

1 **Northwest PEG-TV**

2  
3 Northwest PEG-TV Board of Directors Meeting

4 November 15, 2021

5 Minutes

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

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

11 **Unable to Attend:** Michel Consejo

12 **Visitors:**

13  
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 • Michel Consejo sent a letter to the Board and due to circumstances, he feels  
19 he cannot commit the time to the Board any longer and has resigned his seat  
20 effective immediately. Joe Halko thanked him for his service for the last 8  
21 years and wish him all the best.  
22 • Add item: New Business: Tim Hurlbut  
23 • Election of Officers- Moved to New Business.

24  
25 3. Election of Officers- This item was moved to 8.d.

26  
27 4. **Programming Report-** Roger Lindala showed a recent production and highlights  
28 since the Board last met. NWATV is hosting trainings every second Saturday, they have  
29 three new community creators that have been through the orientation and postproduction  
30 and editing courses. Franklin County Industrial Department used NWATV to record their  
31 panel discussions on a planning project for their next 50 years. Throughout the month,  
32 NWATV recorded two fall concerts, Veteran's Day parade, Cross Country meet; Kris  
33 Hoyt who was a former programmer brought in a school group to view the studio. JR &  
34 Roger hosted a local mic night, they are hopeful to make it a standard in the studio.  
35 NWATV has their first show that needed to be put in the Safe Harbor Hours.

36  
37 5. **Technology Report-** Alan Cunningham explained the premier of Northwest  
38 Nightmares production was better than he expected and received a lot of positive  
39 feedback. Everyone had a fantastic time, there were 40 attendees and 15 cars at the Sunset  
40 Drive-In. They had a submission from a group in Rutland this year who will also come  
41 back next year. Alan explained Tim at Fantasy Expo helped with promoting Northwest  
42 Nightmares and helped increase the number of viewers at the Drive-In. Red Beam which  
43 is the inventory system is all set for beginning of November and can be used from the  
44 anywhere via the internet. NWATV just wrapped up fall sports and gearing up for the  
45 winter sports which will consist of Basketball and Hockey.

1  
2 Bryce Bachelder arrived at 5:16 PM  
3

4 **6. Treasurers Report-** Mike Curtis explained the income that has been received  
5 looks quite good. The year-to-date gross profit is \$385,000, which is almost 5% more  
6 than last year. There have been some additional costs over the previous years, including  
7 the building maintenance, the telephone, and communications. The loan to date amount is  
8 down \$200,000 this year due to principal payments. Employee expenses are up from last  
9 year along with the salaries and benefits. NWATV still has plenty of income coming in  
10 and is very liquid with a great deal of cash on hand. Mike Curtis explained there is  
11 nothing to point out on the checks to be of concern and is happy to see NWATV  
12 frequenting the local businesses when making purchases.  
13

14 **Bryce Bachelder made the motion to accept the Treasurer's Report and checks**  
15 **issued as presented; Virginia Holiman seconded the motion. The motion carried 7-0-**  
16 **1. Mike Curtis abstained.**  
17

