

1 **Northwest PEG-TV**

2
3 Northwest PEG-TV Board of Directors Meeting

4 February 15, 2021

5 Minutes

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7 **Present for a quorum:** Joe Halko, Tim Stetson, Wesley Kempton, Virginia Holiman, Bryce
8 Bachelder, Joyce Kemp, Michel Consejo, Tim Hurlbut

9 **Unable to Attend:** Mike Curtis, Roger Lindala (Programming Coordinator)

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

12 **Visitors:**

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14 1. **Call to Order**

15 Joe Halko called the meeting to order at 5:03 p.m.

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

18 None.

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20 3. **Treasurers Report-** Paul Snyder explained the salary expense was less than what
21 it was last year. Last year in January there was 3-months worth of payroll paid out in
22 January due to the departure of Elizabeth Malone. Joe Halko explained in the last month,
23 NWATV took \$50,000 from the checking account to pay against the principal of the note
24 of the mortgage. Looking over the Profit and Loss due to circumstances, the contract
25 production fees is significantly less than it was a year ago. In May of 2020 NWATV
26 contracted with NMC to do a big project which brought in revenue. The Comcast revenue
27 was slightly down from last year by \$1,100, which is nothing to be concerned about. They
28 are showing a \$0.00 charge for cleaning, but on the check detail there was 4 payments to
29 Lorraine Smith, as the payment hit the GL in December with a check date of January.
30 With the number of payrolls and the way they hit year to year, at the end of the day
31 NWATV is \$8,000 ahead of income from last year. On the check detail they will see there
32 was a payment to Richford and Enosburg high school for the sports package. The loan
33 amount on the building is at \$394,000.

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35 **Michel Consejo made the motion to accept the Treasurer's Report and checks issued**
36 **as presented; Tim Stetson seconded the motion. The motion carried 8-0-0.**

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38 4. **Executive Director's Report-** Alan Cunningham explained it has been a busy
39 month getting everything together. They are waiting for sports to begin, over the
40 past month they have tested live streams with a BFA basketball scrimmage and a
41 BFA hockey scrimmage which worked really well. This past weekend was the high
42 schools first weekend for sports. They had over 200 viewers on each of the videos.
43 The community is sharing the videos from NWATV's Facebook site for families to
44 be watching. Tim Hurlbut explained he was watching the live videos and there
45 were people from all over who were so thankful to be able to watch these videos.
46 Paul explained for programming things are "swell"- sports are going well and he is

1 fielding calls to find the streams for families to access the sports coverage and the
2 free subscriptions. Matt Walker at JC Image has donated shirts for “Player of the
3 Game” the first person the shirt went to was a player from Milton. NWATV asks
4 the fans to choose the player of the game to receive the shirt. The new NWATV
5 signs have been created and should be delivered to the Complex and Paul will stop
6 in and check them out before they are hung up in the hockey arena. Alan is working
7 on finishing up the equipment inventory report, he needs to update what is damaged
8 and not working. The upgrade will happen in the spring for the inventory platform.
9 Alan is still teaching the after-school program at MVU and he is hoping to start
10 another session after winter sports. Richard Copperwaith will be hosting the Town
11 Meeting Day coverage and has been getting candidates lined up, they are requesting
12 the managing editor from the St. Albans Messenger, the County Courier, and Board
13 Members from the respective towns to jump on. NWATV is looking for more
14 programs to play on their station. Paul Snyder explained the financials are 2.23%
15 lower than it was the last quarter. NWATV is still waiting on the numbers from
16 Melissa at Comcast to see how many people are viewing in High Definition and
17 how many are in Standard Definition. NWATV purchased another printer as their
18 old one died. MVG associates submitted the application for the PPP Forgiveness.
19 Paul Snyder asked for letters of recommendation from the Town clerks to be able to
20 hopefully show to the other towns to send videographers to the Towns. The letters
21 came from St. Albans Town, Enosburg Village and Highgate. Paul Snyder
22 explained they are monitoring and recording the Board meetings, and some of the
23 Towns have denied paying for the subscription and putting their meetings online.
24 There could be a change coming in Richford as there will be new Board Members.
25 Members of the community have called NWATV looking for meeting coverage
26 from Enosburg and the Board doesn’t want to deal with it.
27

28 **Virginia Holiman made the motion to accept the Executive Directors Report as**
29 **presented; Wesley Kempton seconded the motion. The motion carried 8-0-0.**
30

31 **5. New Business-**

32 a. **Opinion vs Fact Debate-** NWATV staff had a meeting to discuss “opinion
33 versus fact” and they would like to review the language in the content policy.
34 NWATV can save themselves by saying they may be revisiting this policy to revise
35 the content policy possibly with a disclaimer saying this is based on their opinion
36 instead of the fact. Virginia Holiman asked if the disclaimer is played in the
37 beginning or the end, and currently it is played only at the end of shows. It is
38 played all throughout the day on the carousel. The Board would like to have the
39 disclaimer played at the beginning and at the end. The shows that are uploaded to
40 YouTube will have a disclaimer in the description of the video. This has only come
41 up the past few months where people are stating their opinions as facts. Paul
42 Snyder thinks that this could potentially be an issue and would like to get ahead of
43 it before this comes to be an issue. This gives the opportunity to allow the
44 individual to express their opinions on their shows. Joe Halko would like Paul
45 Snyder to show the Board members the disclaimer at the next meeting, as well as
46 show the Board what the producers are signing in the policy. NWATV can also

1 produce a spoken disclaimer to use.

