of Minnesota Public Radio Educational Radio Stations (“AMPERS”) Radio Network scholarship program – this organization of 17 Minnesota public radio stations awards a $1,000 scholarship to a broadcast student affiliated with 1 of our stations.

3/8/16 Held training with Bill Ratner at studio for production personnel.
4/29 & 4/30 – Executive Director participated in County emergency management conference.

Every Monday thru out 2016– held youth radio broadcast training sessions

February- April 2016 – Provided annual air check of on-air hosts. Hosts are critiqued on delivery, content, and style to improve their skills.

6/6-7/16 – Provided 4 sessions of Pledge Drive training with contracted professional to volunteer on-air hosts and staff members.

5/24-26/16 – provided 4 training sessions to staff and youth radio participants for on-air skills improvement, writing for radio, interview skills, how to create features and story ideas. Contracted producer Kate Smith led workshops.

Quarterly or as needed thru out year - On-air host input and training meeting conducted by staff and engineer to train new volunteers.

1/21/16 – AMPERS training – Engineers conference attended by WTIP’s Executive Director and Engineer

8/24/16 – State of MN Legacy Program – training – attended by Executive Director via on line live training

3/16/16 Open House at Station – with WTIP’s News Director, Development Director, Volunteer Coordinator, Program Director. Open house to public/community to learn about WTIP and volunteer opportunities at the station.

Participated in **other** activities designed by the station employment unit reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.

Participated in at least 4 events or programs sponsored by educational institutions relating to career opportunities in broadcasting.
Exhibit 3
(Documentation for Development Assistant/Office Administrator hired on May 5, 2015)
**Cook County News-Herald**  
P.O. Box 757  
Grand Marais, MN 55604  
218-387-1025

To:  
WTIP Radio  
P.O. Box 1005  
Grand Marais MN. 55604

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**DUE UPON RECEIPT**

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**Amount Due**  
$162.56

QUESTIONS WITH YOUR BILL?  
CALL KRIS AT (218)387-1180.
Position opening at WTIP Community Radio

Development Assistant / Office Administrator
Assist development director and station manager in developing, managing and implementing all fundraising activities to meet the financial goals of WTIP. These activities include, but are not limited to: underwriting, membership and membership drives, grant funding, promotional and fundraising events, marketing, planned giving, and major giving.

Skills and abilities:
Excellent communication skills, both written and oral.
Excellent customer service skills and ability to work in a team environment.
Detail oriented, possessing an appropriate level of math skills.
Ability to take direction, then work independently to complete the assigned tasks.
Computer skills:
Experience with Microsoft Word, Excel and Access.
Familiarity with Microsoft Publisher, Adobe InDesign, photo editing software and/or updating web content a plus, but will train if necessary.

Education & Experience: Four year degree or equivalent experience.

Hours, Salary and Benefits: This is a part time position which could become full time as skills are acquired. Hourly rate based on experience. Some benefits.

To Apply: Please send cover letter and resume to Deb Benedict – radiodiva@wtip.org
For a full job description or further information contact Deb Benedict at 218-387-1070 or radiodiva@wtip.org
Resumes accepted until April 24, 2015
Position begins May 4, 2015
WTIP is an equal opportunity employer.

From: ampers-bounces@lists.stcloudstate.edu on behalf of Debbie Benedict
[radiodiva@wtip.org]
Sent: Friday, April 10, 2015 12:16 PM
To: 'AMPERS mailing list'
Subject: [AMPERS] WTIP seeks Development Assistant
Position opening at WTIP Community Radio

Development Assistant / Office Administrator
Assist development director and station manager in developing, managing and implementing all fundraising activities to meet the financial goals of WTIP. These activities include, but are not limited to: underwriting, membership and membership drives, grant funding, promotional and fundraising events, marketing, planned giving, and major giving.