18 **7. Executive Director's Report-** The Executive Report was included in the Board's  
19 packet. Mr. Snyder explained the Comcast check has been received which was a 3%  
20 increase from last quarter. Each year NWATV has a low quarter, and it was their  
21 September check. They made their annual payment to Audio Video Corp which is to host  
22 their cloud-based system. NWATV has added another videographer and looking to add  
23 one more. Brian Dawicki is a new hire and is enjoying working for NWATV, he is  
24 looking to cover hockey this year. NWATV will be covering 78 scheduled games this  
25 year, after laying it all out it does seem doable and will be a huge feat. Paul talked about  
26 the location at both hockey arenas Highgate and St. Albans, and the fans will be back at  
27 the games this year. Eric from Access AV is working with Paul to test pilot a cellular data  
28 backpack to go live from anywhere in Franklin County, called LiveU. Paul's brother in  
29 Stowe has used this to record disc golf. LiveU is a backpack that attaches to the camera  
30 and has internet capabilities. This system is not cheap, \$14,000 to \$15,000 and is a one-  
31 time purchase for the equipment and then the Wi-Fi is a pay-per-Gigabyte. Essentially,  
32 they can do the production from the control room. Town Meeting Day, Election Day, post  
33 shows, half time, sporting events, and concerts could all be run through the LiveU. Eric at  
34 Access AV is going to let Paul borrow this system to see if they like it and will put pins  
35 around the map of St. Albans to see if it works like they expect. Eric is going to send this  
36 up right after Thanksgiving. The LiveU uses several mobile data connections (cellular  
37 bonding and can grab 3 or 4 towers at once). Only 1 other access station in VT is using  
38 the LiveU, more will be explained in 8.a. NWATV has not had a lot of contracted work  
39 this year which is most of their other funding. After many months of the Alliance Video  
40 Festival, 3 of the 5 videos submitted were picked in the finalists. The COVID  
41 documentary received 3<sup>rd</sup> place for Documentary. The Election Coverage received 3<sup>rd</sup>  
42 place. And the Swanton Arts Council- hotdog painting program placed 1<sup>st</sup>. NWATV will  
43 receive a plaque for the 1<sup>st</sup> place and the two 3<sup>rd</sup> place videos will get certificates.  
44

45 **Tim Stetson made the motion to accept the Executive Directors Report as presented;**  
46 **Joyce Kemp seconded the motion. The motion carried unanimously.**

1  
2 **8. New Business-**

3 a. **Capital Budget Spending Approval-** Last year the team wanted to make a  
4 listing of items to purchase for the Capital Production equipment. NWATV has  
5 only spent \$7,000 that was budgeted. Paul had the team create a list of what they  
6 wanted versus what they needed. Paul would like an approval from the Board to  
7 purchase all the need items that were listed in a handout that was given to each  
8 Board member. NWATV had a budget of \$30,000, and the total amount to  
9 purchase would be about \$22,000. Some of the potential items would be a studio  
10 couch, updated drone, etc. Paul is looking for approval from the Board to purchase  
11 all the items listed. Tonight, they were searching for microphones, splitters, and  
12 cables to hold this meeting. NWATV would like to purchase the Live View and  
13 will put in a purchase order for this year to go along with the process to purchase  
14 next year. If they put in the PO now, the service agreement would give them extra  
15 tech support, and the data price would be locked in for an additional 3 months.  
16 Data plans would start at 15GB/month and wouldn't be locked into a certain price.  
17 The pricing is on par for regular months, and busier soccer months they may need  
18 to purchase additional data which is \$10-\$15 additional per GB. If the get the Live  
19 View NWATV would also discontinue their service with GlobalNet. The Board  
20 will vote to reaffirm the 2021 budget and vote again to purchase more items.

21  
22 **Bryce Bachelder made the motion to allow Paul Snyder to purchase all the listed**  
23 **items and the Live View, and to increase the Capital Expenses Spending by \$20,000**  
24 **for FY21; Joyce Kemp seconded the motion. The motion carried unanimously.**

25  
26 b. **Benefits Committee Report-** Paul Snyder spoke with Mike Curtis and  
27 Tim Stetson about the insurance plans for next year. The insurance costs including  
28 medical are going down from this year. With the difference in price, Paul asked  
29 staff if there is anything they want added to their benefits plan and Roger asked  
30 about LTD (Long Term Disability). Mike and Tim agreed that with saving money  
31 they could pay for LTD. Paul is waiting to hear back from Scott who handles the  
32 insurance. These benefits are only for the 3 full-time employees. It was suggested  
33 to look at the possibilities of LTD with Reliance Standard as they may have a  
34 package deal. Paul will report back to the Board next month which will be included  
35 in the budget proposal. NWATV employees also have a VIP Membership with  
36 CPSC, but with the pandemic, none of the employees have taken advantage of this  
37 membership.

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

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41 d. **Tim Hurlbut-** Mr. Hurlbut's 3-year term has expired, but he has agreed to  
42 serve another term on the Board. This term will go from 2021-2024.

