

## MMCTV Board of Directors Meeting 7/14/15 at MMCTV

*Present: Ron Rodjenski, Peter Wolf, Ted Lyman, Tim Chamberlin*

*Staff: Angelike Contis, Ruth Miller, Jim Hering, Kim Villemaire*

Meeting called to order at 7.40pm

### MINUTES

***Ted makes motion to approve Minutes of April 27, 2015. Tim seconds it. Passes unanimously.***

### EMPLOYEE POLICY

Angelike shares sheet comparing vacation info of other VT PEG stations. Ron notes page 25 cash out policy of 1 week seems OK.

Board needs to decide when full vacation is posted: Jan.1 each year, or accrued throughout year? There is risk of employee taking vacation and leaving. No vacation given before new employees eligible (3 months).

Vacation Days discussion highlights (p. 24 of new handbook):

- Need to clarify it is based on 40 hour week and is prorated depending on employee's regular hours.
- Ron recommends limiting draft document's number of weeks available for 7 and 10 years.
- Ted suggests at 6 years get 4 weeks, after 12 years, get five weeks.
- New Personnel Policy also includes 8 holidays, 1 week sick leave. It must be noted in handbook that sick time taken is indicated on paysheet that ED submits to accountant.
- Draft must limit vacation time accrued from three to two times the annual vacation.

Handbook takes into account Vermont Family Law regarding maternity/paternity leave. It is currently unpaid. Policy booklet includes provision for emergency/weather closures that are paid.

***Ted makes a motion that on MMCTV Employee Handbook page 24 text "after 7 years" be changed to "after 6 years" and "after 10 years" be changed to "after 12 years" also that (on same page) unused vacation reaches a cap of "two" rather than "three" times the annual vacation amount. This will be effective August 1." Peter Seconds Motion. Passes unanimously.***

Board decides all vacation time will be available to employees at start of year vs. accrued. Due to new policy, ED will check on July 31<sup>st</sup> how much vacation has been taken by each staff through July 31<sup>st</sup>, then prorate Jan-July 31, 2015 and then Aug 1.- Dec. 31, 2015. End of draft booklet approved.

***Action: ED will make changes above & will pdf and send to all.***

## **SECOND QUARTER BUDGET**

Compensation is on track for year. Mileage is higher than anticipated due to trips to Southern Vermont for VAN meeting and VAN Board meetings. We are looking to purchase a new video switcher, which will significantly reduce other budgeted capital spending.

The big picture: MMCTV currently has 13.5 months of reserves, down from 16 months of reserves in 2012.

There is discussion of need to plan, financially, for possible move. Options discussed including lingering discussion of expanding current space or finding new one. MMCTV is still part of Creamery Devt. conversation.

## **HUNTINGTON**

Angelike spoke to Huntington administrator, who checked with Selectboard. They are hesitant to have meetings filmed. NEAT in Bristol would appreciate MMCTV filming them and providing video, as is in their territory. Angelike may go to meeting. Will it be a sustainable effort? What does NEAT cover, meeting-wise?

MMCTV could present options ranging from providing gear to volunteers to filming gratis once a month for a six-month period to being paid for our services. Ron notes that, historically, none of the 3 towns wanted to be filmed, but came to understand value.

***Action: Angelike will speak to NEAT and consider appearing at Huntington Selectboard, though some hesitation about overextending MMCTV resources.***

## **FINAL BYLAW CHANGES**

- Should read “appointed” instead of “elected” on Article III.
- Strike “members” in Section V, section 2 and section 3.
- In Article VIII add “may be authorized by Board of Directors to sign checks.”

***Peter makes motion to approve amendments to MMCTV Bylaws, effective immediately. Tim seconds motion. Passes unanimously.***

***Ted makes a motion to adjourn. Peter seconds the motion. Passes.***

***Meeting adjourns at 8pm.***