

## MMCTV BoD Meeting Minutes 1-19-15

Present: BoD: Ron Rodjenski, President, Tim Chamberlin, Peter Wolf, Ted Lyman. Staff: Angelike Contis, Ruth Miller, Jim Hering.

**Meeting called to order: 6:45pm**

### MINUTES APPROVAL

Review of minutes from 10/13/14. Reminder of need to talk to Huntington clerk about possible coverage of meetings. Ron suggests using a task list to go along with minutes, designating who will do what. Example of Base Camp program.

***Peter makes a motion to approve minutes. Tim seconds it. Passes unanimously.***

### 2014 BUDGET REVIEW

We were within budget, except for compensation over due to extra productions, such as Memory Map internship, new meetings, Jericho Planning Commission meetings (we are being compensated in part for the latter in 2015). Also extra CESU merger, some volunteers.

Ron questions standard municipality requests. Discussion of new Jericho Planning Commission meetings.

Capital expenditures under what budgeted, due to spending less on website, and control room construction project moving to 2015. Need to keep capital at or lower, due to about \$30,000 deficit in capital budget. Accountants recommended we transfer amount from operating to capital. We have been running deficit since moving.

In 2014, we added unemployment tax payments of 1%, because employ over 4 people most months. Wish accountants had caught it earlier, because had to pay penalty fees to state.

Utility costs keep going up and do electricity bills keep going up. Usage up. Efforts to get rid of old gear. Ideas for energy saving? Software rates went up because had to buy Adobe Premiere at regular price.

***Ted makes motion to transfer 29,913.42 to Capital from Operating. Peter seconds. Passes unanimously.***

### 2015 BUDGET PRESENTED

Compensation up just under \$6,000 with 3% increase in every category, additional staff hours and an increase, plus more field producer hours. More ambitious fundraising plans, including underwriting. This year, MMCTV will try 1 week of summer video camp, hiring experienced intern. Will dedicate week to doing a documentary, maybe make a Memory Map video. Hours? 9-5. Middle school - 7th-8th grade.

With eye to production income, look at work with nonprofits, such as Stowe Rescue, potentially leading to paid work. Ron idea of video on new brewery.

Meals & Entertainment - includes \$300 or so for dinner at new restaurant for board/staff, power-producers. Upgrading to Vimeo Pro for more customized website page and more upload space. We aim to upgrade video switcher in control room. Need for cheaper gear to send out with newcomers, also need for easier editing software. Maybe Premiere Elements.

Switching to free office 365-based website design. New site should be launched in a couple of weeks. Bill working on streaming Maestrovision program. We will get bigger TV screen for entrance.

Peter inquires about possibility of new system. Tighrope & Telvue seem most popular, from discussion at Tech Together held at MMCTV.

Ron asks how much we are drawing on reserves. Presented budget will lead us to 14 months reserves in 2015.

With regards to three towns, Ron suggests we set up a clear policy on what we can cover before we start charging, so it is consistent. We always cover more Richmond. MMU has increased. Will crunch numbers and think of what's fair, what needs to be charged. Need to speak to selectboards and propose cost of some new equipment for meeting rooms.

Discussion of recommended amounts to keep in reserve. Towns recommended three months. Cable revenue situation uncertain.

***Peter makes motion to approve 2015 budget totaling \$140, 985.66 operating and 13200 capital. Ted seconds. Voted on unanimously.***

## **MMCTV POSITIONS/WAGE RANGES 2015**

Board reviews one-page sheet of ranges of non-staff pay/descriptions at MMCTV.

## **REVISITING BYLAWS**

Overview of changes: Comcast instead of Adelphia, board from 7 members to 5. Extension added for over 3 years.

Discussion if still valid to be appointed by selectboard, as members were when it was formed.

Add to section 3: "If no community members are not applying for a new vacancy, then the director can begin a new three-year term."

If more than one person interested, would need to be decided. Options: by ballot (used to be sent to service area), selectboard. The old system was ballot to service area - in a mailing. Section 5 already states that BOD votes on vacancies. We need to start keeping list of staggered vacancies.

Add to section 3 or Section 5: "If more than one person interested in a term, form an appointment committee to make a recommendation to the full board for action." Will revisit in March/April. Angelike will send around changes.

Bylaws also include change regarding audit. Angelike offers to look into how much costs for official audit. Can request something less than an audit, a reconciliation. Trues up things and policies. Tell them what want to look at. Possibility of Nussbaum doing it. Idea of meeting with CPA to see what should be most concerned about. MGV has been doing for long, so maybe reason to get another set of eyes. Angelike will check with other nonprofits. Or we can call him & see if interested. See what's best practice. We'll make a list of the board members and when started, because doesn't exist.

There is a need to find potential new board members.

#### **DRAFT EMPLOYEE HANDBOOK**

Angelike developed from Hyde Park and several public access Vermont stations. Ron suggests everyone look at it and return in April. Ruth asks if retroactive, but will be enacted from today forward.

Hopefully both bylaws and personnel policy by April. Angelike offers to send out electronic version & include changes to send out again.

**Meeting adjourns at 8.45pm**