43  
44 **Tim Stetson nominated Tim Hurlbut for another 3-year term; Virginia Holiman**  
45 **seconded this motion. The motion carried unanimously.**

1 e. **Election of Officers-** Joe Halko has been president for 3 years and is  
2 stepping down from this position but will remain on the Board. Tim Stetson is  
3 looking to be President. Bryce Bachelder has agreed to be Vice President, Mike  
4 Curtis will continue as Treasurer, Virginia Holiman would like to be the Secretary.  
5 With further discussion, there will be a small group to review the bylaws and see  
6 what needs to be updated. The bylaws currently say a Board member must have a  
7 Comcast subscription. Paul Snyder will work on this and will get to the Board  
8 ASAP. The Board will be amending the bylaws. This item has been tabled until  
9 next month to vote on officers.

10  
11 9. **Old Business-**

12 a. **Financial Insurance Suggestions-** Mike Curtis explained he has been  
13 working with Peoples Trust Company and will put off signing the contract for 30  
14 days due to the change in officers. The new Board members will need new banking  
15 authorizations forms to sign. NWATV has been waiting for the CD to mature and  
16 then to pay off the loan as they have a lot of cash that is not federally insured. PTC  
17 does have a program to disperse funds, so all of their money is insured. Lisa  
18 Hayden said if they close the CD early, they will lose all the interest they have  
19 accumulated throughout the year, which is \$726.00. In December when the CD has  
20 matured, they will close it and pay off the passbook loan and take the remaining  
21 \$60,000 and put it into their money market account. NWATV is in good financial  
22 shape and has lots of cash in the checking account. Mike Curtis explained they will  
23 need to set a limit, a suggestion is for PTC to keep \$90,000 in the checking account,  
24 \$160,000 in the money market account and sweep the rest into the other accounts to  
25 continue to have the FDIC protection. NWATV needs a minimum of \$75,000 per  
26 quarter to pay their expenses. Once NWATV elects the new officers, Paul will  
27 need to send a letter to the bank to let them know they are intending on paying out  
28 the loan in full upon maturity.

29  
30 b. **COVID-19 Protocol Update-** Paul Snyder expressed there is nothing new  
31 to update on in the office, most of the staff are fully vaccinated, and some have  
32 received their boosters. The staff have taken this pandemic very seriously over  
33 these last two years. The cases are rising in VT and many Boards are swaying to  
34 host meetings all digital again. There have not been any issues when someone is a  
35 close contact and communication has been good.

36  
37 10. **Approval of Minutes- 09/20/2021 & 10/18/2021**

38  
39 On page 4, line 20 change Batchelder to Bachelder.

40  
41 **Tim Stetson made the motion to approve the minutes of September 20, 2021, as**  
42 **amended; Virginia Holiman seconded the motion. The motion carried 8-0-0.**

43  
44 On page 1, line 35 change Batchelder to Bachelder.

45  
46 **Joyce Kemp made the motion to approve the minutes of October 18, 2021, as**

1 **amended; Bryce Bachelder seconded the motion. The motion carried 7-0-1. Wesley**  
2 **Kempton abstained.**

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4 **11. Executive Session**

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6 Bryce Bachelder made the motion to go into Executive session regarding Personnel; Tim  
7 Stetson seconded the motion. The motion carried 8-0-0.

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9 No action made in Executive Session.

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11 **12. Adjourn**

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13 **The Board Adjourned at 7:30 p.m.**

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16 Respectfully submitted,

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18  
19 Brianne King, Board Recorder

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23 \_\_\_\_\_  
24 **Tim Stetson, President**

\_\_\_\_\_

**Bryce Bachelder, Vice President**

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27 \_\_\_\_\_  
28 **Mike Curtis, Treasurer**

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**Virginia Holiman, Secretary**

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32 **Joe Halko**

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**Tim Hurlbut**

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35 \_\_\_\_\_  
36 **Joyce Kemp**

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**Wesley Kempton**