

1 **Northwest PEG-TV**

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

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7 **Present for a quorum:** Joe Halko, Virginia Holiman, , Tim Stetson, Mike Curtis, Michel
8 Consejo, Bryce Bachelder, Marilyn Grunewald (arrived at 5:10p.m.)

9 **Unable to Attend:** Tim Hurlbut, Wesley Kempton

10 **Administrators/Staff:** Paul Snyder, Alan Cunningham, Rodger Lindla

11 **Visitors:**

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13 1. **Call to Order**

14 Joe Halko called the meeting to order at 5:02 p.m.

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

17 None

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19 3. **Treasurers Report** – Mike Curtis reported the Profit and Loss is showing
20 NWATV is doing very well during the first 6 months of this year. There’s no decline in
21 income compared to last year, and they are up \$17,000 primarily due to the transition of
22 staffing and payroll. The cost of expenses spent this year is down, interest paid on the
23 mortgage is higher this year, but this may be due to one additional payment that is listed.
24 The cost of operations is down, and nothing is really sticking out to Mike Curtis. The
25 income received is a little lower than last year due to class fees and classroom use, but the
26 income from Comcast is up slightly by \$2,000 due to North Country. They are looking at
27 the same or better for net income than last year. Mike Curtis pointed out that on the
28 balance sheet they have a lot of cash in the bank, even after the \$50,000 principal
29 mortgage reduction. NWATV has increased their liabilities due to the PPP Grant and PPP
30 Loan; these could be dropped off the balance sheet by October if all of it is forgiven-
31 the grant is a grant meaning 0 repayment, and the PPP Loan may be forgiven once Congress
32 passes this. All cash is on hand and they will be up another \$40,000 to \$50,000 by year
33 end. NWATV is looking “swell”. Michel Consejo asked if they should apply another
34 \$50,000 towards the mortgage, or if they should wait to see if they get a drop in income
35 from Comcast, Mike Curtis suggested waiting until the end of this year for a better
36 determination.

37
38 Michel Consejo made the motion to approve the Treasurers report and Checks issued, Tim
39 Stetson seconded the motion. The motion carried 5-0-1, Mike Curtis abstained.

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41 4. **Programmers Report-** Rodger Lindla explained most of the Board meetings they
42 are covering are being done through Zoom Meetings. Some are being done through
43 partial Zoom meetings, and in person meetings. They are assigning videographers to
44 record and post these meetings. For the in person only meetings they are assigning a
45 videographer to attend the meetings. Paul Snyder explained that they have told their staff
46 to be safe and if staff do not feel comfortable being at these meetings, they have the right

1 to leave the room until the meeting has finished and then to go back in to collect the
2 equipment. Paul Snyder does not want to put the producers in a sticky spot and want staff
3 to take all health concerns into consideration and have them in a safe and healthy
4 environment. All videographers are taking this very seriously. They are doing hybrid
5 meetings, which is a zoom recording, and a videographer then blends the meeting together
6 with an edit to have a good production of the meetings. NWATV has been asked to do
7 meetings at the St. Albans auditorium to do audio video transmission. For broadcasting,
8 NWATV is playing archives and viewers will be seeing oldies but goodies, as well as
9 media through the Vermont Media exchange. They can be bringing back the sports talk
10 show. There are currently less than a dozen, but more than 6 producers producing content.
11

12 **5. Technology Report-** Alan Cunningham reported last time they met, NWATV was
13 waiting on their server to be delivered; it has been delivered and installed with all work
14 complete. Some of the nice things with the server- you can drop in almost any video type.
15 The bulletin board was updated, and videos and still images can be uploaded- which
16 includes an RSS feeds and the current weather. A big change is the live video on demand
17 and live video streaming channel for both channels 1089 and 1079. If you have ROKU or
18 Apple TV viewers can download the channel and go to the Screen Weave app and can
19 watch NWATV's channels, 1079 and 1089 are always live. The app is super easy to work
20 with, and Alan has used it at home and can see what is going on at any time- this also
21 gives the opportunity for many more eyes to see what is going on. Alan and Rodger
22 helped with the graduations with Enosburg and Richford and made sure they were
23 technically proficient. The first weekend after graduation, they ran all of the ceremonies
24 on Saturday which was nice. They are still running the State House meetings, and it can
25 be seen on the media exchange channel. Recently this month Alan has been working on
26 an idea to get another show in rotation and thought a home improvement show would be
27 nice. Alan posted on bulletin boards in hardware stores and within 3 or 4 days there were
28 responses; a gentleman had a ton of ideas. The show would be in the studio and remote.
29 Northwest Nightmares will continue this year. They have the first artwork out, and a
30 teaser trailer to get everyone excited. Alan is working on some possibilities for a location
31 as well as a contingency plan. Alan would like to have the films played at the Sunset
32 Drive Inn Theater in Colchester. NWATV is planning on updating their green screen in
33 the studio and to paint a permanent green screen behind the curtain. They are working
34 with Newton's Decorating to get a cost estimate. The shows are starting to return, Linda
35 and Inside Groove have been producing shows .
36

