

1 **Northwest PEG-TV**

2
3 Northwest PEG-TV Board of Directors Meeting

4 March 16, 2020

5 Minutes

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

9 **Unable to Attend:** Michel Consejo, Tim Stetson

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

12 **Visitors:** None.

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14 1. **Call to Order**

15 Joe Halko called the meeting to order at 5:08 p.m.

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

18 Add 6.c. COVID-19 Virus Protocol

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20 3. **Introduction of New Staff-** Paul Snyder welcomed the new staff members. When
21 Board members can attend the next meeting in person, they will do more introductions
22 then. Currently with the new staff, the first week went well, and both Roger and Alan are
23 on their second week. The Board members are very excited about the new staff members
24 and welcomed both Roger and Alan aboard. Roger has had video and film interests from
25 when he was a 14-year-old. Alan has been here at the station for the last 3 years as a part
26 time videographer, and both are excited to be a full-time employee with NWATV.

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28 4. **Treasurers Report** – Mike Curtis explained NWATV is doing well with the Net
29 Income through the end of February, especially compared to last year. The total support is
30 \$71,668 versus \$69,274 last year- primarily due to operating income. There has been no
31 downturn of income, and eventually this year the income from Comcast may change.
32 Expenses are down by \$5,000 over the first two months due to employing one employee.
33 Accounting fees are 2.5 times what they paid last year due to a prepayment. The budget
34 that was originally planned for this year is in good shape. Present cash position shows
35 about 2 years of operating income, where they can keep going and purchase the new
36 server. NWATV has good equity and current assets, Mike Curtis explained the budget
37 looks swell.

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39 **Tim Hurlbut made the motion to accept the Treasurer’s Report and checks issued as**
40 **presented; Bryce Batchelder seconded the motion. The motion carried 6-0-1. Mike**
41 **Curtis abstained.**

42
43 5. **Executive Director’s Report-** Paul Snyder explained there were two Capital One
44 Payments made for the annual dues for Community Access, and the other was to
45 Indeed for 7 days of advertising for the new hires. Elizabeth Malone closed the
46 Capital One Credit Card. Paul explained the meeting with the VT Access Network

1 statewide channel was to see how they are going to make the channel happen but
2 currently on hiatus with the COVID-19. Comcast has been given the template
3 contract by VAN's board for the access stations to take care of 95% of the
4 negotiations. This has only been a month and they will hear back from this soon.
5 NWATV is now live on channels 1079 and 1089. May 17th will be the closure of
6 Channel 15 and 16 and will be full time on the new channels. Channel 1090 will be
7 the statewide channel. Paul Snyder is working with graphic designers for new
8 channel layouts. On the TV Guide, GraySnow has pushed back the station channel
9 listing set up. On the TV Guide it will show what the channels are playing and
10 what will play next. They are taking away the Channel 15 and 16 bugs and bumps.
11 Marty made a video on Social Media which says the new channels. Paul explained
12 programming is all done, Town Meeting day is done, and winter sports are all done.
13 The live results show on Town Meeting Day was wonderful with graphics and 1.5
14 hours of results. NWATV only missed 1 meeting in Franklin that was from the
15 floor. This year, more people were watching the live coverage of winter sports-
16 especially for hockey. NWATV has received over 2,000 likes on Social Media.
17 Alan covered 35 winter sports shows this year, and the streamed games were done
18 on Facebook. NWATV was able to go live from MVU this year as well which
19 helped. There were 9 games that reached over 100 viewers at one time- then a
20 record 350 active viewers during a boy's hockey game in the playoffs. Last year
21 NWATV started putting donation links in the comments, this year they received a
22 few donations over \$200 throughout the winter season. The funds helped to pay for
23 a piece of equipment to get a second streaming kit. Municipal School Funding
24 Update- to supplement funding NWATV may lose, they have 10 Boards that will
25 pay for recording services. The invoices for these services will be sent out on July
26 1st, 2020. The voters approved the full amounts for the Board Recording fees. It
27 was asked about gaining the signatures for Enosburg and could they start this
28 process soon- Paul will reach out to the Town Clerk for this. Paul would like a
29 point person to help get all the signatures. If possible, to get signatures in June at
30 the Dairy Days Festival. Next year they could reach out to Chris Brigham, the
31 athletic director in Enosburg to get signatures as they walk in at the basketball
32 games.

