

1 **Northwest PEG-TV**

2
3 Northwest PEG-TV Board of Directors Meeting
4 February 17, 2020
5 Minutes

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

9 **Unable to Attend:** Michel Consejo, Marilyn Grunewald

10 **Administrators/Staff:** Paul Snyder

11 **Visitors:**

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13 1. **Call to Order**

14 Joe Halko called the meeting to order at 5:05 p.m.

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

17 None.

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19 3. **Programming Report-** Paul Snyder provided the programming report. With Paul
20 Snyder doing the job of 3 people, the shows are still being recorded and scheduling is
21 going well. This is a very busy time of year for Northwest Access TV and hope to hire
22 staff members soon, but really wants to make sure the staff are a good fit. Town Meeting
23 day is coming up in March and it is a very busy day. The Messenger and NWATV are
24 both understaffed- Richard Copperwaith and Michelle Monroe are on board with covering
25 Town Meeting Day. Paul Snyder is sitting down with Michelle Monroe on Wednesday of
26 next week and will hopefully have enough help with coverage. NWATV will be covering
27 6 or 7 Town meetings on March 3rd, 2020. This has always been a busy time for sports,
28 then the sports teams head into Post Season with playoffs and all teams are doing very
29 well in Franklin County. NWATV is moving forward with the Vermont Bucks and their 4
30 games at the Complex this summer. The VT Bucks are looking for sponsorship dollars to
31 help cover the fees- this season is held indoors in the hockey rink and begins in May.
32 Northwest Access TV is looking for promo stuff and will have complete broadcast rights.

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34 4. **Treasurers Report** – Mike Curtis explained that he got all the Financial Reports
35 from Paul Snyder, and NWATV is following their Financial Management documents. All
36 financial safeguards are in place. Mike Curtis would like to get more clear financial
37 reports for the Board members to see, and easier for them to read. NWATV's gross
38 income for the month was \$37,000 compared to last year there was a \$3,000 increase
39 primarily due to the North Country Income. Under the expenses they noticed the
40 electrical charge is up significantly from last year- this is due to a double payment.
41 Payroll has a \$5,800 variance which is due to accrued vacation time that was paid out to
42 Zach Scheffler and Elizabeth Malone. The Balance Sheet is very strong they have about
43 2.5 times the current assets to the current liabilities. In the checking account, they have
44 almost \$400,000 worth of free cash which would cover 1.5 years of expenses. \$40,000
45 was allocated for the server. NWATV is looking swell. It was asked about prepaying the
46 mortgage to reduce the total monthly payments, the mortgage has an excellent interest

1 rate, but it is not a bad idea. Mike would like to know more about where Comcast is
2 going, and what the reduction would look like should there be one before paying too much
3 onto the principal of the mortgage. The check detail should be part of the Treasurers
4 Report with very tight financial controls.

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6 **Tim Stetson made the motion to accept the Treasurer's Report as presented;**
7 **Virginia Holiman seconded the motion. The motion carried 6-0-1. Mike Curtis**
8 **abstained.**

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10 5. **Executive Director's Report-** Paul Snyder reported an extra expense this month
11 was made to purchase lapel microphones that attach to clothes as the old ones
12 needed to be replaced. Vermont Access Network will have a VT access TV
13 channel what will be a state wide channel; in Franklin County the channel will be
14 1070. Paul Snyder joined this committee and they are still in the planning stages,
15 including whose programming is going up on the channel and how is it being
16 monitored. This VT access channel was agreed upon by Comcast and the CPG.
17 Currently, there is no news as to who is monitoring the channel but will be a
18 volunteered run channel. Paul Snyder will let the Board know further information
19 as he hears it. The VAN Comcast Contract- in an effort to make sure no AMO
20 spoke for themselves, VAN created a contract that would help cover 90% of the
21 contract. The Channel changeover to 1079 and 1089 will take place no later than
22 March 26, 2020. Paul Snyder will be in the process to change advertising and
23 rebrand the graphics. These new channels have a hope to become HD channels in
24 the future. This would be a great upgrade for NWATV as all their equipment is in
25 4K. Gracenote partnered with Comcast for the channel lineup- logistics are still a
26 little complicated and more involved, there is a lot of data sending. Quite a few
27 AMO's have postponed a month, and Paul Snyder will follow the lead which will
28 also save some money on maintenance fees. The search for the technology and
29 programming coordinator are still in progress. An offer was made for the
30 technology coordinator, they have more interviews for the programming
31 coordinator scheduled.