37 **6. Executive Directors Report-** Paul Snyder explained since the last meeting, they
38 made installment #2 and #3 to Audio Video Corp. They closed their grant stuff from last
39 year. A payment needed to be made to VAN for the legal fund contribution that was
40 outstanding, it was not paid last year in June or July, so they are now all paid up. This was
41 for the legal side with working with/for Comcast. COVID help the AMO, and agreed to
42 work with the CCTV Director \$466,000 to be split amongst all the AMO's who qualify.
43 Currently Paul Snyder is working on proving they worked more hours or devoted x
44 number of additional hours that were COVID related. An example is providing tech
45 support that they typically wouldn't have done, NWATV is well over the 100 hours, so
46 they will most likely receive the full share. A staffing update- Alan and Rodger have both

1 completed 100 days of full time service, and they are receiving their full benefits, and
2 have done a great job while taking on this job during the pandemic. Paul is excited to
3 have seen their enthusiasm and hard work especially during these last few months. Kaleb
4 Cioffi and JR Cox have been hired and are both now videographers, they have adapted
5 very well with the post craziness with COVID and are both good videographers. Server
6 upgrade, Audio Video Corp was at NWATV to install the server, and they worked with
7 Tom Hebert for additional technical. Paul Snyder explained they would like to do a post-
8 card campaign to inform viewers about their channel numbers changing, how to reach
9 NWATV, how to watch. Paul received great support with Northshire- they are saving
10 over \$2,000 and \$3,000 for this outreach and education. They will be able to send the
11 postcards to over 14,000 households. They are trying to get stamps at a discounted rate,
12 they submitted an application to have these printed and shipped. Paul Snyder explained he
13 has to contact Comcast with a statement where they can put the new information of the
14 new channels on customers bills. Paul worked with MGV Associates to get the 990
15 complete and it is now filed. In regards to graduations huge congrats to staff who put in a
16 lot of hours, BFA and MVU took on a lot of the Graduation Ceremony recording by
17 themselves, while Enosburgh and Richford heavily relied on NWATV. Lastly to spruce
18 up NWATV, Paul purchased archives from the Messenger and he is going to hang up
19 archives about the history of NWATV. These archives are on a carboard type of material
20 some speak about the formation of NWATV and the creators of NWATV.

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22 **Bryce Bachelder made the motion to approve the Executive Directors Report,**
23 **Marilyn Grunewald seconded the motion. The motion carried 7-0-0.**

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25 **7. New Business-**

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27 a. **Equipment Policy Addition-** Paul Snyder explained a producer or member
28 of the community asked what they could and could not do when they borrow
29 equipment. Currently, NWATV does not have an equipment policy specific to
30 this, there is language on the Producer Form but would like to have a general
31 opinion or feeling from the Board to get an equipment use policy. Marilyn
32 Grunewald thinks policies need to be looked at and she is not sure where they
33 came from. Paul Snyder will come up with a Policy for the next meeting and have
34 the Board review.

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36 b. **Annual Meeting Discussion-** The annual meeting is typically in October
37 and with social distancing, Paul asked if the Board what they would like to do. It
38 was asked to look at the bylaws to see if they could hold a virtual meeting and if it
39 would even be safe to hold an in-person meeting. Paul will look at the bylaws to
40 see if it is okay to vote virtually if they hold an online meeting. The Officers of
41 the upcoming year is not dealt with until the November meeting. The October
42 meeting is the election of the Board meetings. Paul Snyder will call Tim Hurlbut
43 to get Tim's perspective on this to see if they can vote this way, or if they need
44 to/can change the bylaws before October.