Skills and abilities:
Excellent communication skills, both written and oral.
Excellent customer service skills and ability to work in a team environment.
Detail oriented, possessing an appropriate level of math skills.
Ability to take direction, then work independently to complete the assigned tasks.
Computer skills:
Experience with Microsoft Word, Excel and Access.
Familiarity with Microsoft Publisher, Adobe InDesign, photo editing software and/or updating web content a plus, but will train if necessary

Education & Experience: Four year degree or equivalent experience.

Hours, Salary and Benefits: This is a part time position which could become full time as skills are acquired. Hourly rate based on experience. Some benefits.

To Apply: Please send cover letter and resume to Deb Benedict – radiodiva@wtip.org
For a full job description or further information contact
Deb Benedict at 218-387-1070 or radiodiva@wtip.org
Resumes accepted until April 24, 2015
Position begins May 4, 2015
WTIP is an equal opportunity employer.
Exhibit 4

(Documentation for Summer Intern Program)
Dear Deb:

Congratulations! The Operation Round Up Trust Board has awarded $5,000.00 to WTIP Cook County Community Radio for the WTIP Youth Mentoring Project.

We will be presenting the awards at our Annual Meeting on Saturday, June 11th and we would love to have you or a representative from your organization at the meeting to receive the check. Please let me know if someone will be able to attend or if we need to make other arrangements to get your funds to you.

Funds must be spent as indicated in your grant. Please also note that if the project is not completed within the 12 month timeframe (by June 30, 2017), the funds need to be returned to Arrowhead Cooperative and deposited into the Operation Round Up fund. Attached is the paperwork for the Final Report. Please complete the report in full and return to our office once the project is complete. If the Final Report is not received by September 30, 2017, your organization will not be eligible to receive funds for an additional year.

Please feel free to call if you have any questions.

Sincerely,

Sara McManus
Marketing & Accounts Supervisor
True North Broadband
Arrowhead Cooperative
PO Box 39
Lutsen, MN 55612
Tel 218.663.7239
smcmanus@arrowhead.coop
www.arrowhead.coop
www.truenorthbroadband.com
Youth Radio Student Intern Program Summer 2016

**Mission Statement:**
To bring more young voices to the WTIP airwaves, to empower the young people of our community, and keep our community informed about the unique issues and perspectives of the young people of Cook County.

**Core Values:**
- Engages local youth
- Empowers local youth
- Creates understanding around youth issues
- Strong production values

This position is orientated to facilitate our youth radio project and to give an opportunity for interested community youth to prepare for a career in broadcast journalism. The student will work with WTIP’s program director, youth coordinator and producers to create and broadcast programming for the station thru traditional broadcast means and thru social media.

Skill training could include: learn recording techniques; radio reporting; writing for radio; how to use editing software and basic editing; how to update and post content on the website, social media and PRX; how to participate in membership drives; producing video for web site.

**Website**
- Assist with story/photo/video publishing on the web
- Upload stories to PRX
- Assist with managing WTIP’s Facebook & Twitter accounts
- Create or seek photos and video for web site

**Production**
- Learn editing software
- Assist with promo production
- Assist with commentator production

**Programming**
- Assist with downloading nationally-syndicated programming
- Assist with uploading/managing ENCO

**Hosting**
- Train to learn hosting (as needed) on the North Shore programs
- Assist with co-hosting during summer membership drive

**Live Remotes/Broadcasts**
- Assist WTIP engineer with remote broadcasts, including Art Festival, Wooden Boat Show, live music during membership drives.

**Youth Radio Project**
- Assist with managing Youth Radio Project Facebook page
- Assist with show preparatory work
- Assist with booking show interviews

This position will begin June 13 and run thru mid August. It is a 15-20 hour week position and will pay $9.00 per hour.
Deb Benedict

From: Debbie Benedict [radiodiva@wtip.org]
Sent: Monday, September 26, 2016 8:19 AM
To: 'Nina Linnea' gmail.com'; 'Samuel'; 'Patrick
'Audrey
Subject: WTIP Summer Intern Survey

https://www.surveymonkey.com/r/GTJC8QX

All, Thank you for your work this summer at WTIP. I hope you enjoyed it as much as we loved having you here this summer.

