

1 **Northwest PEG-TV**

2
3 Northwest PEG-TV Board of Directors Meeting

4 May 18, 2020

5 Minutes

6
7 **Present for a quorum:** Joe Halko, Tim Hurlbut, Michel Consejo, Tim Stetson (left early),
8 Mike Curtis, Bryce Bachelder, Wesley Kempton, Marilyn Grunewald

9 **Unable to Attend:**, Virginia Holiman

10 **Administrators/Staff:** Paul Snyder (Executive Director), Roger Lindala (Programming
11 Coordinator), Alan Cunningham (Technology Coordinator)

12 **Visitors:** None

13
14 1. **Call to Order**

15 Joe Halko called the meeting to order at 5:09 p.m.

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

18 None

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20 3. **Treasurers Report** – Mike Curtis reported he was pleased with the last Treasurers
21 Report. The Profit and Loss from this year to the previous year shows the income remains
22 steady and if this trend stays, NWATV will be on budget. The gross profit is up \$4,000
23 which is primarily due to the North Country income from Comcast. Payroll is down
24 \$11,000 in comparison from last year; this gives net income a surplus of \$56,000 YTD
25 which is over the last 4 months of the year. Mike Curtis explained there are not big
26 numbers that are jumping out, and everything looks well. Paul Snyder is managing
27 expenses well. The balance sheet shows the assets and liabilities from last year and this
28 year, the checking account has \$422,000 while the mortgage has \$511,000 remaining with
29 5 years to go. The appraised value of the building is a half million- Mike Curtis would
30 like to make a \$50,000 lump sum payment to the principal of the mortgage. With the goal
31 to put \$50,000 down each year for the next 5 years. Mike Curtis suspects the banking
32 industry will change within the next 5 years, and it would be good to reduce the mortgage
33 over the next 5 years. Each year, roughly \$17,000 of the mortgage payments gets paid to
34 the principal. At the end of the 5 years with paying the additional \$50,000 to the principal
35 the mortgage should be down to \$150,000. NWATV did apply for a PPP loan which will
36 add more money to the Cash Reserves. In order to have the loan to be forgiven, 80% of
37 the loan needs to be payroll costs. They received \$37,000 and hopefully they can spend
38 80% for payroll.

39
40 **Michel Consejo made the motion to make a \$50,000 principal payment each year in**
41 **June to the mortgage for the next 5 years; Tim Hurlbut seconded the motion. The**
42 **motion carried 8-0-0.**

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44 It was asked if it would be smart to reduce the rate, Mike Curtis explained the rate is
45 currently low, and if we reduce the mortgage by over \$100,000 in the next two years it
46 will be more pleasing to the bank. They are paying about \$18,000/year in interest. There

1 are loan fees, and they could do a modification of loan fees or a note- but currently it does
2 not seem logical right now, and they do not know what the interest rates will be next year.

3
4 **Michel Consejo made the motion to accept the Treasurer’s Report and checks issued**
5 **as presented; Tim Stetson seconded the motion. The motion carried 7-0-1. Mike**
6 **Curtis abstained.**

7
8 4. **Programming Report-** Roger Lindla explained they have been doing reruns of
9 their archived material and educational programs due to lack of live programming.
10 They will hopefully have some in studio programming next month. They are taking
11 advantage of the new multi-camera shoots; this is improved and a viewer is able to
12 follow clearer. The downside to online programming is some of the Boards are not
13 comfortable with the technology some are trying to plow through it, some have
14 given up and cancelled meetings as much as they can. NWATV picked up
15 Montgomery and Bakersfield’s meeting, generally they would not be able to cover
16 these meetings. The team is talking amongst themselves to keep the programming
17 stream vital, and they think it would be best to monitor and assign videographers to
18 meetings as they feel comfortable. Channel 16- Alan is downloading, editing and
19 reuploading State meetings which have a turnaround time of about 1 day. Programs
20 are being posted on the Carousel bulletin board. Librarians are jumping onto
21 YouTube and Facebook and they are using microphones and cameras to enhance
22 their videos. NWATV has been in contact with the producers of the videos and has
23 put them on their channel. Some new potential content for NWATV includes a chef
24 who would like to do cooking shows. A local educator has brought a proposal for
25 door to nature series. There is a yoga therapist who has recorded 8 videos. The St.
26 Albans museum responded to a virtual tour, and Rodger has not yet heard back on
27 that. Paul is looking to help the local Superintendents to cover graduation content
28 this year. St Albans Town and Highgate select board pay NWATV a quarterly
29 stipend, beginning July 1 they lock into contracts with Select Boards and School
30 Boards. It was asked to check in and verify if a videographer could replace a
31 stenographer; Paul Snyder will look into this.