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46 c. **Board Member Nominating Committee-** Typically there are three Board

1 members who are in a committee for the nominating committee. The three
2 people's terms that are up are: Wesley Kempton, Mike Curtis, and Tim Stetson. In
3 September 2019, they changed the bylaws to say that Executive Committee
4 members serve 1-year terms with a maximum of 4 years in that position. Next
5 year they could elect someone else to be Board President, and their term is on a 1
6 year basis. The 3 individuals who have the 3-year terms expiring, need to decide if
7 they want to reup for another 3 years? And if the 4 members of the Executive
8 Committee also need to decide if they want to continue in their current roles. Joe
9 Halko expressed he would like the conversation to begin, and would like the Board
10 members to weigh in and let them know if people would like to run again in the
11 fall.

12
13 d. **Scholarship Reboot-** Paul Snyder explained after graduation he began
14 thinking NWATV no longer gives out scholarships due to lack of applicants. With
15 a name like Legacy they should have a scholarship. At one point, they had 2 or 3
16 scholarships they gave out. Paul Snyder explained they have a good relationship
17 with the Tech Center and it would be nice to give away a scholarship in the future.
18 Especially in times with a financial crisis, it would be a nice to award scholarships.
19 Marilyn Grunewald would like to give out scholarships again, but would also like
20 the scholarship to include Beauregard and Legassey as they are also founders.
21 Marilyn Grunewald will look into researching to have the scholarship outside of the
22 VSAC packet. The application would have to be relatively simple as this
23 overwhelms applicants. It was suggested to combine the previous scholarships and
24 increase the amount. This is something that should be outreached to all the towns
25 NWATV serves.

26
27 e. **Public Comment-** None.

28
29 8. **Old Business**

30 a. **COVID-19 Update-** Paul Snyder shared there is not much of an update
31 and they are open to the Public but would like a phone call before they enter. Paul
32 purchases hand sanitizer every time he goes to Walmart. They have a sign in sheet
33 to see who is entering the building. NWATV asks all the questions that they must
34 attest to before they can come into the building. They do not require temperatures,
35 but if people feel to take it then they will. It was determined that someone in the
36 building needs to take their temperatures when someone enters the building, and
37 needs to record the temperature. The health officer needs to have extra protection
38 when taking the temperature. Both the health officer and the person getting the
39 temperature needs to have a mask on. All Paul, Rodger and Alan would have to be
40 trained to take temperatures, they will also need to have clear instructions and wipes
41 handy.

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43 9. **Approval of Minutes-** 01/06/2020 and 05/18/2020

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45 The minutes of 01/06/20 and 05/18/2020 were attached.

1 **Mike Curtis, made the motion to approve the minutes of May 18, 2020 as presented;**
2 **Tim Stetson seconded the motion. The motion carried 7-0-0.**

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4 **Marilyn Grunewald made the motion to approve the minutes of January 6, 2020 as**
5 **presented; Bryce Bachelder seconded the motion. The motion carried 7-0-0.**

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7 10. Executive Session

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9 Marilyn Grunewald made the motion to go into Executive Session at 6:54 p.m. regarding
10 Personnel; Bryce Bachelder seconded the motion. The motion carried 7-0-0.

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12 Joe Halko called the Board out of Executive Session at 7:09 p.m.

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14 Marilyn Grunewald made the motion to accept what was discussed in Executive Session;
15 Mike Curtis seconded the motion. The motion carried 6-0-1. Bryce Bachelder abstained.

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17 11. Adjourn

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19 Joe Halko adjourned the meeting at 7:12 p.m.

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22 Respectfully submitted,

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25 Brianne King, Board Recorder

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29 _____
30 **Joe Halko, President**

Michel Consejo

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34 **Marilyn Grunewald, Vice President**

Virginia Holiman

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37 _____
38 **Mike Curtis, Treasurer**

Tim Hurlbut

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41 _____
42 **Tim Stetson, Secretary**

Bryce Bachelder

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45 _____
46 **Wesley Kempton**