I have to provide Arrowhead Electric with a final grant report for their funding for the project and need your input asap.

Please fill out the survey this week using the above link. I appreciate your feedback for future projects and for grant reporting.

Thank you! Deb

Deb Benedict
Executive Director
WTIP Community Radio
PO Box 1005
Grand Marais, MN 55604
218-387-1070
radiodiva@boreal.org

4/12/2017
Q1: What, if any, technical skills did this experience provide?

This experience provided technical skills in behind-the-scenes production of a radio show. This included gathering content and creating scripts for the show, and uploading to the website and PRX.

Q2: What, if any, insights or experiences did you gain?

I saw the more invisible side to what goes into making a regular radio show happen.

Q3: If applicable, please share and describe anything surprising or unexpected you faced.

I was surprised at the amount of computer work we were doing. I actually enjoyed doing more technical work with radio.

Q4: If applicable, please share about a challenge you faced during your experience.

One challenge for me was the limited hours available, with having to be at the station only when Audrey was around. I'm aware that this was mostly due to my busy schedule. However, there were times when I could do the work completely on my own, such as uploading to PRX or doing work on the website, and it would have helped to be able to come in at a more convenient time.

Q5: If you produced a radio feature (or more), please share your thoughts about one feature that is significant to you.

All of the radio features we made were through the Youth Radio Project, but what made the internship different was learning about the behind-the-scenes work done at the station and going on air with a different type of script.

Q6: What, if any, suggestions do you have on how we could improve your youth radio experience?

I would suggest more independence in terms of working hours, and perhaps adding in other types of media related to radio.

Q7: Do you have any ideas for projects that youth could be involved with, in the future?

I would be interested in doing more video work. This could be either promotional things for WTIP, or learning more about the sound aspects of filmmaking.

Q8: Please share any additional thoughts you have about your experience AND/OR about youth involvement in community radio.

Overall, I think it was a good program and a good opportunity to learn more radio-related skills.
Q1: What, if any, technical skills did this experience provide?
I learned how to stitch music shows together and in the past WTIP has taught me all audio production skills that I know, including the use of pro tools and putting together pre-produced pieces.

Q2: What, if any, insights or experiences did you gain?
I learned how to teach. Although there were many insights and experiences within this, I had never been in a position where I was the one passing on knowledge to other people. I learned which was the best way to explain myself to others and how to tell if people were receptive to my instructive or not.

Q3: If applicable, please share and describe anything surprising or unexpected you faced.
I was surprised at how quickly people can learn, and how the actual process of learning is so different for everyone. I was also surprised at how small adjustments in instruction could change someone's ability to understand.

Q4: If applicable, please share about a challenge you faced during your experience.
For me, it was challenging to get others to collaborate on the same project at times. When you have a group of people who all have different learning speeds and styles, it can sometimes be difficult to accommodate all of them in the project.

Q5: If you produced a radio feature (or more), please share your thoughts about one feature that is significant to you.
I produced a piece on Heroin use in the Northland, and it was especially significant because it was the first news style piece I ever did.

Q6: What, if any, suggestions do you have on how we could improve your youth radio experience?
I think things went very well this summer. The only thing that I would possibly suggest is having a smaller intern to instructor ratio. At times it was difficult to try and instruct all of them at once.

Q7: Do you have any ideas for projects that youth could be involved with, in the future?
I would love to see them more involved in the shows, and have them as guest hosts on North Shore Morning or North Shore Digest.

Q8: Please share any additional thoughts you have about your experience AND/OR about youth involvement in community radio.
I loved this summer! Everyone is amazing at WTIP, and I feel so fortunate to be a part of its community.
Q1: What, if any, technical skills did this experience provide?

This experience has provided me with several technical skills including more knowledge about radio broadcasting, computers, and how radio broadcasting works.

