

1 **Northwest PEG-TV**

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

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7 **Present for a quorum:** Joe Halko, Tim Hurlbut, Virginia Holiman, Tim Stetson, Wesley  
8 Kempton (left at 5:53 p.m.), Bryce Bachelder, Marilyn Grunewald (arrived at 5:11 p.m.)  
9 Michel Consejo (arrived at 5:34 p.m.)

10 **Unable to Attend:** Mike Curtis

11 **Administrators/Staff:** Paul Snyder

12 **Visitors:**

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14 1. **Call to Order**

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

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

18 It was asked to add Event Advertising under New Business.

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20 3. **Treasurers Report** – Mike Curtis was unable to attend so Paul Snyder explained  
21 the Balance Sheet was showing over \$2 million in assets. NWATV is beginning to pay  
22 down the mortgage loan at a more aggressive rate. Paul Snyder is doing great keeping  
23 NWATV on budget and is keeping expenditures in line and shows they are in a strong  
24 position. The utilities have been a little more expensive because the electricity has  
25 increased substantially for the last two years especially with the AC. Paul Snyder is  
26 experimenting to see where the fine details are making such a difference. Paul Snyder  
27 receives a weekly email on Wednesdays, from Green Mountain Power saying the usage of  
28 power for the previous week, this will help to remedy where the power is being drawn the  
29 most.

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31 Michel Consejo made the motion to approve the Treasurers report and Checks issued,  
32 Marilyn Grunewald seconded the motion. The motion carried 8-0-0.

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34 4. **Programmers Report-** Rodger Lindala was unable to attend the meeting. In his  
35 report, he explained they are playing local legacy programs, and soon they will return to  
36 regularly scheduled times. People are being cohesive. Alan recruited a home  
37 improvement show, there will be a show on Yoga with Nicole Rodger who was producing  
38 before COVID hit. Rodger is working with a Chef and producing local cooking shows.  
39 Recent outreach with towns, teachers, churches- they have been broadcasting for these  
40 meetings- each show will choose for best broadcast. They are recording local community  
41 PSA's. Teachers have also been offered to produce lessons for students, this will be in  
42 either a physically distanced group or 1 on 1 learning. Burlington Church Mass was  
43 replaced with St. Johns in Enosburg. 2020 luminaria relay for life will also be produced.

44  
45 5. **Technology Report-** Alan is working in the studio and was unable to attend.  
46 Paul reported the Home Improvement show will be with Chandler Edd the shows are well

1 done and they are looking to make a few episodes before they begin airing. They are back  
2 to 3 shows a week in the studio. September 9<sup>th</sup> will be open registration for Northwest  
3 Nightmares, and this year the screening will be 100% digital and tickets will be sold via  
4 Pay Per View style. This opens a lot of doors with prerecorded videos and sneak peeks.  
5 Alan will be giving the local creators with studio demos (tricks and treats). NWATV can  
6 use their video converter to stream to the laptops to stream out- which is working great for  
7 the hybrid meetings. They have microphones for better audio. If they can get the  
8 Northwest Nightmares on a big screen, then they will switch over to that method, but with  
9 COVID it is uncertain.

10  
11 **6. Executive Directors Report-** Paul Snyder explained they received their quarterly  
12 money from Comcast, and it was up more this quarter which other access stations have  
13 seen dips. Statewide COVID help for COVID Relief funds is getting put together for  
14 VAN- NWATV may be eligible for \$19,000 in COVID relief funds- Paul has a meeting  
15 tomorrow on the specifics. Bryce Batchelder liked the postcard campaign- they were able  
16 to get the advertising funding and all the information they wanted on the postcards. Bryce  
17 who lives in Franklin got a postcard. Contract work- Paul is working with NMC to do a  
18 provider tour for new providers coming to NMC. This was a way for providers to take a  
19 tour of the hospital over a 12-minute video. Another contracted video will be COVID-19  
20 where were you and how did you respond. Fall sports- Paul reached out to Dan Marlow at  
21 BFA- and was encouraged by Paul's initiative. For the fall they would cover a few  
22 matches and would provide the videographer from NSN to cover Friday nights. Due to  
23 Gov Scott's ruling they have different guidelines so the games will change- 8 to 10 home  
24 games for soccer and possibly 4 football games. Global Net provides cell data via  
25 satellites- for a small fee they would provide service and it would be subscription.  
26 NWATV would need to get an extender to reach all the fields and it would cost around  
27 \$500 to \$600 per year. Paul explained if they wanted to suspend service, they could opt in  
28 and would need to pay a smaller monthly fee- but you can't use the service. Global Net is  
29 not able to cover MVU, Richford or Enosburg, so this gives an option for BFA only. Dan  
30 Marlow explained the Boosters would most likely be more than willing to pay for this  
31 yearly plan. NWATV received a remote origination site settlement which was \$20,000  
32 and could use this how they see fit- this would be a great use with the money for this.  
33 This site at BFA could be used for 50 years just off the money alone- and if they have a  
34 sponsor it would wash the funding out.

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36 **Wesley Kempton made the motion to approve the Executive Directors Report, Bryce**  
37 **Batchelder seconded the motion. The motion carried 7-0-0.**

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39 **7. New Business-**

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41 a. **Public Comment-** None.