32
33 5. **Technology Report-** Alan reported they are rolling out with the new channels,
34 including uploading the State house committee meetings. Roger and Alan have
35 been working to add Holy Trinity Church to their meeting listings. A new show
36 they have is Inside Groove Racing Specials- which is a live stream with virtual
37 drivers. The Channel Guide is now live on the TV Guide channel. They are still
38 working on making the guide effortless. Audio Video Corps will come on May 26th
39 and May 27th for the installation of the new server. Alan is working with John from
40 Audio Video Corp to get whatever done remotely before they show up with the new
41 server.

42
43 6. **Executive Director’s Report-** Paul Snyder explained they received their Q1
44 check from Comcast this week. The first installment to Audio Video Corp was
45 made. VOSHA Training- all employees have submitted their VOSHA training in
46 regard to COVID19, and they sent Paul Snyder a certificate and staff will

1 incorporate these guidelines in the workplace. Many Executive Directors do not
2 know when they will have staff back in their work places. They are starting to see
3 some Boards wanting to come back into the Public eye. All the Executive Directors
4 will discuss later this week. Currently NWATV is planning with the 4 high schools
5 what graduation will look like. Enosburg and Richford have the same plan- each
6 student will walk in to receive their diploma individually. BFA has yet to divulge
7 what they will be doing, but they will be getting back to Paul this week. MVU will
8 be doing something like Enosburg and Richford. Alan, Rodger and Paul may split
9 up to cover all of these ceremonies. The VAN meeting had over 60 people on the
10 video call. Kevin Christopher is stepping down from VAN, and Rob Chapman was
11 voted into the position. Elizabeth Malone was awarded with a VAN embroidered
12 glengarry bonnet. The annual report is due by the end of the month.

13
14 **Marilyn Grunewald made the motion to accept the Executive Directors Report as**
15 **presented; Bryce Bachelder seconded the motion. The motion carried 8-0-0.**
16

17 **7. New Business**

18 a. **COVID-19 Open Discussion-** Paul Snyder explained as an open
19 discussion they would like to slowly open back up. Paul has been back in the
20 office, with Rodger. Richard Copperwaith has been doing shows at NWATV, they
21 came in through the doors- went into the studio all without touching anything and
22 did a show. This was safe for them and the employees. Some people from the
23 community did a memorial service including the Pledge of Allegiance, a prayer,
24 and the people came in one by one for each of their sessions. There was no
25 physical building touching- and Rodger wiped things down. They will figure out
26 what precautions they can take- but so far, they have been able to let some people
27 into the building. It is up to each producer if they want to enter the building.
28 NWATV does not have gloves, but they do have masks on hand. The staff have
29 been using personal masks- which they use in the halls, and talking to each other in
30 the rooms. Paul will make a check list this week as to what should be done in order
31 to enter the building.
32

33 (Tim Stetson left the meeting at 6:26 p.m.)
34

35 b. **Payroll Protection Program Official Vote-** Paul Snyder explained he
36 needed a motion for the Payroll Protection Program to send to Becky at PTC.
37

38 **Tim Stetson made the motion to apply for PPP and if accepted to take it. They**
39 **would like to strive to meet the guidelines and hit 80% of the staff's salaries. And**
40 **authorize Joe Halko sign the note on behalf of the organization; Mike Curtis**
41 **seconded the motion. The motion carried 7-0-0.**
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43 c. **Public Comment-** none.
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45 **8. Old Business-**

46 a. **Electronic Signatures Feedback-** Paul Snyder asked how the electronic

1 signature system worked for everyone. It took a week and a half to get all the Board
2 members to sign the forms. If everyone is diligent to get everything done, then it will
3 work smoothly. This signature package is part of the Adobe that Paul already had. If Joe
4 Halko needs to be a second signer, he will come up to St. Albans as he is currently
5 working remotely. The next thing they will receive is the PTC debit card and the
6 resolution.

7
8 **9. Approval of Minutes- 1/6/20 and 04/20/2020**

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10 **The minutes from January 6, 2020 were tabled for the next Board Meeting.**

11
12 The Minutes of April 20, 2020 were attached to the Board Packet.

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14 **Michel Consejo made the motion to approve the minutes of April 20, 2020 as**
15 **presented; Marilyn Grunewald seconded the motion. The motion carried 5-0-1.**
16 **Mike Curtis abstained.**

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18 **10. Executive Session**

19 None.

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21 **11. Adjourn**

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23 **Joe Halko adjourned the meeting at 6:39 p.m.**

24
25 Respectfully submitted,
26 Brianne King, Board Recorder

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31 **Joe Halko, President**

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31 **Michel Consejo**

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35 **Marilyn Grunewald, Vice President**

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34 **Virginia Holiman**

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39 **Mike Curtis, Treasurer**

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38 **Tim Hurlbut**

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43 **Tim Stetson, Secretary**

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42 **Bryce Bachelder**

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46 _____
47 **Wesley Kempton**