

1 **Northwest PEG-TV**

2
3 Northwest PEG-TV Board of Directors Meeting
4 June 17, 2019
5 Minutes

6
7 **Present for a quorum:** Joe Halko, Tim Stetson, Virginia Holiman, Tim Hurlbut, Bryce
8 Bachelder, Michael Curtis, Michel Consejo

9 **Unable to Attend:** Wesley Kempton, Marilyn Grunewald,

10 **Administrators:** Elizabeth Malone

11 **Employees:** Zach Sheffler

12 **Guest:** Kevin Marchand

13
14 1. **Call to Order**

15 Joe Halko called the meeting to order at 6:03 p.m. at Northwest Access TV.

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17 2. **Changes or Adjustments to Agenda**

18 Joe added “c” under New Business – “Wild Foods” production.

19 Michael Curtis asked that we receive clarification on the Supreme Court decision. Added
20 as “d”.

21
22 3. **New Business**

- 23
24 a. **Discussion with Accountant Kevin Marchand-** Elizabeth Malone
25 introduced Kevin Marchand, our accountant. Kevin explained the challenge
26 he is having deciding how fast we should account for depreciation. There
27 are a number of options available. This decision is normally not a big deal
28 for non-profit organizations, however Comcast and the potential for loss of
29 revenue adds a level of complexity to the issue for Northwest Access.
30 Additionally if NWATV ever chose to rent out pieces of the property this
31 income would be considered unrelated business income and the depreciation
32 method would be more relevant. Kevin would like the input of the board as
33 to what direction to go with depreciation. Slow Depreciation would be
34 about \$41,000 this year \$61,000 next year; Medium Depreciation would be
35 \$53,000 this year and \$78,000 next year; Fast Depreciation would be
36 \$75,000 this year and \$115,000 next year. One major determinant in the
37 decision is the revenue drop and how we will manage this if/when it
38 happens. Joe Halko asked whether we can make a change in the future once
39 we make a decision. Kevin acknowledged that in some areas we could
40 make future changes, others we cannot. Much discussion followed.

41
42 **Michel Consejo made the motion to go with the fast depreciation model;**
43 **seconded by Michael Curtis; the motion carried 7-0-0**

44
45 Michael Curtis asked Kevin a question relative to our receiving Comcast
46 income in arrears and he is wondering how we are accruing the income each

1 month. Kevin reported that we are using the accrual method of accounting.
2 Currently we are showing the amount we “expect” from Comcast as a
3 “receivable”. Discussion ensued about whether the amount that we are
4 showing is really a receivable as there is not real commitment (promise) to
5 pay. It is even more challenging currently as we don’t have any form of
6 promise. Going forward, the Comcast receivable amounts will be on the
7 balance sheet as a “Current Asset” so as to more accurately depict the nature
8 of these funds. Tim Hurlbut asked why we aren’t using the cash method.
9 Kevin says that we can change it to however we want it done. He can
10 provide information for management decisions any way that we want it.

11
12 b. **Employee Handbook Revision** – When Elizabeth was reviewing the
13 Employee Handbook she discovered that the retirement information did not
14 transfer from the old handbook to the new handbook. It is has now been
15 added. The new section was read by all. One additional change included
16 adding page numbers to the Table of Contents. The Board will vote on the
17 changes at our next meeting.

18
19 c. **“Wild Foods” Production** – Last November Elizabeth and Joe met with
20 Kevin and Jennifer who are with Velocity Media. They are trying to bring
21 film production to Vermont. Organizations like ours could have some
22 benefit from a project like this, either through income or networking. Kevin
23 has started a Television Show call “Wild Foods” which is premiering on
24 PBS. The theme of the show is showing what local foods are found in the
25 areas that they visit for the program and how they are used. They are
26 attempting to do a St. Albans piece this fall and we hope to be involved in
27 some way.

