

1 **Northwest PEG-TV**

2  
3 Northwest PEG-TV Board of Directors Meeting

4 September 20, 2021

5 Minutes

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

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

11 **Unable to Attend:** Virginia Holiman, Michel Consejo

12 **Visitors:** Zach Scheffler

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14 1. **Call to Order**

15 Joe Halko called the meeting to order at 5:07 p.m.

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

18 None.

19  
20 3. **Programming Report-** Roger Lindala was excited to announce two in-house  
21 weekly programs are back, Sports Talk and Political Opinion. Some of the monthly and  
22 regular programs that were on Zoom will be back live, including Joe Halko's monthly  
23 NCSS show. NWATV had a record-breaking production day and produced 8 events with  
24 part-time and full-time staff, the shows consisted of School Board meetings and high  
25 school sports game between 4:30 and 7:00 PM that day. Staff were very flexible to do last  
26 minute schedule changes. NWATV is doing community outreach which will be held  
27 every second Saturday, the seminars will be for studio orientations, production, and  
28 camera skills. The morning section is handling the camera, afternoon is postproduction  
29 and editing. Alan has hosted 3 classes and will host 3 more, the feedback from people  
30 who have taken the class will be shared with the Board at the end of the year. NWATV  
31 will be at the After Glow music event on 9/18 to support suicide prevention. NWATV  
32 interviewed VT Organics which is a company that is giving away vegetables, over 100  
33 people have taken advantage of this program. NWATV has a contractor from CNN use  
34 the studio to record an interview for a regular CNN program.

35  
36 5:08 Virginia Holiman arrived

37  
38 4. **Technology Report-** Alan Cunningham is working on Fall Sports. At the BFA  
39 football game, against Middlebury they used the live stream box with instant replay  
40 ability. Tate Brooks and Anthony Labor were there helping the camera shots. Eddie  
41 Wood was the videographer on the ground. This Friday, the game will be at South  
42 Burlington, and there are three more home Football games. They are still having trouble  
43 getting constant internet connection at the Complex. The internet begins to fluctuate after  
44 a half hour- Alan believes it is the internet connection. This past game it was the least  
45 affected. Best Damn Sports Show is back. Inventory system update, they spoke with  
46 Gigatrack as they were waiting on Redbeam to update the check in/out system. Alan has a

1 webinar demo- upgraded version of what they have, and the pricing and features are pretty  
2 neck and neck. Redbeam is what they currently have and would prefer to stay with the  
3 same company but would like an updated inventory system. This tracks items in real time  
4 to check items out on the fly. Much easier when pulling inventory. This past week was  
5 the first class of the e-sports afterschool program through MVU, which will be held on  
6 Wednesdays from 4PM to 5PM- they hang out and play video games to all play together.  
7 Alan would like to do in-person with the students. Many good lessons to learn from the  
8 video games. Class will lead the live streaming- and how to put a game on YouTube and  
9 trying to bring in the interest. Northwest Nightmares will be held on October 25<sup>th</sup> and  
10 28<sup>th</sup>. September 1<sup>st</sup>, they opened submissions, and received the first submission today.  
11 There are 4 or 5 others actively working films in progress. Alan will reach out to the  
12 Technical Directors at NCTC, North Country Tech Center, Burlington Tech Center to see  
13 if they will do any submissions as well. They have recorded 2 more podcasts for  
14 Northwest Nightmares, showing easy how to videos for practical events for the movies- to  
15 live on YouTube as a tutorial, including burns and blood. Trophies and prizes were  
16 ordered. This week they began showing the 2013 submissions and will continue each year  
17 up to the premier of 2021. Crowd Source Cinema has done a version of Jurassic Park;  
18 Alan and his kids had submitted a scene as well as Katie Foster; the show will premiere on  
19 Friday, October 15<sup>th</sup> on channel 1070, and reruns on Saturday and Sunday night.  
20