42 b. **Event Advertising-** Joe Halko explained he does not benefit, but he does  
43 represent the organization that is putting this event on. The Rotary Club is hosting  
44 a Lucky Ducky Days on the evening on September 10, 2020 at the fountain in  
45 Taylor Park which is the 5-year anniversary of the ladies being restored. Each year  
46 in March the St Albans Rotary hosts the Home Show- and this year it was cancelled

1 due to the pandemic. The rotary was a big contributor of the ladies being restored.  
2 If people are interested, they can buy a duck and all the ducks will be placed in the  
3 fountain and there will be 24 lucky winners from a \$1,000 prize to baskets of \$100  
4 each. There will be lots of winners- and NWATV could sponsor and the event if  
5 they wish. Sponsorship would be \$250 and it would give everyone the opportunity  
6 to share the sponsor information to give NWATV another opportunity to get their  
7 name out there and get people talking about their new numbers and raise awareness.  
8 Paul Snyder wanted Joe to present this to the Board and would like the Board's  
9 input. They have an advertising budget, and so far, this year they are under budget.  
10 Paul can decide if he wants to sponsor or not.

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12 Wesley Kempton left at 5:53 p.m.

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14 **8. Old Business**

15 a. **Equipment Policy Overview-** Paul Snyder explained he was crafting an  
16 equipment policy and wanted to simplify this policy if he included in two places- in  
17 the producer sponsor form and in the Employee Handbook. It would encompass  
18 what a Full Time Employee would use and nothing about the Broadcasting  
19 equipment- and has an Equipment policy if the equipment is not needed by the  
20 community. If you are not an employee, you cannot receive financial compensation  
21 while using the equipment. The Board commended Paul on editing the policy  
22 NWATV already has.

23  
24 **Marilyn Grunewald made the motion to approve the policy as discussed; Michel**  
25 **Consejo seconded the motion. The motion carried 7-0-0.**

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27 b. **Annual Meeting Discussion-** Paul was going to look in the bylaws and see  
28 if they could have the annual meeting virtually. Marilyn Grunewald suggested to  
29 change the bylaws for down the road so they have the complete flexibility to vote  
30 over the web. Tim Hurlbut will look at the bylaws and will let the Board know  
31 what needs to get changed. Next month they will look to change the bylaws if they  
32 need to.

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34 c. **Board Member Nominating Committee-** Last month they mentioned 3  
35 individuals have terms ending for renewal- and these would be 3-year terms. Mike  
36 Curtis, Tim Stetson, and Wesley Kempton will be up for renewal if they want to  
37 renew. All 4 of the Board positions are up for renewal as well (President, Vice  
38 President, Secretary and Treasurer). Joe Halko would like to know if all three of  
39 them would like to reup for the next 3 years; Wesley and Tim would like to  
40 continue on the Board, they will check with Mike Curtis.

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42 d. **COVID-19 Update-** Paul Snyder explained they are operating status quo.  
43 Producers have been positive with the procedures. Paul is stocking up on sanitizer  
44 and videographers are doing more monitoring rather than picking up and attending  
45 meetings. NWATV is covering more meetings, and have been able to add Fairfield,  
46 Montgomery and Bakersfield's Town Meetings and would like to continue to

1 stream their videos. Paul Snyder and staff are checking temperatures when people  
2 enter the building.

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4 e. **Scholarship Overview-** They had 2 scholarships in the past Stan  
5 Beuregard/Larry Dugan Scholarship which was two \$1,000 scholarships. Students  
6 had to submit quite a few documents to apply. The Paul Legassey Memorial  
7 Scholarship was given to Dan Marlow to nominate an individual for this  
8 scholarship. They would like to expand this scholarship to hit on the Cold Hollow  
9 Career Center, Enosburgh High School and Richford High School. A couple of  
10 Board members will investigate what they would like to do, how much they would  
11 like to devote, what they would like changed and added. Marilyn Grunewald will  
12 talk with the scholarship committee with BPW and will report back next month on  
13 her findings.

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15 9. **Approval of Minutes- 07/20/2020**

16 The minutes of 07/20/2020 were attached.

17  
18 It was asked to amend page 3, line 42 Election of the Board Meetings needs to be changed  
19 to members. On Page 4, line 20 it was asked to change it Scholarship to include  
20 Beuregard and Dugan together.  
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22  
23 Marilyn Grunewald, made the motion to approve the minutes of July 20, 2020 as  
24 amended; Tim Stetson seconded the motion. The motion carried 7-0-0.  
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26 10. **Executive Session**

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28 Marilyn Grunewald made the motion to go into Executive Session at 6:42 p.m. regarding  
29 Personnel; Bryce Bachelder seconded the motion. The motion carried 7-0-0.  
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31 The Board exited Executive Session at 6:51 p.m.

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33 Executive Session discussion required no follow-up vote.  
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35 11. **Adjourn**

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37 Joe Halko adjourned the meeting at 6:59 p.m.  
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40 Respectfully submitted,  
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43 Brianne King, Board Recorder  
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**Joe Halko, President**

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**Michel Consejo**

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**Marilyn Grunewald, Vice President**

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**Virginia Holiman**

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**Mike Curtis, Treasurer**

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**Tim Hurlbut**

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**Tim Stetson, Secretary**

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**Bryce Bachelder**

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**Wesley Kempton**