28
29 d. **Supreme Court Decision** – Access TV were not ruled unconstitutional.
30 This is a victory. The big takeaway is that we are not a “state actor.”
31 Elizabeth is hopeful that the Alliance for Community Media will provide us
32 with guidance as to how to handle inquiries when there are questions
33 relative to a producer or production that someone might not agree with. It
34 does allow us to bar someone from producing with us should the need arise.
35 More information to come as the information from the decision is
36 synthesized.

37
38 **4. Old Business**

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40 a. **Work Group Progress Check In**

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42 - **Producer Group** (Virginia, Joe, Michel, Paul and Elizabeth) met on June
43 14th and reported the outcome of their meeting as follows: After 90
44 minutes of discussion, a decision was made to end the work group. The
45 full time staff will take on the responsibilities of creating changes and
46 proposing ideas to the board at future meetings. If members of the board

1 would like to be more involved in the idea making process, they are
2 welcome to do so. Paul took notes on how the board members feel about
3 proposals surrounding potential opportunities and online creator outreach.
4 He will take them into considering the goals with the full time staff.
5

6 Bryce suggested that the online creator outreach be moved back to the
7 Viewer/New Media group. It was felt that the online creator outreach
8 should remain with the staff as part of what they have assumed from the
9 Producer Group and see how that works. We can make changes moving
10 forward.
11

12 **5. Programmers Report**

13 Paul Snyder provided a video update. On June 8th we were well represented at the D1
14 Softball Championship in Poultney. Paul was able to get 3 - \$100.00 sponsorships so that
15 we were able to be cover the game. Sports is our most expensive programming to produce
16 each year and we need sponsors. He does not have exact numbers but needs the help of
17 the board to find enough money to go live for sports around our entire coverage area.
18 Football season starts the end of August and he is hopeful that there can be some progress
19 by the time we are ready to start the season.
20

21 Bryce suggested that we might even be able to increase sponsorship amounts for playoffs.
22

23 **6. Treasurers Report**

24 The Board received the Treasurers Report and reviewed the packets. Michael feels we are
25 still in a good financial place.
26

27 **Bryce Bachelder made the motion to accept the Treasurer's Report as written;**
28 **Virginia Holiman seconded the motion. The motion carried 6-0-1. Michael Curtis**
29 **abstained.**
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31 **Michel Consejo made the motion to accept the check report. Seconded by Tim**
32 **Stetson. The motion carried 6-0-1. Michael Curtis abstained.**
33

34 **7. Executive Director's Report**

35 Elizabeth Malone's report was provided in writing. She explained she will entertain
36 questions from her report.
37

38 **Michel Consejo made the motion to accept the Executive Directors Report as**
39 **presented; Virginia Holiman seconded the motion. The motion carried 7-0-0.**
40

41 **8. Approval of Minutes 05/20/2019**

42 **Tim Stetson made the motion to approve the minutes of May 20, 2019 as written;**
43 **Tim Hurlbut seconded the motion. The motion carried 6-0-1. Michael Curtis**
44 **abstained.**
45

46 **9. Executive Session**

1 **Michael Curtis made the motion to go into Executive Session to discuss personnel at**
2 **8:05 p.m. Seconded by Bryce Bachelder. The motion carried 7-0-0.**

3
4 **Board President Joe Halko called the board out of Executive Session at 8:20 p.m.**

5
6 After coming out of executive session, **Michel Consejo made the motion to approve a**
7 **2% raise for full time staff. Seconded by Tim Hurlbut. The motion carried 7-0-0.**

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9 **10. Adjourn**

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11 Joe Halko adjourned the meeting at 8:22 p.m.

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13 Respectfully submitted,

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16 Timothy Stetson, Secretary

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22 **Joe Halko, President**

Michel Consejo

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26 **Marilyn Grunewald, Vice President**

Virginia Holiman

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30 **Mike Curtis, Treasurer**

Tim Hurlbut

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34 **Tim Stetson, Secretary**

Bryce Bachelder

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Wesley Kempton