21 **5. Treasurers Report-** Mike Curtis shared NWATV has a strong balance sheet, most  
22 companies who have a ratio of 3 to 1 for their current assets vs liabilities; NWATV's ratio  
23 is 4.91 to 1. NWATV's debt to worth is a .39 and usually it's 2 to 1, meaning NWATV  
24 could go into the bank and pay off all their debt and continue to run the station. Presently  
25 NWATV has over \$450,000 in the bank that is uninsured. \$121,000 was used to pay  
26 down in debt this year over the first 8 months. The strength of NWATV's balance sheet is  
27 strong. Mike Curtis explained the profit and loss for the first 8 months of this year, shows  
28 \$292,000 received in public support with an additional \$18,000 in school funding. Last  
29 year they received \$291,000 cumulative, showing the support is up 4.6%. The expenses  
30 have increased by \$27,000 over last year which is due to payroll. There were two  
31 questions on the check register, an Amazon order for \$640 which was a portable riser for  
32 the videographers to stand on to do the football game coverage. VT Access Network, this  
33 was the annual dues. It was also noted the accounting expense was down.  
34

35 **Tim Stetson made the motion to accept the Treasurer's Report and checks issued as**  
36 **presented; Virginia Holiman seconded the motion. The motion carried 7-0-1. Mike**  
37 **Curtis abstained.**  
38

39 **6. Executive Director's Report-** Paul Snyder continuing with financials explained  
40 snow plowing/landscaping rate was \$285 and has increased to \$320. Every year would be  
41 subject to an increase and the rate has not increased in 3 years. Cleaning fees with  
42 Lorraine Smith was also increased to \$35/hour. NWATV has two new videographers  
43 which have already had a handful of events under their belt. Joshua has done almost 40  
44 hours of work, and has been great with taking on additional assignments. He has a lot of  
45 experience with screen writing and TV production on a professional level. Interesting  
46 take on Public Access, and has excelled in the last month. Hunter has done 5 or 6 events,

1 and he has borrowed equipment to do work on his own as well. It is great to have a crew  
2 now that has experience and training. Sports have returned for the Fall, they manage  
3 spreadsheet to tackle football and soccer coverage, they are not sure if they have enough  
4 resources to take on other sports to not spread staff too thin. NWATV has had great  
5 resources for Friday night football for BFA and they are working every week to get better  
6 at the production. There will likely and hopefully be fans back in the gym at BFA this  
7 winter. Looking forward to the views from last year. They will not have the same  
8 viewers as they had last year in the Winter, but that is because people will be in the gym  
9 hopefully. NW Nightmares, everyone is working on projects, the show will be on Oct 25<sup>th</sup>  
10 at the Welden and then there will be an afterparty at Twiggs, October 28<sup>th</sup> it will be at the  
11 Sunset Drive In. Staff are working on promos and trailers. The Annual Meeting will be  
12 on October 18<sup>th</sup> at 6PM. Board and employees are invited in person, the public will be  
13 joining digitally. Awards and recognition for people to look forward to. NWATV  
14 submitted videos and productions for the Alliance for Digital media, they were selected as  
15 3 finalists for 3 of the 5 videos they submitted. This finalist videos were Election  
16 Coverage for 2020, a documentary for NMC, doing an interview with an ICU nurse- waw  
17 emotion uncut during COVID, and the Swanton Arts Council- how the meeting went  
18 during the month, Katie Foster was dressed up as a hotdog. They will find out in less  
19 than a month where they placed. NWATV has a lot to celebrate in October.

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21 **Wesley Kempton made the motion to accept the Executive Directors Report as**  
22 **presented; Mike Curtis seconded the motion. The motion carried unanimously.**  
23

24 7. **New Business-**

25 a. **Public Comment-** Zach Scheffler was excited to see all the things  
26 going on at NWATV including the programming and financials. He thanked the  
27 Board and staff for making all of this happen. Mr. Scheffler explained he felt the  
28 Hate Speech Policy is a big and difficult issue. Mr. Scheffler reminded the Board  
29 of the FCC Cable Act, with Manhattan Access- and that media factories that have a  
30 similar policy and how they deal with hate speech. Shows are coming back and  
31 there is more engagement which may come with more guardrails that need to be put  
32 up.  
33