Q2: What, if any, insights or experiences did you gain?

I have learned so many things from the radio station that I will be able to use in the future. Working here, has given me more knowledge of communications - a subject which I will most likely be going to college for, and using within my future.

Q3: If applicable, please share and describe anything surprising or unexpected you faced.

There actually wasn’t very much that was surprising or unexpected that I came across.

Q4: If applicable, please share about a challenge you faced during your experience.

A challenge that I had to face was memorizing steps in any of the several internet/technology processes that we were supposed to learn how to do.

Q5: If you produced a radio feature (or more), please share your thoughts about one feature that is significant to you.

My favorite things to produce were recorded poetry. This was because a single poem can lock the listener in for as long as you make the poem to be.

Q6: What, if any, suggestions do you have on how we could improve your youth radio experience?

The youth radio experience could be improved if the youths could spend more time actually learning about how the station works, and how to use the technology that we are not familiar with.

Q7: Do you have any ideas for projects that youth could be involved with, in the future?

I believe that I have several ideas for youth projects in the future.

Q8: Please share any additional thoughts you have about your experience AND/OR about youth involvement in community radio.

It has been a very enjoyable thing to do on my time. I have learned so many things that I will be using in the future.
PAGE 1: Please share your feedback!

Q1: What, if any, technical skills did this experience provide?
I gained experience organizing and communicating via the internet.

Q2: What, if any, insights or experiences did you gain?
youth need constant guidance and parameters

Q3: If applicable, please share and describe anything surprising or unexpected you faced.
youth having trouble picking music to play, I remember my youth radio days everyone was bursting with music they wanted to share

Q4: If applicable, please share about a challenge you faced during your experience.
getting youth to see the kernel of interest in a story and having them focus on it long enough to produce, getting them to ask questions.

Q5: If you produced a radio feature (or more), please share your thoughts about one feature that is significant to you.
Isaks pieces on memes and yik yak were very interesting to me.

Q6: What, if any, suggestions do you have on how we could improve your youth radio experience?
transportation from school to the radio station or meeting at the school

Q7: Do you have any ideas for projects that youth could be involved with, in the future? Respondent skipped this question

Q8: Please share any additional thoughts you have about your experience AND/OR about youth involvement in community radio. Respondent skipped this question
Q1: What, if any, technical skills did this experience provide?
I learned how to use a audio board, edit pieces, and upload things to PRX and Soundcloud.

Q2: What, if any, insights or experiences did you gain?
I enjoyed

Q3: If applicable, please share and describe anything surprising or unexpected you faced.
I never expected how much of radio is not live.

Q4: If applicable, please share about a challenge you faced during your experience.
A big part of being a part of radio is adapting to current news and etc. Because of this I feel I struggled to keep up but, also I feel I learned a lot from this experience.

Q5: If you produced a radio feature (or more), please share your thoughts about one feature that is significant to you.
My Yik Yak piece was something I am incredibly proud of. Being my first piece it set me up to make more.

Q6: What, if any, suggestions do you have on how we could improve your youth radio experience?
More outdoors stuff/ active duty work, "interviews @ fishpic tents etc."

Q7: Do you have any ideas for projects that youth could be involved with, in the future?
Fundraising.

Q8: Please share any additional thoughts you have about your experience AND/OR about youth involvement in community radio.
I feel because of the Internship I've learned quite a few applicable skills. Going into my Junior year I started off strong thanks to the challenges of the summer internship. Thank you for letting me experience this program and I hope to continue working with WTIP throughout the year!
Q1: What, if any, technical skills did this experience provide?
Working with recording software and equipment.

Q2: What, if any, insights or experiences did you gain?
Creating enjoyable content for listeners.

Q3: If applicable, please share and describe anything surprising or unexpected you faced.
Having two jobs at once.

Q4: If applicable, please share about a challenge you faced during your experience.
Finding good music without cursing.

