

1 **Northwest PEG-TV**

2  
3 Northwest PEG-TV Board of Directors Meeting

4 November 16, 2020

5 Minutes

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7 **Present for a quorum:** Joe Halko, Tim Stetson, Mike Curtis, Bryce Bachelder, Virginia  
8 Holiman, Wesley Kempton, Michel Consejo (arrived at 5:30)

9 **Unable to Attend:** Tim Hurlbut

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

12 **Visitors:** Joyce Kemp

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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 None.

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20 3. **Executive Committee Voting-** With the changes to the by-laws the Executive  
21 Committee are all entering their 3<sup>rd</sup> year of their Executive Board positions. Of the 4  
22 consecutive year positions, Marilyn Grunewald is departing from the Board and therefore  
23 her position of Vice President is now vacant.

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25 **President- Joe Halko**

26 **Vice President- Tim Stetson**

27 **Treasurer- Mike Curtis**

28 **Secretary- Bryce Bachelder**

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30 **Virginia Holiman made the motion to elect the Executive Committee for the**  
31 **following position: Joe Halko, President; Tim Stetson, Vice President; Mike Curtis,**  
32 **Treasurer; and Bryce Bachelder, Secretary; Wesley Kempton seconded the motion.**  
33 **The motion carried 6-0-0.**

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35 4. **Introduction of Guest-** Joyce Kemp is interested in joining the Board, she is  
36 coming to the Board to see if she still has an interest after this Board meeting. Joyce  
37 shared she was Wesley's teacher several years ago. Joyce helped to start NWATV. Joyce  
38 lives in West Enosburg, she does not have Comcast, but keeps up with NWATV on  
39 Facebook and YouTube. Wesley Kempton first thought of Joyce joining NWATV when  
40 Marilyn Grunewald resigned. Joyce Kemp will think in further detail if she would like to  
41 join the NWATV Board.

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43 5. **Treasurers Report** – Mike Curtis explained the comparison of the Profit and Loss  
44 from last year. NWATV is down \$25,000 in total direct support; this is not bad compared  
45 to what they thought they were going to be at. NWATV's gross profit is down \$26,000  
46 which Mike reports it is still very good. The increase in expenses is up a little but seeing

1 the bottom line they are only down \$1,000 with overhead expenses. NWATV should see  
2 a net surplus by the end of the year, at that point, they will talk about how they will  
3 reinvest some of their money. On the balance sheet, NWATV has over \$450,000 in cash  
4 and have additional cash and a building fund. Without any income, they could cover their  
5 expenses for the next year and a half. At the next meeting, they will begin talking about  
6 reducing the mortgage. Paul Snyder may want to invest in personnel and equipment.  
7 NWATV does not have many liabilities. The check detail was attached to the Board's  
8 packet.

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10 **Tim Stetson made the motion to accept the Treasurer's Report and checks issued as**  
11 **presented; Bryce Batchelder seconded the motion. The motion carried 5-0-1. Mike**  
12 **Curtis abstained.**

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14 6. **Programming Report-** Rodger Lindala explained their fall high school sports  
15 schedule were extremely interesting due to COVID, Northwest Nightmares was a  
16 success, and Election Night. Linda Kirker and Richard Copperwaith did the  
17 production for the election night. The cooking show just finished their series of  
18 shows which they had 7 or 8 videos recorded. To record virtual board meetings the  
19 videographer still has to monitor and record via zoom. Many board meetings will  
20 most likely go back to full zoom meetings. The Swanton Library is having  
21 librarians come in to the studio and record and read books. NWATV assisted with  
22 3 different Legion and Veteran's day events throughout the community. NWATV  
23 has done a really good job since March with personnel and staff and providing  
24 services to the community.

25  
26 7. **Technology Report-** Alan Cunningham talked about the Northwest Nightmares  
27 and the Election. Alan was very satisfied with the Northwest Nightmares- they had  
28 5 film entries, and they sold 50 tickets. They received \$450.00 in donations from  
29 VT Grow Shoppe and Green Mountain Hemp Company. Alan explained with the  
30 pandemic and his first year doing this it helped him ease into this task with the  
31 small amount of entries. Alan is very excited for future Northwest Nightmare  
32 festivals. Alan and Rodger have been working with Katie on editing films. They  
33 are looking at purchasing a couple of laptops and audio equipment.