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33 **Mike Curtis made the motion to accept the Executive Directors Report as presented;**
34 **Bryce Batchelder seconded the motion. The motion carried 7-0-0.**

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36 6. **New Business**

37 a. **Staff Hiring Update-** An offer was made to the Technology Coordinator.
38 They are still interviewing for the Programming Coordinator. Paul has been in his
39 current position for a month. Marty has been great with editing. Roger has been
40 free to do all the studio shows. Zach Scheffler's last day was January 2, 2020. The
41 Board would like to help and support Paul Snyder as much as possible throughout
42 this whole hiring and vacant position process.

43
44 b. **Financial Policy Change-** Mike Curtis explained that Elizabeth Malone
45 had a company credit card with Capital One. Years back, Capital One changed
46 their rule on Corporate Cards and therefore it needed to go to Elizabeth Malone's

1 name. Becky Stebbins who works at Peoples Trust Company does not issue
2 corporate credit cards. Currently the credit card is used for smaller purchases and
3 Amazon. Mike Curtis suggested getting a debit card off the checking account. The
4 bank has a \$2,500 daily limit for this debit card which they could request an
5 increase if needed. NWATV would open a new account that could pull money
6 from the main checking account. Peoples Trust Company has a great fraud unit.
7 The Board would be able to track a separate account for the debit card, and they
8 would set a monthly max. With a debit card they would lose out on rewards.
9

10 **Mike Curtis made the motion to open an additional checking account with Peoples**
11 **Trust Company, for the purpose of the issuance of a debit card to be used by the**
12 **Executive Director; seconded by Tim Hurlbut. The motion passed 7-0-0.**
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14 c. **Peoples Trust Company Banking Resolution-** This item will be tabled
15 and Mike Curtis will bring back an updated financial policy.
16

17 When Elizabeth Malone worked for NWATV she would bring receipts and invoices
18 to the accountant for processing as it was on her route home. Paul Snyder
19 entertained the idea of having one of their employees drop this stuff off on their
20 way back to college. It was brought up that if they employee got into an accident
21 then NWATV would be liable. The cost for Green Mountain messenger is \$60.00.
22 If Paul Snyder sends documents to the accountant he can send them next day with
23 tracking via the mail. Moving forward he will mail it with tracking as they mail the
24 documents back to NWATV.
25

26 d. **Public Comment-** None.
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28 7. **Old Business- As needed.** None.
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30 8. **Approval of Minutes- 1/6/20 and 1/20/20**
31

32 **The minutes of 01/06/20 will be presented next month.**
33

34 It was asked to remove Zach Sheffield from the minutes of January 20, 2020 as he
35 resigned on January 1, 2010 and was not at the Board meeting.
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37 **Mike Curtis made the motion to approve the minutes of January 20, 2020 as**
38 **amended; Wesley Kempton seconded the motion. The motion carried 7-0-0.**
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41 9. Adjourn
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43 **Tim Stetson made the motion to adjourn at 6:14 p.m.**
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46 Respectfully submitted,

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Brianne King, Board Recorder

Joe Halko, President

Marilyn Grunewald, Vice President

Mike Curtis, Treasurer

Tim Stetson, Secretary

Wesley Kempton

Michel Consejo

Virginia Holiman

Tim Hurlbut

Bryce Bachelder