Q5: If you produced a radio feature (or more), please share your thoughts about one feature that is significant to you.
Respondent skipped this question.

Q6: What, if any, suggestions do you have on how we could improve your youth radio experience?
Nothing comes to mind.

Q7: Do you have any ideas for projects that youth could be involved with, in the future?
Nothing comes to mind.

Q8: Please share any additional thoughts you have about your experience AND/OR about youth involvement in community radio.
Nothing comes to mind.
Exhibit 5
(Documentation for Employee Training)
WTIP Community Radio

Final Report – Deeper Reach Community Voices Project
January 2015 – January 2016

1. The objective of this project was to strengthen WTIP’s capacity by engaging, training, and supporting community members who can capture and reflect their various demographics thru audio recordings, and to offer a place to share the content via radio and web site archiving, serving as a hub to inform and connect the area as a whole.

This was accomplished by conducting the following activities:

- **Hire a project coordinator** – Patrick Knight was hired in Dec 2014 to lead the project for 2015.
- **Conduct outreach and engage citizens to become participants**
- **Provide training to participants on the principles of engagement, storytelling, and production.**
- **Share content area-wide.**
- **Provide ongoing support and training.**
- **Create a sustainable and replicable model.**

Outcomes from grant narrative:

- **Increased community involvement.** We will produce more community-driven features and include more community perspectives in programming. We will evaluate the number of community members we are able to welcome, train, and support through this project. We will also measure the number of features the volunteers create and share with other community members through WTIP.
- **Increase diversity of voices.** Many trained community members from various demographics will be trained to gather, create, and share content.
- **Increased buy-in from various demographics.** By including, training, and supporting more community members in the area, we will help connect various demographics with one another and bring the community closer together as a whole.
- **Increase sustainability.** With more people trained and skilled, we will not only be able to increase our reach, but also ensure that it is sustainable.

**Measurable outcomes:**

- 72 audio pieces were created by community members during 2015 which were aired a minimum of 2 times and archived on the Community Producers page [http://www.wtip.org/content/community-producers-project-1](http://www.wtip.org/content/community-producers-project-1)
- 60 participants with a wide variety of ages, backgrounds and geographic locations in the county participated in classes and workshops
- Minnesota documentary producers Milt and Jamie Lee held a 4 hour workshop attended by 16 people which proved to be very insightful to the volunteer producers. The tools and techniques they shared with the volunteer producers were very useful and generated enthusiasm for using radio to communicate.
- Several participants have expressed their availability and interest in sharing the skills and concepts they have learned with new volunteers making the project sustainable
- Training videos were created by Community Producer Coordinator Patrick Knight and are located on our web site for future producers [http://www.wtip.org/communityproducersresources](http://www.wtip.org/communityproducersresources)

Classes and workshops were held monthly from February to June which were attended by 60 people to learn how to operate our field recorders and to edit their features. In September and October “Office Hours” were held every Wednesday evening for 2 hours for drop in help with Patrick. Over 30 individual sessions were held with 15 people. 10 junior and senior high school students participated in training and production.
Examples of production:

Joe [redacted] - produced several features on local environment issues such as wolf predation, damage by beavers and the BWCAW
Rose [redacted] - recorded 27 chapters for a series from her book "The Marvelous Imagination of Katie Anderson" which were aired and archived on our website
Tina [redacted] - produced 7 features called "Stage Door" representing the Grand Marais Playhouse and their activities through out 2015
Tom [redacted] - Meetings on producing an Ojibwe language feature, yet to come to fruition
Youth Radio monthly program - over 50 features were produced by youth producers
The Cook County Invasive's Team - produced a feature on their work in the community

Link to most features - Community Producers page:
http://www.wip.org/content/community-producers-project-1

