

1 **Northwest PEG-TV**

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3 Northwest PEG-TV Board of Directors Meeting
4 July 15, 2019
5 Minutes

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7 **Present for a quorum:** Joe Halko, Virginia Holiman, Bryce Bachelder, Mike Curtis,
8 Marilyn Grunewald, Michel Consejo

9 **Unable to Attend:** Tim Stetson, Tim Hurlbut, Wesley Kempton

10 **Administrators/Staff:** Elizabeth Malone, Zach Scheffler

11 **Visitors:**

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13 **1. Call to Order**

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

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

17 None.

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19 **3. Programming Report**

20 Paul Snyder's report highlighted "Inside Groove" guest Steve Phelps, president of
21 NASCAR, and the upcoming Franklin County Field Days demolition derby.

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23 **4. Treasurers Report**

24 Mike Curtis reviewed the financials with the Board and noted the income differences in
25 the year-to-date comparison with 2018. Software expenses have increased, but generally
26 operations expenses are being held below budget. There is a 30% decrease in net income
27 over 2018. The cash position however is excellent, with a \$50,000 increase since the start
28 of 2019 and \$150,000 more cash than 7/1/2018. Our current ratio is 3:1 which indicates
29 very good liquidity. The forecast from last year was right on target.

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31 Michel Consejo made the motion to accept the Treasurer's Report; Marilyn Grunewald
32 seconded the motion. The motion carried 5-0-1, Mike Curtis abstained.

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34 Bryce Bachelder made the motion to approve the checks issued in the month of June 2019;
35 Virginia Holiman seconded the motion. The motion carried 6-0-0.

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37 **5. Executive Director's Report**

38 Elizabeth Malone wanted to recognize Tim Stetson and Wesley Kempton who will be in
39 the musical *Music Man* and were at rehearsal the night of this meeting. Zach Sheffler has
40 been working in the equipment room and has re-organized it and constructed new
41 shelving. Stewart Construction sealed the server room conduit and there have not been
42 any more leaks. Elizabeth Malone explained there was a DRB meeting regarding the
43 recreation path in the development, hopefully it will be resolved soon. The PEG Access
44 Study committee is looking at other revenue options. VAN is hiring a lawyer to evaluate
45 the FCC ruling's implications specifically for Vermont. The supreme court case helped to
46 protect NWATV and other access centers in making content decisions. NWATV has had

1 very few instances of limiting air time for videos. Paul Snyder and Zach Scheffler just
2 finished teaching a course with 8 participants. The Annual Meeting will be held in
3 October and three officers will be up for reelection. Elizabeth Malone would like a
4 nominating committee formed. Marilyn Grunewald and Bryce Bachelder have
5 volunteered for this committee. Coming up in the future important shows and dates are
6 Virginia Holiman doing open mic focused on farming –September 19th, Northwest
7 Nightmares –October 28th, and the Annual Meeting which looks to be October 14th.

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9 Michel Consejo made the motion to accept the Executive Directors Report as presented;
10 Mike Curtis seconded the motion. The motion carried 6-0-0.

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12 **6. New Business**

13 Zach Scheffler spoke about his work to make the storage room more accessible and
14 useful, all while staying under budget. He has already seen an increase in the use of
15 equipment as result of this re-design. Mr. Scheffler was also very appreciative of
16 the raises that were given to staff.

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18 **7. Old Business**

19 a. **Employee Handbook Revision-** There were revisions to the Employee
20 Handbook which was discussed at the last meeting.

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22 Bryce Bachelder made the motion to approve the Employee Handbook Revisions as
23 presented; Virginia Holiman seconded the motion. The motion carried 6-0-0.

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25 b. **Work Groups Progress Check In**

26 I. **Report from Internal (Revenue) Group-** Mike Curtis explained
27 the committee is developing a plan to fundraise for the server, as
28 they do not want to take a loan out. Mike Curtis showed the Board
29 a spreadsheet of overhead costs that should be included in with
30 billing service work. This rate is still quite competitive compared
31 to other companies around the area. Mike Curtis presented multiple
32 strategies and the steps to achieve these strategies which were given
33 to the Board. Elizabeth Malone led a discussion on requesting
34 contract payments for coverage of government meetings. These fees
35 would only cover a portion of the cost of recording and distributing
36 meetings, but all participating boards could then have their
37 meetings available online.

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39 **8. Approval of Minutes 06/17/2019**

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41 Mike Curtis made the motion to approve the minutes of July 17, 2019 as presented;
42 Virginia Holiman seconded the motion. The motion carried 6-0-0.

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44 **9. Adjourn**

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46 Joe Halko adjourned the meeting at 7:15 p.m.

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Respectfully submitted,

Brianne King, Board Recorder

Joe Halko, President

Michel Consejo

Marilyn Grunewald, Vice President

Virginia Holiman

Mike Curtis, Treasurer

Tim Hurlbut

Tim Stetson, Secretary

Bryce Bachelder

Wesley Kempton