

1 **Northwest PEG-TV**

2
3 Northwest PEG-TV Board of Directors Meeting
4 November 18, 2019
5 Minutes

6
7 **Present for a quorum:** Joe Halko, Virginia Holiman, Bryce Bachelder, Tim Stetson,
8 Wesley Kempton, Marilyn Grunewald, Tim Hurlbut (arrived at 5:07 p.m.)

9 **Unable to Attend:** Mike Curtis, Michel Consejo

10 **Administrators/Staff:** Elizabeth Malone

11 **Visitors:**

12
13 1. **Call to Order**

14 Elizabeth Malone called the meeting to order at 5:00 p.m. at Northwest Access TV.

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16 2. **Board Officer Elections**

17 Wesley Kempton reported that the Nominating Committee found that all of the
18 current officers would like to continue in their current position for one more year.
19 Tim Stetson made the motion to elect Joe Halko as President, Marilyn Grunewald
20 as Vice President, Mike Curtis as Treasurer and Tim Stetson as Secretary, Wesley
21 Kempton seconded the motion. The motion carried 6-0-0.

22
23 Joe Halko carried the meeting.

24
25 Tim Hurlbut arrived at 5:07 p.m.

26
27 3. **Changes or Adjustments to Agenda**

28 Add item 8.e 990 Form

29
30 4. **Programmers Report-** Elizabeth Malone invited the Board to the Holiday Party
31 which will be on December 6th beginning at 5PM. Beginning at 7PM will be the yearly
32 call in Santa Show which will run roughly an hour long. Elizabeth Malone also explained
33 they are still selling underwriting for the winter sports season.

34
35 5. **Treasurers Report** – Mike Curtis was unable to attend this month’s Board
36 meeting but emailed in a report. The report explained NWATV is still doing very well
37 financially.

38
39 **Wesley Kempton made the motion to accept the Treasurer’s Report; Bryce**
40 **Bachelder seconded the motion. The motion carried 7-0-0.**

41
42 **Tim Stetson made the motion to approve the checks issued in the month of**
43 **September and October; Virginia Holiman seconded the motion. The motion carried**
44 **7-0-0.**

45
46 6. **Executive Director’s Report-** Elizabeth Malone’s report was attached to the

1 Board's packet. The Northwest Nightmares Film Fest was a huge success and the
2 financials from that event will be brought to the Board at next month's meeting.
3 The best picture winner is a sophomore in college and has been competing since
4 middle school. NWATV received a grant for the new broadcast server system for
5 \$5,000. Elizabeth Malone discussed the supporting membership proposal. Their
6 goal is to get 5 Organizational Memberships and 30 Individual Memberships. The
7 cost of an Organizational Membership is \$250.00 a year and the Individual
8 Membership is \$55 a year, or \$5 monthly. The contracting hourly fee for NWATV
9 is \$75.00 per hour beginning in 2020.

10
11 **Bryce Bachelder made the motion to accept the Executive Director's Report as**
12 **presented; Marilyn Grunewald seconded the motion. The motion carried 7-0-0.**

13
14 **7. Old Business**

15 a. **Studio Sound Board Purchase-** Elizabeth Malone would
16 like an official motion to approve the increased expense for the Studio
17 Sound Board as the cost was preapproved at \$3,500, but the actual cost
18 came out to \$4,272 which was due to installation and training costs.

19
20 **Bryce Bachelder made the motion to approve the Studio Sound Board Purchase of**
21 **\$4,272; Tim Stetson seconded the motion. The motion carried 7-0-0.**

22
23 b. **Board Survey Results-** Elizabeth Malone would like the
24 Board members to fill out the Board Survey. She will resend the survey
25 like out to the Board, and would like responses back by the next Board
26 meeting.

27
28 **8. New Business**

29 a. **Peoples Trust Company Loan Renewal-** Elizabeth Malone
30 spoke with Mike Curtis about renewing the CD-backed loan. Mike Curtis
31 liked the 24 month CD/Loan renewal terms and explained to Elizabeth
32 Malone that the rates are good.

33
34 **Virginia Holiman made the motion to renew Peoples Trust Company loan #71841 at**
35 **an amount of \$130,927.28 for a 24 month term with quarterly amortized payments**
36 **based on the remaining 8 year amortization at a rate of the Peoples Trust Company**
37 **prevailing Certificate of Deposit rate + 1.75% (2.45% as of 11/15/19). The loan to be**
38 **secured by Peoples Trust Company Certificate of Deposit #810321 which is to be**
39 **renewed for an additional 24 months at the prevailing rate at time of closing (0.7%**
40 **as of 11/15/19). Joseph Halko and Marilyn Grunewald are authorized to sign the**
41 **necessary documents on behalf of Northwest P.E.G. TV Incorporated; Marilyn**
42 **Grunewald seconded the motion. The motion carried 7-0-0.**

43
44 b. **Collins Perley Advertising-** NWATV currently has signs
45 on the scoreboard and the press box. NWATV has the option to renew
46 their lease yearly. Wesley Kempton explained that there is a lot of repeat

1 exposure to the signs that are in the hockey rink.

2
3 **Tim Stetson made the motion to renew the advertising with Collins Perley Sports**
4 **Center for another year; Wesley Kempton seconded the motion. The motion carried**
5 **7-0-0.**

6
7 c. **Benefits Committee Proposal-** Tim Stetson explained they
8 looked through the health plans and compared the new plans to the current
9 plans and the costs with 3 people on the plans. The total cost increase for
10 NWATV would be \$2,828.28 per year. NWATV currently pays for the
11 staff members' health insurance premium and deductible. The staff is
12 currently on a BCBS Silver plan which the committee recommended they
13 continue.

14
15 **Marilyn Grunewald made the motion to accept the Benefits Committee Proposal for**
16 **the health plan selected; Wesley Kempton seconded the motion. The motion carried**
17 **7-0-0.**

18
19 d. **2020 Budget-** Elizabeth Malone is projecting a 1% to 2%
20 increase in revenue from Comcast next year, and \$15,000 in revenue from
21 recording Board meetings. \$6,000 is projected to come from fundraising
22 and events, and Northwest Nightmares should make \$2,500 to \$3,000
23 giving NWATV \$70,000 in revenue for projects. Some equipment needs to
24 be modernized, which is budgeted for \$17,000. Comcast is giving
25 NWATV \$20,000 towards streaming to be used within the next 10 years.
26 Elizabeth Malone would like to hire someone to work on outreach and
27 classes. Elizabeth Malone would like the organization to work on their
28 Vision and Mission Statement as this has not been revised since 2011.

29
30 e. **990 Form-** The 990 form was attached to the Board's
31 packet. This report was prepared by their accountant and was also
32 reviewed by Elizabeth Malone and Mike Curtis.

33
34 **Tim Stetson made the motion to approve the 990 as presented by the accountant;**
35 **Marilyn Grunewald seconded the motion. The motion carried 7-0-0.**

36
37 9. Approval of Minutes 09/16/2019 and 10/14/2019

38
39 The minutes of 09/16/2019, page 3, line 30 needs to have the wording "exit" to adjourned
40 and the time of adjournment was 8:10 p.m.

41
42 **Virginia Holiman made the motion to approve the minutes of 09/16/2019 as**
43 **amended; Wesley Kempton seconded the motion. The motion carried 7-0-0.**

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45 **Tim Stetson made the motion to approve the minutes of 10/14/2019 as presented;**
46 **Wesley Kempton seconded the motion. The motion carried 7-0-0.**

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10. Adjourn

The Board adjourned at 6:36 p.m.

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