Feedback from participants and community members

I just wanted to take a moment to tell you how much impact the community producers program has had on me! First of all, I thoroughly enjoyed recording my piece on river bugs on the rocks of the Kadunce River! Patrick could no t have been more supportive and helpful! It was my very first foray into producing radio and now I am looking forward to doing more in the future. Secondly, there were some interesting developments that spawned from the piece! I heard from a Soil and Water Conservation person here, after she heard the spot, and was invited to work with them on their invertebrate program monitoring streams in the county! Beyond that, I also heard from a teacher who works with advanced placement science students at ISD 166! She has invited me to work with her class on their water quality unit. After some discussion with her, we realized there is more I can do to help with the science class and I am looking forward to teaching during the school year, as needed. So...I have gone from just producing a fun radio spot to involvement in some community opportunities which rose directly because of the community producers project!
I just wanted to share with you, how much this project has meant to me!
Thank you!
Karen [redacted] - Lutsen, MN

Mary [redacted] - Hovland

I loved the Becoming a Storyteller workshop the other night. I have lots of thoughts about it, but want to process them a bit first, then can we talk?
I have an event coming up in October, in Boston, that might be of interest here: Some murals I painted over 35 years ago were in the Government Center subway station; the station was torn down, and the paintings are about to be auctioned online through Skinner Auction: There's to be a party, and publicity, and a chance to promote Grand Marais somewhere in there, I believe. I'm just touching base with you right now. The workshop was wonderful. I enjoyed learning what everyone else is interested in, and believe we have an amazing bunch of talent in town; that was exciting to learn!

Just a quick note to commend you and your staff. I attended the Editing for Radio workshop that Patrick led last night. He did a great job shepherding a group of all experience levels through the details of the Audacity sound editor. We are now all at least minimally competent in using it. The personal connection that the station has with its listeners is the glue that works to bring together this community. I run into many - Sherry, Jane, Kent, Nick and other staff around the community and they all serve as great representatives of the Voice of the Tip of the Arrowhead. Regards and thanks for everyone's hard work to bring such high quality programming to our part of the world.

Steve [redacted] - Colville and Minneapolis
I love listening to the pieces produced by the "community producers" at WTIP. They cover such a wide range of topics from personal stories from the youth in our community to educational stories about our local environment up here in the wilderness. These stories allow me to learn about our community from many viewpoints not just the staff at the radio station. It also broadens the horizons of our radio station because everyone has a different background and has interest in different aspects of life up here. Many unique topics that might not have been reported on by the staff are realized by the community at large. In addition it gives positive energy to these producers because they feel engaged and contributing in a positive way to the community. It makes me feel really great about our community and the place I have chosen to live.  

Bob — Grand Marais

I value this radio station for the part it plays in bringing the community together. We are diverse as a community but we have common threads that weave us together. WTIP works hard to present all age groups, differing viewpoints, diverse cultural exposure and cutting edge thoughts and viewpoints. WTIP recognizes the importance of all people in the process of creating an ever-changing and evolving community and they have fun doing it.  

Debi — of Anahata Healing Touch

As a listener, I enjoy hearing the features from community members who have taken Patrick's class and learned to produce programming that is shared with all of us. Patrick's class is helping WTIP add more community voices and activities than just what in-studio recording allows. Sherri — Grand Marais

2. Unanticipated benefits or problems —

Patrick Knight - I was intrigued by how many people showed an interest in gathering stories from folks who will not be around much longer and for wide a variety of reasons, there were people interested in gathering stories about history, or family, or culture and much more. Many people were interested in only one aspect of the production process. For instance some people were inclined to edit, some were more interested in recording, I didn't anticipate that not everyone is interested in being hands on throughout all of the various phases in the process of production.

Deb Benedict — I was thrilled with the initial response from the community. While we had strong numbers in the beginning, many participants had a hard time completing projects or became too busy with life during the summer in Cook County. Overall the establishment of the project and the training and support from Patrick was well received.

I also appreciated working with a young tech savvy person and what he brought to WTIP. The involvement of Joe to the project was the best outcome for me. Joe has since joined our staff as a news journalist/producer and the response form the community has been overwhelming.

