

1 **Northwest PEG-TV**

2
3 Northwest PEG-TV Board of Directors Meeting

4 December 21, 2020

5 Minutes

6
7 **Present for a quorum:** Joe Halko, Tim Stetson, Mike Curtis, Bryce Batchelder, Wesley
8 Kempton, Michel Consejo, Tim Hurlbut

9 **Unable to Attend:** Virginia Holiman

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

12 **Visitors:**

13
14 1. **Call to Order**

15 Joe Halko called the meeting to order at 5:07 p.m.

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

18 None.

19
20 3. **New Board Member Vote-** Joe Halko would like to advise everyone that Joyce
21 Kemp joined in to be a visitor of the Board as a prospective person last month. Joyce
22 Kemp did not get back to Joe Halko but he is waiting to hear back from her. Should Joyce
23 not be interested, Michel Consejo has someone he knows that may be interested in joining
24 the board.

25
26 4. **Treasurers Report-** Mike Curtis explained the checking account balance is almost
27 \$550,000 which is the most significant part of the report. This is primarily due to having a
28 fantastic year. At this point, NWATV can cover 3 years of expenses without receiving
29 any revenue. Many of the assets are the building and equipment, unrestricted funds and
30 \$160,000 in the CD that secures the loan with PTC. NWATV has almost as much in cash
31 as they do for outstanding liabilities. Mike Curtis would like to speak in the next meeting
32 about reducing the loan balance. On the profit and loss statement NWATV is not short
33 this year as they had expected last year. They have earned \$4,000 more than they did last
34 year. The interest NWATV paid was down about \$2,000 this year from last year.
35 NWATV has saved over \$26,000 in payroll expenses. Mike Curtis would love to know
36 what the other stations budgets look like. The PPP Loan is located on the balance sheet in
37 the liabilities- with the loan being under \$50,000 it should be forgiven and should not need
38 to be paid back. Mike explained if they pass the package tonight, then PPP Loan will be
39 given out. They are thankful for BFA hosting NWATV for many years which gave
40 NWATV the opportunity to save money throughout the years to build their building. The
41 Board reviewed the checks written this month. Paul Snyder will speak with Tim Viens to
42 see if they can do something about their advertising this year. NWATV purchased
43 production equipment which was already authorized.

44
45 **Tim Stetson made the motion to accept the Treasurer's Report and checks issued as**
46 **presented; Bryce Batchelder seconded the motion. The motion carried 6-0-1. Mike**

1 **Curtis abstained.**

2
3 5. **Programming Report-** Rodger Lindla explained 1070 channel went live and 14
4 hours from Franklin County coverage has been shown. 2 specific submissions-
5 Wesley Kempton and the Enosburg Opera House produced a Christmas show.
6 Partnership with the Swanton Library for Christmas Books for younger people,
7 which will also be played after the Enosburgh Opera House. The quality of the
8 programming is exceptional. Rodger Lindla explained it has been helpful to be able
9 to provide equipment to the community.

10
11 6. **Technology Report-** Alan Cunningham reported there has not been too much from
12 last month. The Santa show was a lot of fun and was a great turnout. NWATV is
13 looking to purchase some new audio equipment for the Winter sports season, and
14 they visited the high schools to test internet speeds, there are a few details still need
15 to be worked out.

16
17 7. **Executive Director’s Report-** Paul Snyder biggest financial purchases were
18 “gaming laptops” which will be good for processing the streaming of the sporting
19 events. Statewide COVID help, they have received a little over \$18,000 with
20 helping out during this pandemic. This is not related to the federally funded PPP
21 Loan. Many boards have gone back to virtual board meetings. Alan has created a
22 tutorial for the boards to help improve their meetings. They have received
23 additional towns to stream meetings. NWATV has hired 2 new videographers
24 which will begin in 2021. They will not start off the year with a lot of hours, but
25 they will hopefully get more hours as the year goes on. The winter sports prep-
26 right now they are working with BFA and MVU for winter sports- coverage will be
27 captured at CPSC, Highgate Arena, BFA Gym, and MVU Gym. For the next 5
28 years they will not be able to cover sports in Enosburgh because Enosburgh has
29 signed an agreement with NHFS which is an outside service. NWATV will be able
30 to cover Varsity and JV games. NMC’s series is finally complete- you can watch
31 all 10 episodes on the NMC website. Michel Consejo would like Paul to reach out
32 to the athletic directors at Enosburgh and Richford and review the contract with
33 NFHS- and to get all the facts- or go to the press- all without burning bridges. Paul
34 reached out around Thanksgiving, and the board would like Paul to keep following
35 up on this. Paul has followed up but will follow up again. NWATV will also need
36 to gather data to be able to show that they would have been a better choice for a free
37 service and having all the Franklin County high schools that are covered in the area
38 and figure out why they chose this company. NWATV did have a tough time
39 covering some Richford games in the past. They could be adding Milton hockey
40 coverage because Milton will be playing their games at the Highgate Arena.