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35 8. **Executive Director's Report-** Paul Snyder reported he appreciates everyone's hard  
36 work, especially with this year that they have had. Some other Access TV centers  
37 have not even been in the office since the pandemic hit. Paul Snyder explained they  
38 have purchased some GoPro's. The statewide COVID help, NWATV was  
39 approved for a second round of funding. Their first payment was for a little over  
40 \$8,000, the second will be over \$10,000. They just recently received their first  
41 check, and it was deposited last month. The fall sports wrapped up and it was very  
42 successful. NWATV was able to record cross country live, field hockey, football,  
43 and soccer. Katie, JR, Lane and Mason helped to record these games/meets. The  
44 internet at the Complex held up, and soccer games were streamed through WIFI.  
45 NWATV was able to go live with a hard-wired line at MVU. NWATV has  
46 received some monetary sponsorships which has helped. Winter sports looks as of

1 now to be on, but they will wait to hear further guidance in the coming weeks.  
2 NWATV has an active job opening for more videographers, and Paul has already  
3 received some applications. Paul Snyder helped to set up the election coverage  
4 with the help of Katie, Alan, and Rodger, and it went well. Paul Snyder has been  
5 working on a documentary series with NMC for COVID-19, Paul believes they are  
6 all done recording, and NMC will post these videos to their annual report. Paul  
7 Snyder explained the videographers who will record the winter sports will be  
8 provided cleaners to bring with them to the events to disinfect their spaces before  
9 and after.

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11 **Michel Consejo made the motion to accept the Executive Directors Report as**  
12 **presented; Wesley Kempton seconded the motion. The motion carried 7-0-0.**

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14 **9. New Business**

15 a. **Employee 2021 Benefits Overview-** Paul Snyder showed the proposed  
16 health and dental plans. There will be increases in the plans, but the cost is not a  
17 huge impact for NWATV.

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19 **Michel Consejo made the motion to approve the 4 insurance plans; Mike Curtis**  
20 **seconded the motion. The motion carried 7-0-0.**

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22 b. **COVID-19 Sick-Time Discussion-** It was asked what if an employee gets  
23 COVID? What does Paul do as a manager of sick time, and what is a  
24 recommendation by the Board? Short term and long-term disability. For an  
25 organization of their small size, are there organizations NWATV can piggyback  
26 onto and what it would look like if they offered this to their employees. NWATV  
27 staff have always helped to pick up the slack when someone is out of the office.  
28 And so, should one employee be out for a long period of time they would have to  
29 consider what would need to be done. The next VAN meeting will be in May. Joe  
30 Halko suggested to bring this up in an Access Center meeting. Paul Snyder will  
31 have that meeting tomorrow. It was asked to have Paul look into Short Term and  
32 Long Term Disability. Paul is looking for an answer from the Board if someone  
33 comes down with COVID how he should approach paying them. Paul can tell his  
34 employees that they will investigate the policies as of now.

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36 c. **New Equipment Purchases-** In the budget last year they had over \$17,000  
37 budgeted in equipment upgrades, Paul can find things around the building that need  
38 upgrades, but he was not sure if there was a specific equipment upgrade that  
39 Elizabeth Malone was looking to upgrade. Paul Snyder will purchase some new  
40 equipment in the coming months. Paul will be purchasing new cameras, cables,  
41 tripods which will be about \$8,500.00.

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43 d. **Public Comment**  
44 None.

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46 **10. Old Business-** None.

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**11. Approval of Minutes- 09/21/2020 and 10/19/2020**

**Mike Curtis made the motion to approve the minutes of September 21, 2020 as presented; Virginia Holiman seconded the motion. The motion carried 7-0-0.**

Change the date to October 19, 2020, and change the quorum to remove Mike Curtis. Paul Snyder will include the videographers who were in attendance.

**Tim Stetson made the motion to approve the minutes of October 19, 2020 as amended; Virginia Holiman seconded the motion. The motion carried 7-0-0.**

**12. Executive Session**

None.

**13. Adjourn**

**Joe Halko adjourned the meeting at 6:38 p.m.**

Respectfully submitted,

Brianne King, Board Recorder

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**Joe Halko, President**

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**Michel Consejo**

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**Tim Stetson, 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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**Bryce Bachelder, Secretary**

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**Wesley Kempton**