

1 **Northwest PEG-TV**

2
3 Northwest PEG-TV Board of Directors Meeting

4 March 15, 2021

5 Minutes

6
7 **Present for a quorum:** Joe Halko, Tim Stetson, Wesley Kempton, Virginia Holiman, Bryce
8 Bachelder, Joyce Kemp, Mike Curtis, Michel Consejo, Tim Hurlbut

9 **Administrators/Staff:** Paul Snyder (Executive Director), Roger Lindala (Programming
10 Coordinator)

11 **Unable to Attend:** Alan Cunningham (Technology Coordinator)

12 **Visitors:**

13
14 1. **Call to Order**

15 Joe Halko called the meeting to order at 5:04 p.m.

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

18 None.

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20 3. **Programming Report-** Rodger Lindla reported the high school sports are still
21 being recorded and broadcasted. The three PEG crew are training 2 new employees as
22 well as assisting NCTC students in videoing. Government news- NWATV picked up
23 some new and local initiatives for St. Albans City and St. Albans Town advisory Boards.
24 CUD's statewide- there is a Franklin county group set up to help roll out broadband
25 infrastructure to expand and offer Comcast to more customers. Those groups pass through
26 organizations to get money from Comcast- and this groups is hopeful to get more Comcast
27 subscribers.

28
29 4. **Treasurers Report-** Mike Curtis explained there has not been much to report so
30 far this year. NWATV is up 9.3% in cash flow from last year, so far they have bought
31 equipment and paid more down on the mortgage. NWATV has almost \$525K in cash.
32 NWATV is extremely liquid and can withstand a lot over the next couple of years if they
33 lose revenue. There is still no word from the accountant on the PPP Loan repayment.
34 Balance sheet shows NWATV has a large amount of equity compared to liabilities and is
35 in good shape. On the profit and loss, they are accruing the same amount of public
36 support- very little has changed since last year. If nothing changes, they will be having
37 another great year. The gross profit is up nearly \$1,000 from the previous year, expenses
38 are under control, and there is \$712 less in interest from the previous year due to paying
39 down the mortgage. Salaries and wages are about \$5,000 less than last year- due to
40 money paid out to Elizabeth Malone due to her departure. The net income ratio is 22%
41 which means, every dollar they receive they are paying 78 cents per dollar, Mike Curtis
42 explained this is extraordinary. NWATV has increased their outstanding cash by \$12,000
43 due to the net surpluses. Michel Consejo asked if they should invest into any investments-
44 Mike Curtis explained it would not be the best idea to invest. They need to stay as a
45 leading-edge technology company- they can make those investments to stay current and
46 be as technologically savvy as they can. The better they can produce over any platform

1 the better.

2
3 **Michel Consejo made the motion to accept the Treasurer's Report and checks issued**
4 **as presented; Tim Stetson seconded the motion. The motion carried 8-0-1. Mike**
5 **Curtis abstained.**

6
7 5. **Executive Director's Report-** Paul Snyder explained NWATV has received
8 donations from broadcasting the livestream games, this year in the 27 days of
9 winter sports coverage they have received over \$1,200. Donations have come from
10 people in Florida, the Carolinas and Vermont. Many people have expressed
11 gratitude and thank you notes to the donation descriptions NWATV has received.
12 NWATV has received \$4,000 in sponsorship funds this year- and \$2000 in benefits
13 which includes the VIP membership at CPSC. The credit card search is still
14 ongoing, one that does not affect Paul Snyder's credit score. Statewide news- VT
15 Access Network is looking to introduce a bill as a result of a decrease in cable
16 subscribers. Telecommunications consulting- not knowing too much behind this
17 and is still trying to understand all the ins and outs. This year it will stay status quo.
18 CPSC Advertising, the sign was replaced and there were issues; the proofs were
19 never sent to Paul and the sizing is off. The sign under the press box looks great,
20 the sign under the scoreboard is too small, and the maple leaves will be replaced
21 with their logo as well. Winter Sports only has been ongoing for a month- but with
22 the games crammed in, it feels like an entire season. MVU needed to shut down
23 due to COVID and therefore the winter sports season is officially over. NWATV
24 put a blurb on Facebook saying they were no longer covering MVU sports, and they
25 became the breaking news outlet. The videographers have been able to record
26 every home game this season. The overwhelming response from fans on Facebook
27 has been incredible, and Paul suggested the Board check out all of the great
28 comments. NWATV received a forwarded voicemail from Dan Marlow- coming
29 from a parent at Colchester, the parent explained they have seen a lot of livestreams
30 and NWATV was the best coverage. Town Meeting Day did not have
31 videographers all over the county like previous years due to COVID, but the staff
32 came in and put together a 2-hour result shows. The County Courier and St. Albans
33 Messenger were linked into the show. NWATV was able to have nearly 10 video
34 interviews and Paul is so proud of the video coverage. This year's town media
35 coverage had over 3,000 views, and now NWATV has a larger social media
36 footprint and has over 5,000 followers, which makes them the 3rd most followed
37 access center in Vermont. The Duct Tape Derby had over 5,600 viewers.