34 8. **Old Business-**

35 a. **Hate Speech Policy-** Paul Snyder explained when he left for vacation he  
36 spoke with Rob Chapman who said this is in the hands of the Board to implement  
37 the policy. The content that is put in access on these channels are similar to  
38 ORCCA and VCAM. To talk about the opinion or safe harbor hours for those  
39 shows to live. These rules exist so children/teenagers are not subjected to this. This  
40 decision to implement the Hate Speech is not up to Paul, but is up to the Board.  
41 The Media Factory and ORCCA have implemented this. Having this in place will  
42 give a safe place for people to connect with and utilize this building and to produce.  
43 If people see potential roadblocks they may not want to participate. There is not a  
44 federal law for this, but how they want to present themselves to the community.  
45 Joyce Kemp believes this is important to have. Policies are already a part of the  
46 producer forms. The Board would need to work on this and have a Hate Speech

1 Policy and Programming Policy. Well within the scope of the Board, it is just as  
2 much a programming policy. These are the guardrails where they fall and when the  
3 hours of the production would be held. The new employee would go over this  
4 form. Government meeting with hate speech- technically they are not producers.  
5 The policies are on the producers. Never had has direction to not broadcast  
6 governmental meetings. The organization exists for people to have free speech, but  
7 the speech should not be hateful. NWATV will dull the audio for obscenities. If  
8 something occurred that pushed on a hate speech, Roger would address this. To  
9 include political beliefs. Programming policy- programming directive is well  
10 within the scope of what NWATV does. They are a public group- regulated by  
11 legislative by nature. Safe Harbor Hours are between 2AM and 5AM. This will not  
12 affect a lot of people but will be viewed as fairness- to the producer and the viewer.  
13 The producers do have the right to upload their programs on their personal  
14 YouTube channel. Producers can advertise their programs as much as they want.  
15 This would be added to the producer form and that would be included when they  
16 are beginning employment. Once adopted as a policy, NWATV will do updated  
17 producer forms.

18  
19 **Joyce Kemp made the motion to adopt the Hate Speech policy as read and modified**  
20 **by Paul Snyder; Bryce Batchelder seconded the motion. The motion carried 8-0-0.**

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22 Tim Hurlbut left at 6:33 P.M.

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24 b. **Insured Funding Update-** Paul Snyder reached out to Danielle Manahan  
25 at PTC and explained their situation where they are over their FDIC insurance. Lisa  
26 Hayden at PTC who works in Cash Management sales explained there is still a  
27 possibility for them to be insured through PTC. The bank is part of a special  
28 network transaction account they can receive coverage where there is a network of  
29 banks, they can separate the funds to be federally insured. Paul Snyder and Mike  
30 Curtis will set up a meeting to hear more information. The banks take anything  
31 over the \$250,000 limit and put it into the group. The funds remain in the bank, but  
32 they are accounts of the other insured banks. If you are a Federally Chartered Credit  
33 Union, you have this insurance that is as good as the FDIC. If you are not a Fed  
34 Credit Union, you do not have this insurance. NEFCU is fully insured. They could  
35 see if the clause said all the deposits are with the bank.

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37 c. **COVID-19 Protocol Update-** Paul Snyder explained their protocols are  
38 still the same, and he does not want employees coming in if they are not feeling  
39 well. The employees have taken the initiative to get tested when they do not feel  
40 well and are showing any of the COVID symptoms. Everyone has been responsible  
41 which has allowed NWATV to stay open this year and to continue forward.

42  
43 9. **Approval of Minutes- 08/16/2021**

44  
45 **Page 3, line 17** “some videos are not.” Needs to be replaced to “some municipalities are  
46 not”.

1  
2 **Mike Curtis made the motion to approve the minutes of August 16, 2021, as**  
3 **amended; Tim Stetson seconded the motion. The motion carried 7-0-1. Wesley**  
4 **Kempton abstained.**

5  
6 **10. Executive Session**

7  
8 None.

9  
10 **11. Adjourn**

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12 The Board Adjourned at 6:52 p.m.

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15 Respectfully submitted,

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18 Brianne King, Board Recorder

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22 \_\_\_\_\_  
23 **Joe Halko, President**

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**Michel Consejo**

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26 \_\_\_\_\_  
27 **Tim Stetson, Vice President**

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**Virginia Holiman**

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31 **Mike Curtis, Treasurer**

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**Tim Hurlbut**

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34 \_\_\_\_\_  
35 **Bryce Bachelder, Secretary**

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**Joyce Kemp**

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38 \_\_\_\_\_  
39 **Wesley Kempton**