41
42 (Tim Stetson left)

43
44 **Michel Consejo made the motion to accept the Executive Directors Report as**
45 **presented; Mike Curtis seconded the motion. The motion carried 6-0-0.**

1 8. **New Business-**

2 a. **VP Bank Signatures-** NWATV needs to get Marilyn Grunewald off the
3 checking account and put Tim Stetson on this account. The bank will get Paul
4 Snyder a new resolution, and he will forward them off to the Board members for
5 signatures.
6

7 b. **2021 Budget Proposal/Vote-** The 2021 budget was brought to the Board;
8 Paul Snyder went through the proposed budget line by line. Due to 2020 being the
9 year it has; many items of the proposed budget are based on 2019 data. The
10 revenue is budgeted for \$462,500. The total amount of expenses is budgeted for
11 \$380,974.35 which includes building maintenance of \$25,700; membership fees is
12 proposed to be \$5,000; software licensing \$4,000; contract services \$19,900;
13 insurance \$12,000; loan interest \$28,00; meals and entertainment \$2,500; operating
14 \$21,250; personnel insurances \$39,258.76; payroll \$186,365.59; sports production
15 \$2,000; training \$2,000; travel \$3,000; and capital: equipment \$30,000. With these
16 numbers it would give NWATV a net surplus of \$81,525.65.
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18 **Michel Consejo made the motion to accept the 2021 budget proposal; Wesley**
19 **Kempton seconded the motion. The motion carried 6-0-0.**
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21 c. **Comcast Agreement Renewal-** Paul Snyder explained VAN has gone to
22 their lawyers for a blanket agreement for all access centers across the state, but it
23 also allows wiggle room for the access organizations to ask for specific items. This
24 is to help with costs and to have a blanket agreement for everyone to be on the same
25 terms. This is helpful to not leave any of the organizations behind. The draft that
26 Paul is presenting is as of December 10, 2020. NWATV is receiving 5% for
27 operating and .5% for Capital which are both capped. The biggest parts of the
28 contract is if the access centers want to expand their coverage, and if they want to
29 have additional drops, Comcast will pay a portion and the access stations will pay
30 the remaining. NWATV is receiving their full funding for the North Country.
31 Access centers have the ability to request subscriber numbers and can ask for HD
32 channels- which is popular for all of the access centers asking for the HD Channels.
33 Once this agreement is signed, the contract will be in effect for 7 or 8 years. The
34 Board will look at the contract and will let Paul Snyder know if they have any
35 questions or concerns. NWATV will speak with Melissa if they find any problems
36 with the contract.
37

38 d. **Public Comment-** None.
39

40 9. **Old Business-**

41 a. **COVID-19 Sick-Time Discussion-** Family's First Corona Virus Relief
42 Act- this ends on December 31, 2020. Paul Snyder is getting quotes for Short Term
43 disability, and hopefully he will have something for the Board soon. Should he have this
44 before the next Board meeting, Paul Snyder will send the information over to the Board
45 members.
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1 10. Approval of Minutes- 11/16/2020

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3 Mike Curtis made the motion to approve the minutes of November 16, 2020 as
4 presented; Tim Hurlbut seconded the motion. The motion carried 6-0-0.

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6 11. Executive Session

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8 Bryce Batchelder made the motion to go into Executive Session at 7:03 p.m.
9 regarding personnel; seconded by Tim Hurlbut. The motion carried 6-0-0.

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11 12. Adjourn

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15 Respectfully submitted,

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18 Brianne King, Board Recorder

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22 _____
23 **Joe Halko, President**

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26 _____
27 **Tim Stetson, Vice President**

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30 _____
31 **Mike Curtis, Treasurer**

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34 _____
35 **Bryce Batchelder, Secretary**

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38 _____
39 **Wesley Kempton**