3. Future funding for project - We do not anticipate having a full time person work with community producers in the future. The groundwork prepared by Patrick, completion of training videos and the purchase of equipment for public use are a good base for moving forward in assisting future community producers. Our existing staff will continue to generate prospects and assist community members who wish to get involved at this level at WTIP. Our program director and morning show producer are currently training two people who wish to produce features. We anticipate hiring Patrick on a contractual basis as needed with funds secured from membership or concert event proceeds.

4. Funds from other sources - We utilized funding from the State of Minnesota's Arts and Cultural Heritage Fund (ACHF) to assist in Patrick's income for the project. A portion of his work with the youth came from ACHF.
5. Proceed differently in future?
Patrick - Considering that not everyone is interested in all aspects of production as a whole. In hindsight, it would be productive to facilitate grouping of folks who complimented each other's strengths or interests. Pair editors with interviewers, introverts with extroverts, young and old, etc.
Deb - I believe we implemented a great procedure and felt Patrick was the right person with skills on many levels. In working with the public on a volunteer basis, radio stations across the country, as well as other organizations, realize that volunteers do not always have a level of commitment that paid staff do as life gets in the way. I feel very fortunate that we have tools in place to proceed with those that do have the time, energy and commitment level to learn a craft of producing and archiving the stories of our community.

6. Deeper Reach Community Voices Coordinator Project - Final Budget Report

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7. Success Story
One of the standout successes was... growth in technical ability and her use of the program (deeper reach) to accomplish a goal. She was interested in drawing attention to and fostering support for a local theatre the Grand Marais Playhouse. When she started participating in the program she was not very comfortable with basic computing like using a mouse or navigating an operating system but within a few months she had mastered the recording and editing software suite available at the station. She took advantage of WTIP's portable audio recording kits to gather interesting interviews and impromptu sound elements from all over Cook County, coffee shops, backstage at the playhouse to name a few. She creates complex audio pieces with special effects, music and interesting editing techniques, and she has learned how to use the medium of pre-recorded radio to consistently express herself with confidence and flair. Her pieces have captured an important piece of Cook County history in the making, and as she intended, drawn attention to the Grand Marais Playhouse.

Another success story is the addition of... to the WTIP news team after his initial introduction to our radio station through this project. His initial Community Producers projects had a lot of depth and his ability to transform from print journalism to audio features was remarkable. His stories, as part of the news team, produce more listenership than we have experienced as data shows thru our on line listening.
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Amount Due $2,340.40
Kate Smith Sessions Schedule

Tuesday, May 24  6:30 pm   at WTIP   6-8 people includes staff producer

Wednesday, May 25  1 pm   at WTIP   6-8 people includes staff producer
North Shore Morning hosts.
These trainings will focus on 5-8 minute interviews and on-air skills.

Wednesday, May 25  7 pm   at East Bay
Roadhouse hosts Dick Swanson and Dave Tersteeg, Will Moore, Carl Solander, Joe Friedrichs
Skills for conducting a 15 to 20 minute interview and on-air skills

Thursday, May 26  10 am   at WTIP
Joe - possible other news staff
Improve sound, content, skills
May 24-26, 2016

KATHERINE SMITH - CONSULTANT

INVOICE

WTIP – North Shore Community Radio
ATTN: Deb Benedict – Executive Director
1712 W. Highway 61
Grand Marais, MN 55605

Project Description: Training workshops

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TOTAL $ 1,000

Thank you.

Katherine Smith
WTIP is proud to announce an interview training session with Kate Smith, a native Midwesterner, who has spent decades in television, radio and digital newsrooms in a wide variety of roles. Most recently Kate was Senior Editor at Minnesota Public Radio in St. Paul and has always served as a coach and mentor to reporters by becoming the invisible voice to help make stories stronger.

She will have a training session for staff on Thursday May 26 at 10 am. At WTIP.

Matthew Brown
Program Director
WTIP North Shore Community Radio
Grand Marais, MN
218-387-1070
wtip.org