

MMCTV Board of Directors Meeting Minutes

April 27, 2015

ATTENDING

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

Meeting called to order 6.40pm.

MINUTES

Ted makes motion to approve Jan. 19, 2015 minutes. Tim seconds. Passes unanimously.

BUDGET – First Quarter Financials

MMCTV within budget for compensation, despite extra meeting coverage. Comcast payments regular. Angelike provides update on VAN legal docket work, including over \$50,000 on Charter CPG. VAN membership dues increased from .33% of cable income to .66% past year, now up to 1.21%\$ for next two years. New government relations Comcast rep is Pat McKenzie. Angelike included Q-Vidium issue in Annual Report.

Action: Tech/Support repair \$499 needs to be recategorized.

Question on how far drawing down on savings. Will check next budget.

LIVESTREAM – Discussion of use of new streaming tool.

HUNTINGTON – possibility of streaming meetings and providing content to NEAT.

Action: Angelike will speak to NEAT and Huntington clerk.

PERSONNEL POLICY HANDBOOK (see document “Employee Handbook MMCTV Rev2015.pdf”)

Will be effective when board approves, not retroactive.

Corrections:

- p. 4, remove “unlawful” from harassment sentence.
- p.6: Punitive measures for damaging gear?
- Setting 32 hours as full-time is OK with board.
- Will add a clause about setting out terms of exempt/non-exempt and intro details in letter of hire by BoD.

Action: Ron and Angelike will design a template letter-of-hire. When personnel policy comes into play, may issue to all letters of hire. It would state that any previous deals are no longer valid.

Ron cautions about getting equal time off for greater numbers of hours a week, due to worries of it adding up. Recommends keeping a personal log of it, but not

gathering “extra” hours and expecting compensation or extra vacation in end. Then you get into non-exempt area.

Flex schedules are preferable for most MMCTV employees, through Executive Director.

Additional changes:

- Clarifications of 40-hours overtime, payday, auto mileage. MMCTV will follow Vermont state law when it comes to family leave/pregnancy/medical leaves, which are unpaid. *Action: Decide if need to add a clause with this.*
- Holidays increased from 6 to 8 a year, still flexible.

Action: Research retirement benefit options.

Action: Board needs to come to decide on vacation benefits & approve end of booklet. Angelike will present backup/other examples and board can come to an agreement.

MORE FINANCIAL DETAILS FOR BOARD

Angelike will start sending board the quarterly list of receipts & expenditures, with check/payment details.

FINAL BYLAW CHANGES

Article II: Number of Directors: “appointed” instead of elected.

Article IV: Sect. 4: Secretary may be Executive Director.

Article V: Remove all reference to “members” and delete Article VI Section 1&2 because are references to “members” that originally had been all Comcast subscribers.

Article VIII: Add that corporate accountant can issue, sign checks.

When finish bylaws, determine terms for board of directors. Here is order (from oldest to newest) of board members: Ron, Peter, Ted, Tim.

Peter makes motion to adjourn. Ted seconds it. Passes unanimously. Meeting ends 8.30pm.