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34 **Mike Curtis made the motion to accept the Executive Directors Report as presented;**
35 **Marilyn Grunewald seconded the motion. The motion carried 7-0-0.**

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37 **6. New Business**

38 a. **Videographer/Editing Update-** Marty has left NWATV and is working
39 full time. His talents will be missed with NWATV. Paul Snyder does not know if
40 he wants to rush filling the position yet. With not having an editor on staff, it will
41 help the new staff gain practice to hone in on their skills. Right now, this makes the
42 most sense. The workflow with the next few weeks this would be helpful with the
43 software. They just lost 2 videographers (Roger and Alan new hires here), and
44 Heather is only able to do one day a week. Paul Snyder explained there are two
45 people interested in being part time videographers. Potential for more
46 videographers to help fill the void.

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2 b. **Public Comment-** none.

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4 c. **COVID-19 Virus Protocol-** Paul Snyder is talking about creating a
5 response plan packet to allow everyone else to follow the same protocol. The
6 packet Paul Snyder sent to Joe Halko and Tim Stetson last week is outdated already
7 due to things changing nationally. Paul Snyder will break away from the response
8 plan. The protocols they are taking will be to only allow full time staffers into the
9 buildings while maintaining community responsibility. There are different
10 protocols and responses from the CDC which seems to be changing daily. Alan is
11 looking for a remote desktop situation to access from home. Roger will not be able
12 to work remotely- he would be the point person at the station if they closed here at
13 the station. The part time videographers will be instructed to drop off their cards-
14 as a few Boards are still holding meetings and emergency meetings. Paul would
15 like to close the doors to the public and would like recommendations from the
16 Board. Keeping outsiders out could then benefit all the staff members- and taking
17 guidance from the CDC. The Board members find this to be a good idea to close
18 the doors to the public. No new germs in the Studio area- and they transmit over
19 the air. Close the studio and conference room- Roger will be the person in
20 building- due to not having a strong internet connection at home. Alan will try to
21 set up an at home for a remote desktop.

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23 7. **Old Business-**

24 a. **Financial Policy Change-** Mike Curtis did not write one. Seeing an email
25 from Becky Stebbins and Paul Snyder- it appeared the Board Resolution was not
26 specific enough. They need to revise a motion.

27
28 **Mike Curtis made the motion to direct the Executive Director to open up an**
29 **additional checking account for the sole purpose of having the issuance of having a**
30 **debit card. The account will be funded for no more than \$2500. At times when the**
31 **account is used, and funds are drawn, the Executive Director has the authority to**
32 **transfer funds from our operating account to this account to maintain a level of**
33 **\$2500. Any amount that is going to be utilized on this debit card above \$2500 must be**
34 **approved by the Board and a check shall be issued from our main operating**
35 **account signed by two authorized signers to be deposited in the additional account.**
36 **Amendment: Any funding of the [additional] account must be through a check**
37 **signed by an authorized signer on the operating account; seconded by Wesley**
38 **Kempton. The motion carried 7-0-0.**

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40 Paul Snyder explained the accountant and bookkeeper do not recommend having a debit
41 card as there is a security issue if it is stolen then NWATV is out \$2,500 when if a credit
42 card is stolen they would be able to dispute it. Should the card be stolen the first line of
43 defense is the bank. Banks are looking to limit their liability for unusual transactions. At
44 the time the card is stolen, and compromised Paul would need to call up and cancel the
45 card. Low probability and the suggestion of \$2,500. The fact that Paul Snyder could
46 make the transfer to make the money to go back up to \$2,500.

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b. **Peoples Trust Company Banking Resolution-** This is wrapped up from the Financial Policy Change.

8. **Approval of Minutes- 1/6/20 and 2/17/20**

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

The Minutes of February 17, 2020 were attached to the Board Packet.

Virginia Holiman made the motion to approve the minutes of February 17, 2020 as presented; Wesley Kempton seconded the motion. The motion carried 7-0-0.

9. **Adjourn**

Mike Curtis made the motion to adjourn at 6:23 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