

1 **Northwest PEG-TV**

2
3 Northwest PEG-TV Board of Directors Meeting
4 April 20, 2020
5 Minutes

6
7 **Present for a quorum:** Joe Halko, Bryce Batchelder, Wesley Kempton (left early), Tim
8 Hurlbut, Michel Consejo, Marilyn Grunewald, Virginia Holiman (arrived late)

9 **Unable to Attend:** Tim Stetson, Mike Curtis

10 **Administrators/Staff:** Paul Snyder (Executive Director), Roger Lindala (Programming
11 Coordinator), Alan 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 None

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20 3. **Treasurers Report** – Mike Curtis was not able to attend the meeting. The Board
21 reviewed the Treasurers Report which showed the financials from January through March
22 this year versus the budget. The financials are in very good shape; primarily due to wages
23 year to date and where they have been with filling roles. The direct support from Comcast
24 is almost \$3,000 more than what was anticipated with this current year’s budget. For the
25 first 3 months, NWATV’s budget is \$27,000 better than they thought they would be with
26 Net Income and the expectations from support from Comcast. Comcast has not yet
27 communicated on their decision, and VAN has been on top of this and is checking in with
28 this. There could be a drop, but not sure. Looking at the cash in the bank, cash has
29 increased for this period. NWATV has close to 7,000 customers in Franklin County that
30 are users and the number could be going up. The fee customers pay to Comcast is the
31 same, no matter how much their bill is.

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33 **Bryce Batchelder made the motion to accept the Treasurer’s Report and checks**
34 **issued as presented; Michel Consejo seconded the motion. The motion carried 6-0-0.**

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36 4. **Executive Director’s Report-** Paul Snyder reported some purchases, the Zoom
37 Membership was \$160.39 which will be a yearly membership- Alan and Roger
38 believe this will be handy in the future down the line for Board Members and
39 meetings. For all three employees to get Adobe Creative Cloud Suite- which is an
40 editing software the cost is \$1,144.41. The Adobe Acrobat Pro DC for the
41 Executive Director was \$179.88 which is also a yearly subscription. Paul can
42 combine documents, scan and this works well. VT Access Network Statewide
43 Channel- Paul Snyder stepped down from this as he did not want to be stretched too
44 thin. The group is working on a look and the time slots for each group. COVID-19
45 Precaution/Update Alan and Paul have been working remotely and they may be
46 able to get back to the station, getting back may be challenging due to child care

1 and juggling hours throughout the day. It all depends on when childcare is ready. It
2 was asked if Zoom was safe; yes, they believe it is safe especially with the waiting
3 rooms. This programming report will be the last one for Paul- Alan will take this
4 on in the future. Currently the content has been less than ideal for April and
5 looking similar for May. NWATV is reaching out to YouTube people to see if they
6 want content played on their system. They will also use 20 years of archived
7 content. NWATV will produce 1 live show a week- this is with the St Albans
8 Mayor and Chair and Richard Cowperthwait and they all stay separated. Alan and
9 Roger have been downloading committee meetings. Paul and Alan have been
10 working with Gracenote and they wait and talk to someone, as this is taking a long
11 time. Gracenote is looking for the air date, first time date, program date, genre, and
12 NWATV cannot send them this much data, they are currently in the process of
13 updating the Cablecast system. Paul Snyder explained they have two candidates to
14 become new videographers. Once they open the doors they will begin with
15 training.

16
17 (Virginia Holiman joined the meeting)

18
19 **Marilyn Grunewald made the motion to accept the Executive Directors Report as**
20 **presented; Bryce Bachelder seconded the motion. The motion carried 7-0-0.**

21
22 **5. New Business**

23 a. **COVID-19 Payroll Protection Update-** This task was left to the
24 Executive Committee to apply for the Payroll Protection. Paul said the accountant,
25 Kevin worked with PTC and they are waiting on a response from PTC or the loan
26 itself. This would help pay for the employees up to \$34,000 and supposed to be
27 100% forgiven. They need to make sure this is an unforgivable grant.

28
29 (Wesley Kempton left the meeting)

30
31 b. **Part-Time Pay for May-** The Board members voted via email for April
32 and would like to start a conversation about May. All the videographers reached
33 out to thank the Board for being compensated for April. If the Board wants to chat
34 about May, it is ultimately the Boards decision. Paul explained the average was
35 computed on the Month of April for the meetings they would normally cover. The
36 average meeting time was 3 hours, Paul would calculate May the same way he
37 calculated April. NWATV is in a strong position to be able to pay their part time
38 employees. The expense is minimal, and the impact is meaningful.

