

1 **Northwest PEG-TV**

2
3 Northwest PEG-TV Board of Directors Meeting

4 May 17, 2021

5 Minutes

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

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

11 **Unable to Attend:**

12 **Visitors:**

13
14 1. **Call to Order**

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

16
17 2. **Changes or Adjustments to Agenda**

18 None.

19
20 3. **Programming Report-** Roger Lindala explained NWATV has been covering as
21 many spring sports as best they can. There have been some sports COVID closures for
22 some teams. NWATV has had Wesley Kempton and Mason announcing at some of the
23 games. NWATV staff have been shooting sports coverage using multi camera coverage,
24 which has helped to get the track and field meets. NWATV has renewed their partnership
25 with the St. Albans Museum and produced a version of their annual fundraising raffle. A
26 local student who was finishing up their master's degree recorded 4 fabulous interviews
27 dealing with hospice care in the community. The student introduced 4 different
28 practitioners around the area. These segments will be shared with the community and they
29 had moving discussions. Roger explained a local chef at NMC, Jeff Newhard is finishing
30 up with a food-oriented program, his 8 episodes are almost finished. The name of this
31 segment is called VT Foodie.

32
33 4. **Technology Report-** Alan Cunningham explained it has been a busy month. With
34 working with the St. Albans Museum doing the Rail City Raffle, they also worked on
35 making a mix of live to tape and archival railroad footage, Alan explained this was
36 fantastic to watch and produce. In the video, they mixed in and recorded Lisa and Jim
37 Palmer who was a long-time volunteer in the early days at NWATV. The video ran live
38 last Friday and are now on YouTube. NWATV successfully covered 2 track and field
39 meets- with multi camera live streams. Alan explained it was quite a blast to record as it's
40 a live sports production with multiple cameras switching the view. Single camera live
41 stream events have been very easy to record. A live stream box is a laptop NWATV
42 purchased 4 or 5 years ago- it also works as a backup if they need a spare studio.
43 Northwest Nightmares has secured their location- but holding off announcing the location
44 and will do a big reveal.

45
46 5. **Treasurers Report-** Mike Curtis explained NWATV continues to have a very

1 strong balance sheet. They are very liquid- their cash reserves are very hefty. The cash
2 balance has increased over the same period last year. When you look and see the PPP
3 Grant will be forgiven sometime- all they must pay is the unemployment taxes of \$33.00.
4 The loan balance of the mortgage is \$120,000 less than last year, which impacts the
5 reduction in interest. The loan to value is showing to be in a good position. In June or
6 July NWATV will look at paying down the mortgage again by \$50K. The Profit and Loss
7 statement- they are up with direct public support. Comcasts operating stream of income
8 has increased by \$3,700. Mike's guess is they have more subscribers, and they are
9 receiving more income than anticipated than last year. There has been a 4.6% increase in
10 gross profit over last year. The expenses are more this year than last year, most of the
11 increase is the health and life insurance- last year Paul was the only person insured Jan-
12 April, NWATV also purchased production equipment. Mike Curtis explained the 990
13 needed to have reallocations in 2020.

14
15 **Wesley Kempton made the motion to accept the Treasurer's Report and checks**
16 **issued as presented; Bryce Bachelder seconded the motion. The motion carried 8-0-1**
17 **Mike Curtis abstained.**

18
19 6. **Executive Director's Report-** Paul Snyder's report was included in the Board
20 packet. Within the last month, the corporate debit card was hacked, PTC noticed the
21 charges and immediately contacted Paul and they cancelled the card for future
22 transactions. Alan's computer was purchased, and the price came out to \$4006. NWATV
23 has been to Fairfield, Bakersfield, Berkshire, and Montgomery's town Board Meetings.
24 NWATV is well staffed and 1 Monday per month they have 6 or 7 meetings on the same
25 night. They received their 990, it came quickly and was signed off and sent back to MGV
26 for filing. Graduation season is approaching and NWATV is helping the schools plan
27 their ceremony. CPSC is planning an outdoor graduation for BFA. They have a 3rd party
28 audio company coming with a YouTube live link for participants who cannot attend- they
29 are working with NWATV for graphics. MVU is planning a similar graduation they had
30 last year. Cold Hollow Career Center is having an awards night. Swanton Elementary
31 graduation is seeking help. So far Richford is radio silent. NWATV has been approached
32 with their event coverage to help Afterglow on September 18 which will be at Hard'Ack
33 to help support suicide awareness. NWATV is having a summer gathering on July 22, at
34 5PM with a BBQ. The revenue in first quarter shows NWATV is up another 2%, they
35 have received more this quarter than they ever have.

36
37 **Mike Curtis made the motion to accept the Executive Directors Report as presented;**
38 **Tim Stetson seconded the motion. The motion carried 9-0-0.**

39
40 7. **New Business-**

41 a. **AVC Renewal Care-** Paul Snyder is looking to show the Board Audio
42 Video Corp customer care- pay per year. Do they want to pay for this customer
43 care, or take their chances? If they renew for multiple years, they get a 1-year
44 system maintenance visit. 2 years costs- \$1990 plus tax- customer care agreement
45 May 28 to May of next year. If anything goes down AVC can fix it. Paul explained
46 it is reassuring when they can do a maintenance check. Paul will find out to see

1 how much a maintenance trip would cost. Paul will ask this and will get back to the
2 Board next month but may need to get approval via email before the next Board
3 meeting. The server was \$49,000- if something went wrong with it, AVC will
4 come out and fix it- 1-time preventative maintenance with tune up and see how
5 everything is working. Several years ago, the station went down, so it would be
6 helpful to obtain a ballpark quote for a 1-day visit. Paul will also ask about tailoring
7 the care and have the security piece tied in.