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39 **Wesley Kempton made the motion to accept the Executive Directors Report as**
40 **presented; Bryce Bachelder seconded the motion. The motion carried 9-0-0.**

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42 6. **New Business-**

43 a. **Public Comment-** None.

44
45 Tim Hurlbut explained they are having a big spike in COVID cases, Franklin
46 County is the second or third highest county currently and is going up. Mr. Hurlbut

1 would love to have someone explain to the communities and advocate to abide by
2 the public rules, especially when looking at the VT Department of Health statistics
3 and seeing the numbers rise. This would help to educate the community with what
4 should and should not be done to beat COVID. NMC is still a producer and
5 provides PSA's, Paul Snyder will communicate with Jonathan Billings and see if
6 they have any updated PSA's on COVID and will ask if they want to do a show.
7 Erin Creely is a regional manager in this area and does weekly updates.
8

9 **7. Old Business-**

10 **a. Disclaimer/Producer Form Review-** Paul Snyder shared the current
11 disclaimer which now plays at the beginning and the end of each program;
12 previously this was only played at the end of each show. The producer form was
13 also shared with the Board- all producers sign this form which reviews the
14 programming content. Anything that plays on NWATV that has profanity is played
15 between 2:00 AM and 5:00 AM which is also blurred out and bleeped out. Tim
16 Hurlbut explained any of NWATV's documents should include that they are a
17 Corporation. There is a Director and Officers Insurance policy NWATV actively
18 has. The business is run as Northwest PEG-TV Inc. dba Northwest Access TV.
19 NWATV should look at documents- Paul Snyder will work with Tim Hurlbut to
20 draft a sentence to put on their forms.
21

22 **b. Comcast Contract Renewal Update-** Melissa is very hard to get ahold of
23 Paul Snyder left 2 voicemails and sent 2 emails last week, and another voicemail
24 today and still nothing. Paul is going to reach out to other Access Networks to see
25 if they are also having the same struggle getting in touch with her to get a response.
26

27 **c. Short Term Disability Programs-** NWATV's current insurance policy
28 holder is Kinney-Pike Insurance; they recently reached out to Paul Snyder as he
29 inquired about Short Term Disability. They were able to provide a couple of quotes
30 for NWATV. Aflac, Reliance, UNUM, Principal, and The Standard are all the
31 quotes Paul brought to the Board. Short Term disability- if an employee gets
32 injured, they could use this benefit. The yearly cost presented is for all 3 of the
33 employees. The Board instructed Paul to ask how much the rate would or could go
34 up each year with Reliance as well as asking them if they could lock in the rate. If
35 Paul could get a rate lock from Reliance then he can pursue this company, if they
36 cannot, then go ahead with Principal. Paul will check to see how much the rate
37 could also go up with Principal. Mike Curtis abstained from going with Principal.
38 The remainder of the Board is in agreement with the above information.
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40 **d. COVID-19 Protocol Update-** Paul explained everything is going pretty
41 well in the office. One of the videographers did come down with COVID and they
42 did contact tracing, the videographer has since recovered and tomorrow is the last
43 day of their quarantine, the videographer will go back again tomorrow for a COVID
44 test to hopefully be negative. More conversations have been had with producers on
45 when to stop wearing their masks, there is no guidance so everyone will keep on
46 wearing their mask. Paul Snyder is going by state protocols and is trying to keep

1 everyone safe as possible.

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3 **8. Approval of Minutes- 02/15/2021**

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5 **Virginia Holiman made the motion to approve the minutes of February 15, 2021 as**
6 **presented; Tim Hurlbut seconded the motion. The motion carried 9-0-0.**

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8 **9. Executive Session**

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10 **Mike Curtis made the motion to enter Executive Session to discuss Paul’s Review at**
11 **6:39 p.m.; Tim Stetson seconded the motion. The motion carried 9-0-0.**

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13 The Board exited Executive Session at 7:05 p.m.

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15 **Tim Stetson made the motion to approve Pau; Snyder’s performance evaluation;**
16 **Mike Curtis seconded the motion. The motion carried 9-0-0.**

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18 **10. Adjourn**

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20 The Board Adjourned at 7:06 p.m.

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23 Respectfully submitted,

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26 Brianne King, Board Recorder

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29 _____
30 **Joe Halko, President**

Michel Consejo

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34 **Tim Stetson, Vice President**

Virginia Holiman

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38 **Mike Curtis, Treasurer**

Tim Hurlbut

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41 _____
42 **Bryce Bachelder, Secretary**

Joyce Kemp

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44
45 _____
46 **Wesley Kempton**