2
3 b. **ED Evaluation Notice-** Joe Halko explained the Executive Director
4 Evaluation was given to all the Board Members to fill out to evaluate Paul Snyder
5 and at the next meeting they will go through the evaluations and will condense
6 them. Paul Snyder and Joe Halko will sit down and go through the evaluation next
7 month after March 15th.

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9 c. **Public Comment-** None.

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11 6. **Old Business-**

12 a. **Comcast Contract Renewal Update-** Paul Snyder previously mentioned
13 this in his Executive Directors report. He reached out to Melissa Pierce about the
14 number of subscribers who have the ability to see high definition and then NWATV
15 will evaluate and move to High Definition. When NWATV transitions to HD they
16 will lose the Standard Definition. The HD Switchover information is the only thing
17 that Paul Snyder is waiting on to move along and sign the renewal contract. This
18 should not be too hard for Melissa Pierce to get this information, and once NWATV
19 has this information the switchover will be very easy.

20
21 b. **Short Term Disability Programs-** Paul Snyder explained he received
22 quoted from 3 companies AFLAC, Reliance Standard, UNUM- Reliance Standard
23 and UNUM are brokered by Green Mountain Insurance and Retirement Solutions.
24 With the short term disability, they get 60% of their earnings, and the max per week
25 is \$1,500. The yearly cost for each- Aflac \$2,921.88, Reliance \$625.68, and
26 UNUM \$1,676.28. Maternity is covered as an extra benefit for both Reliance
27 Standard and UNUM. Tim Hulbut recommended to ask the Broker to recommend
28 each of the companies- which Scott has provided quotes. Only the 3 full time
29 employees would receive this coverage. All the coverage looks quite similar, if
30 they are all truly the same then they will proceed with Reliance Standard. The
31 Board will decide on the plan at the next Board meeting.

32
33 c. **COVID-19 Protocol Update-** Given the news in the county, Paul Snyder
34 called Tim Stetson and asked what more they could do as an access station without
35 closing their doors. From what they have seen and guidance they are following
36 they would like to do a little more without jeopardizing themselves. Everyone in
37 the building needs to wear a mask in the studio- and there has not been any
38 pushback. Their precautions have been set in stone so early where they are able to
39 have kept their doors open. They are constantly sanitizing and cleaning down the
40 station. NWATV wants to be safe, and Paul has commended their staff and
41 producers for taking all the precautions and staying safe. Everyone is in a different
42 room working, and if COVID numbers continue to increase they may decide to
43 work more remotely, and reduce the passing of equipment. Tim Stetson spoke to
44 the COVID cases which are on the rise.

45
46 Last month NWATV spoke about the problem with the accountant. The accountant has

1 been studying for his CPA exam, and was not intentionally ignoring NWATV. Paul has
2 received a pretty long apology from MGTV and they are here to give NWATV the attention
3 for lack of communication. Paul Snyder explained communication has been back up to
4 where he has expected. There are still things he wishes he could have printed at NWATV
5 instead of at MGTV and he is not sure when the process changed, and if he could switch the
6 process back instead of waiting a day and a half to get documents. They may be charging
7 NWATV for postage. Paul can check with MVG to see if they can change the process,
8 Paul will get back to the Board at the next meeting to see how and if it could be changed.
9 The change could have been made around 3 years ago, if NWATV could go back to
10 printing their own checks it would save time. Paul has tried to make it easier for bills to
11 be digitally paid to be paid quicker.

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13 Corporate Debit Card- the limit that was set in the NWATV Policy is a spending limit of
14 \$2,500 per month. Business Credit cards require to be set up in an employees name, and
15 would not be in a company name, Paul Snyder's financial advisor suggested not to have a
16 business credit card attached to his social security number.

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18 **7. Approval of Minutes- 01/18/2020**

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20 **Tim Stetson made the motion to approve the minutes of January 18, 2021 as**
21 **presented; Wesley Kempton seconded the motion. The motion carried 8-0-0.**

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23 **8. Executive Session**

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25 None.

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27 **9. Adjourn**

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29 The Board Adjourned at 6:43 p.m.

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32 Respectfully submitted,

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35 Brianne King, Board Recorder

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39 _____
40 **Joe Halko, President**

Michel Consejo

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44 **Tim Stetson, Vice President**

Virginia Holiman

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Mike Curtis, Treasurer

Bryce Bachelder, Secretary

Wesley Kempton

Tim Hurlbut

Joyce Kemp