

1 **Northwest PEG-TV**

2
3 Northwest PEG-TV Board of Directors Meeting
4 August 19, 2019
5 Minutes

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

9 **Unable to Attend:** Marilyn Grunewald, Tim Hurlbut

10 **Administrators/Staff:** Elizabeth Malone, Paul Snyder, Zach Sheffler

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. **Confidentiality Statement**

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21 4. **Executive Session –Legal**

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23 **Mike Curtis made the motion to go into Executive Session for Legal Matters at 6:04**
24 **p.m.; Wesley Kempton seconded the motion. The motion carried 7-0-0.**

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26 **Mike Curtis made the motion to exit Executive Session at 6:35; Tim Stetson seconded**
27 **the motion. The motion carried 7-0-0.**

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29 5. **Programming Report-** Paul Snyder has been working on a sports sponsorship
30 program based on a new three tier system. NWATV would like to start sending a
31 brochure out to their current organizations they worked with last year. Currently JC
32 Image and NMC are already on board for sponsorships. The breakdown and pricing for
33 the three tiers would be \$250, \$750 and \$1500. In Tier 1 sponsors would get a mention
34 during games and their logo and contact info would appear at the beginning, middle, end
35 of the game, in Tier 2 sponsors would get Tier 1 as well as Facebook tags, and website
36 recognition, in Tier 3 they would have everything in Tier 2 and their logo on the bulletin
37 board, and on the screen during broadcast. There are an average of 70 games and over 20
38 live games in the season. NWATV covers over 30 teams locally. In terms of extra work,
39 Paul Snyder explained they are already doing everything in Tier 1 and Tier 2 and 3 will
40 not be a lot more work. This brochure has not yet gone out to the public, but will be going
41 out this week. NWATV would like to get this out before the seasons starts. NWATV is
42 partnering with NSN for football- they have a videographer already lined up.

43
44 6. **Treasurers Report**

45 Mike Curtis explained they have been working with the bookkeeper and accountant to
46 correct accrual of cable revenue for the current year. January through July accrued

1 amount is \$245,000 for the first 7 months of the year. They have 1 more Comcast check
2 to receive this year and have not had any cuts so far this year. NWATV has been
3 moderating expenses for the organization. The salaries are under budget- personnel is just
4 under budget. Overall they will be significantly under the budget for this year. Net
5 income is running a \$10,000 surplus per month which will be about \$100,000 in surplus
6 by the end of the year. Cash forward is high and can maintain the organization with no
7 income for a year and still get by. The checking account is not earning much money per
8 month for interest. Elizabeth Malone will look at the interest rates for the checking and
9 money market accounts. Accounts Receivable currently represents the next check from
10 Comcast. Mike Curtis explained NWATV is doing swell.

11
12 **Tim Stetson made the motion to accept the Treasurer's Report; Wesley Kempton**
13 **seconded the motion. The motion carried 6-0-1, Mike Curtis abstained.**

14
15 **Michel Consejo made the motion to approve the checks issued in the month of July**
16 **2019; Virginia Holiman seconded the motion. The motion carried 6-0-1, Mike Curtis**
17 **abstained.**

18
19 **7. Executive Director's Report**

20 Elizabeth Malone explained that the recent payment from Comcast was a 2.5% increase
21 over the last quarter. The second quarter is typically the highest quarter of the year.
22 Elizabeth Malone is looking for motions on expenditures not included in the Board report.
23 The station will need to purchase a new audio mixer for the studio which Zach Sheffler
24 has been researching. The audio mixer will cost a little under \$3,000 from Audio Video
25 Corp but there may be an additional installation fee. Elizabeth Malone would like to ask
26 for a motion to approve up to \$3,500 which includes installation cost. They will be
27 reviewing a demo of the unit and would like to put in an order when items are off
28 backorder.

29
30 **Mike Curtis made the motion to purchase a new audio mixer not to exceed \$3,500;**
31 **Bryce Bachelder seconded the motion. The motion carried 7-0-0.**

32
33 The VAN Membership bill came in and it will bring the annual total for memberships over
34 budget, because a 2018 legal fund payment was paid in early 2019. VAN's membership
35 annual amount is \$1270.55 and they would like to keep the membership in good standing
36

37 **Mike Curtis made the motion to renew the 2019 VAN membership; Virginia**
38 **Holiman seconded the motion. The motion carried 7-0-0.**

39
40 Facility Update, the snow guards have been installed and NWATV is waiting on a bill.
41 Spruce up day, Elizabeth Malone will send out a calendar invite to get help mulching
42 some beds and get the building ready for fall/winter. VT PEG Access Study Committee is
43 very busy and they will be meeting to talk strategy. Elizabeth Malone has researched
44 budgets from other access centers across the state, showing that, like NWATV, they are
45 90% reliant on PEG Fees for revenue.

1 The plowing company they use asked for a 3 year contract, and they are asking \$40 per
2 salting occurrence, and Elizabeth was unsure of what other people charge. The Board will
3 check around for other salting rates before committing. Virginia Holiman thanked Paul for
4 working with the Highgate Festival.

5
6 **Wesley Kempton made the motion to accept the Executive Directors Report as**
7 **presented; Bryce Bachelder seconded the motion. The motion carried 7-0-0.**

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9 **8. Old Business**

10 a. **Workgroup Progress Check In-** Bryce Bachelder checked in and
11 reported some work is on pause due to Zach Sheffler focusing on
12 Northwest Nightmares. They will be wrapping up videos to ask for online
13 donations. The Revenue Group is waiting on a depreciation figure to add to
14 their overhead calculation for the contracting hourly fees. There might be a
15 source of revenue they have never looked at which is court stenography-
16 recording trials and depositions. Elizabeth Malone has also written two
17 grants for a new server.

18
19 **9. New Business**

- 20 a. **Annual Meeting Prep-** They are starting to prep for the annual meeting.
21 Anyone who wants to help is appreciated. Virginia Holiman volunteered to
22 help out. The Annual meeting will be October 14th.
23 b. **Benefits committee-** As soon as 2020 health insurance rates have been
24 released, Elizabeth will send out information to this committee. This
25 committee will be finished by the November Board meeting, when they
26 make a recommendation to be included in the budget for the next year.
27 Mike Curtis and Tim Stetson volunteered to help with this committee.

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29
30 **10. Approval of Minutes 7/15/2019**

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32 **Wesley Kempton made the motion to approve the minutes of July 15, 2019 as**
33 **presented; Mike Curtis seconded the motion. The motion carried 7-0-0.**

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35 **11. Adjourn**

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37 Tim made the motion to adjourn at 7:30 p.m.

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39 Respectfully submitted,

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42 Brianne King, Board Recorder
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Joe Halko, President

Marilyn Grunewald, Vice President

Mike Curtis, Treasurer

Tim Stetson, Secretary

Wesley Kempton

Michel Consejo

Virginia Holiman

Tim Hurlbut

Bryce Bachelder