8
9 b. **Summer Get Together-** Paul Snyder was excited to announce NWATV is
10 having an Annual Summer BBQ on 07/22/2021 for staff and Board members.

11
12 c. **Public Comment-** none.

13
14 8. **Old Business-**

15 a. **Interactive Programming Guide-** Gracernote's contact explained to Paul
16 the prices will stay the same this year- and next year the prices could go up- but
17 Paul will find out in March of next year. They updated their server and their digital
18 feed to them, and everything is a lot more precise- Alan has been working on
19 inserting a filler title when people are going through the different channels- it will
20 say what is going on between programming.

21
22 b. **Comcast Contract Renewal Update-** Paul Snyder finally heard from
23 Melissa at Comcast. The only information she was able to tell Paul was the ratio of
24 Hight Definition vs Standard Definition for the state of Vermont is 80% HD and
25 20% SD. She could not give him the numbers for just this area. NWATV's
26 subscriber numbers indicate they have the basic plan but does not give numbers on
27 how much they upgrade from there. They still have the option to change over to
28 HD- the renewal contract can be signed this. The Board can decide what the best
29 move will be. NWATV has more subscribers now than ever. Paul explained, if any
30 of the Board members have any questions, please reach out to Paul before he signs
31 the renewal contract. The contract will be good until 2029.

32
33 c. **COVID-19 Protocol Update-** Paul Snyder asked Tim Stetson, they
34 received the news about the mask mandate being lifted after people are fully
35 vaccinated. Paul is wondering what that means for NWATV for policies they can
36 remove or implement. Tim Stetson explained the CDC and VT Guidelines do not
37 completely line up. The overview of the discussions from today- do they have to
38 continue to wear their masks? Tim's staff are vaccinated- many folks are on
39 National Guard- and they are not required to wear a mask in National Guard
40 facilities. Where Tim is currently- all their staff have been vaccinated and everyone
41 is comfortable being without a mask. When people from outside their organization
42 enter, the staff wear a mask. If their staff go somewhere for a delivery or such they
43 still wear their masks. As of now, Costco is not required to wear a mask.
44 Employers can make their own decisions. Paul does not want to force any
45 uncomfortable situations- and will continue wearing them for a while. Wants a
46 policy for all people who use the show and facility. One show was unhappy about

1 the mask procedures- so they are on a hiatus. Paul wants to make the community
2 feel more comfortable. People are eager to remove their masks and wanted to make
3 sure the Board is okay with continuing to use masks. Stay the course for the
4 moment until things are cleared- they are no longer doing the temperature checks.
5 The air system is running non-stop, but they are not sure how efficient the air filters
6 are working. NCSS is taking over the studio for a couple of hours, then a couple
7 hour break and then sound off. Currently it is the honor system of masks or no
8 masks. Paul is looking for Board direction. Currently they do not have many
9 people in the studio. Paul wants to protect the community and the staff. Make sure
10 things are safe in the studio as best possible. Hopefully, the questions Paul has will
11 be answered tomorrow in the Governor's new briefing tomorrow. Flagged on
12 YouTube page for Medical Misinformation- received a warning- staff decided their
13 community producers through the facility will have to set up their own YouTube
14 channel. Some exceptions- "For the Record" is a NWATV production with
15 interviews. NWATV does not want their programming to be paused or frozen. As
16 of right now pages have not been frozen or suspended with Vimeo. Going forward
17 you cannot flag for public meetings.

18
19 **9. Approval of Minutes- 04/19/2021**

20
21 Roger's name was misspelled throughout the 4/19/21 minutes and needs to be changed.

22
23 **Wesley Kempton made the motion to approve the minutes of April 19, 2021 as**
24 **amended; Bryce Bachelder seconded the motion. The motion carried 9-0-0- Mike**
25 **Curtis abstained.**

26
27 **10. Executive Session**

28
29 **Bryce Bachelder made the motion to enter Executive Session at 6:26 p.m.; regarding**
30 **personnel; Tim Stetson seconded the motion. The motion carried 9-0-0.**

31
32 The Board exited Executive Session at 6:45 p.m.

33
34 **Tim Stetson made the motion to approve proposal discussed in executive session.**
35 **Mike Curtis seconded the motion. The motion carried 9-0-0.**

36
37 **11. Adjourn**

38
39 The Board adjourned at 6:50 p.m.

40
41
42 Respectfully submitted,

43
44
45 Brianne King, Board Recorder

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21

Joe Halko, President

Tim Stetson, Vice President

Mike Curtis, Treasurer

Bryce Bachelder, Secretary

Wesley Kempton

Michel Consejo

Virginia Holiman

Tim Hurlbut

Joyce Kemp