39
40 **Michel Consejo made the motion to pay the part-time employees for the whole month**
41 **of May; Marilyn Grunewald seconded the motion. The motion carried 6-0-0.**

42
43 c. **Lawncare Bids-** Paul Snyder received 6 lawn care bids. 4 people from
44 word of mouth put in bids. NWATV just completed year 1 of snow plowing with
45 Green Mountain Welding and Snow Plowing. For snow plowing last year the cost
46 was \$1,045. The quote that was received was for snow plowing and lawn care. The

1 payment system is great, and service has been very good. Response has been
2 immediate and set up boundaries. The contract can be revised for the plowing over
3 the next two years in the amount of \$3,360.00 per year.
4

5 **Marilyn Grunewald made the motion to go with Green Mountain Welding and**
6 **Snow Plowing for \$3,360 on an annual basis to do snow plowing and lawn care**
7 **upkeep; Tim Hurlbut seconded the motion. The motion carried 6-0-0.**
8

9 d. **Electronic Signatures Troubleshooting-** Paul has a half dozen signatures
10 he needs to get from everyone. Michael Consejo recommended DocuSign. Paul
11 Snyder will check this program out and see how well it works as well as how much
12 it will cost.
13

14 e. **Public Comment**
15 None.
16

17 6. **Old Business-**

18 a. **Official Vote for COVID-19 Employee Compensation-** Official Vote for
19 the compensation that is paid to the Part Time employees for the month on April.
20

21 **Michael Consejo made the motion to for NWATV to compensate the Part Time**
22 **employees in the month of April 2020; seconded by Marilyn Grunewald. The motion**
23 **carried 6-0-0.**
24

25 b. **Cablecast Server Upgrade Additional Quote-** NWATV is looking to
26 upgrade the server, it would be best to upgrade the server right now while no one is in the
27 building. CableCast will send a couple of guys up to set everything up. Paul Snyder
28 explained the upgraded quote with all the installation fees for the server upgrade was at
29 \$50,443. Paul Snyder cannot find in any emails that Audio Video Corp supplied.
30 Randy's quote from Cable Cast was originally \$43,255 which the Board approved up to
31 \$45,000 for the server upgrade. The new amount of \$50,443 included the installation fees.
32 They will have video on demand with ROKU and Apple TV. They will have their
33 channels streaming constantly. They could embed the live feed onto the website. The
34 original quote involved only 1 live channel, and the new quote had both of the channels
35 and video on demand. There are a few extra pieces of equipment that is needed and with
36 installation costs and doubling up on the annual hardware insurance. Paul Snyder
37 supplied an email from Josh Coli because there is extra hardware- sales time, onsite time.
38 Paul Snyder would like a Board approval from \$45,000 to \$55,000. They are also
39 honoring the 25% discount that they were given last year. 6 or 7 other stations are already
40 using the ROKU app and it works well. Paul Snyder will get this ordered tomorrow to
41 have this implemented as soon as possible.
42

43 **Bryce Bachelder made the motion to approve the increase of the CableCast server**
44 **from \$45,000 to \$55,000; Michael Consejo seconded the motion. The motion carried**
45 **6-0-0.**
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1 7. **Approval of Minutes- 1/6/20 and 03/16/2020**

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

4
5 The Minutes of March 16, 2020 were attached to the Board Packet. It was asked to
6 change the date from February 17, 2020 to March 16, 2020.

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8 **Tim Hurlbut made the motion to approve the minutes of March 16, 2020 as**
9 **amended; Bryce Bachelder seconded the motion. The motion carried 5-0-1. Michael**
10 **Consejo abstained.**

11
12 8. **Executive Session**

13 None.

14
15 9. **Adjourn**

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17 **Bryce Bachelder made the motion to adjourn at 6:33 p.m.**

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20 Respectfully submitted,

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23 Brianne King, Board Recorder

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27 _____
28 **Joe Halko, President**

Michel Consejo

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31 _____
32 **Marilyn Grunewald, Vice President**

Virginia Holiman

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35 _____
36 **Mike Curtis, Treasurer**

Tim Hurlbut

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39 _____
40 **Tim Stetson, Secretary**

Bryce Bachelder

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42
43 _____
44 **Wesley Kempton**