

1 **Northwest PEG-TV**

2  
3 Northwest PEG-TV Board of Directors Meeting

4 December 20, 2021

5 Minutes

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

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

10 **Unable to Attend:** Wesley Kempton, Tim Hurlbut, Virginia Holiman

11 **Visitors:**

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13 1. **Call to Order**

14 Joe Halko called the meeting to order at 5:05 p.m.

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16 2. **Changes or Adjustments to Agenda- None.**

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18 3. **Election of Officers-** Joe Halko has asked Paul Snyder to read the by-laws on the  
19 change that was voted upon in 2018. The eligibility to be a Board Member has been  
20 changed to a person who works, lives, or studies in Franklin County.

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22 **Joyce Kemp made the motion to elect the following 1-year term officer positions;**  
23 **Tim Stetson as President, Bryce Bachelder as Vice President, Mike Curtis as**  
24 **Treasurer, and Virginia Holiman as Secretary; Mike Curtis seconded the motion the**  
25 **motion carried 5-0-0.**

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27 **Tim Stetson carried the meeting.**

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29 4. **Technology Report-** Alan Cunningham explained NWATV has been getting  
30 ready for the winter sports, the games they have already filmed have turned out well. The  
31 hardest thing is the schools keep having game schedule changes. Alan and Paul went  
32 around Franklin County testing out the LiveU equipment and will continue to test out  
33 additional places. Places tested include Montgomery, Richford and Enosburg and had  
34 good cell service, they did find a trouble spot in Montgomery, it picked up a little signal  
35 but had a hard time connecting. Alan is personally proud of the Santa Show that was  
36 produced last week. It is so well done and was glad they were able to pull off the look  
37 they were envisioning with the green screen.

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39 5. **Treasurers Report-** Mike Curtis explained good news all around. There is too  
40 much money in the checking account, they will need to transfer money into the money  
41 market to gain interest. The banking resolution needs to be signed with the new officers  
42 and the excess money will need to be moved into the other accounts as discussed at prior  
43 meetings. The current assets are up over last year and have 4.2% more cash over last year.  
44 The CD will be closed out and the money will be applied to the Peoples Trust loan against  
45 the CD and the remainder of the funds will go into the bank account. The PPP Grant has  
46 been forgiven and Paul will let the accountant know this so they can remove it off the

1 financial statement. NWATV has paid over \$120,000 on the principal of the mortgage to  
2 reduce finances over the past year, leaving them in a strong equity position. The direct  
3 public support is up over last year by 2.3%, the miscellaneous revenue is down this year  
4 due to the CRF funding.

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6 **Bryce Bachelder made the motion to accept the Treasurer’s Report as presented; Joe  
7 Halko seconded the motion. The motion carried 4-0-1. Mike Curtis abstained.**

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9 **Joe Halko made the motion to accept the check detail as presented, Bryce Bachelder  
10 seconded the motion. 4-0-1. Mike Curtis abstained.**

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12 6. **Executive Director’s Report-** Paul Snyder explained the purchases have been  
13 placed for the equipment that was approved last month. They are looking to get all the  
14 invoices paid, Evan at MGTV will be issuing checks. Statewide news, there is new  
15 legislation for access stations to request funding from the legislature which is looking  
16 promising. Paul Snyder was approached by a few members of VAN on how they do  
17 sports recording. VAN wants to partner with the VPA and cover sports as a state to  
18 potentially cover games they were not allowed to cover in the past like championship  
19 games. Currently, the VPA get NSN to cover the championship games. There have been  
20 a few instances lately where videographers don’t have anyone in person for a meeting;  
21 NWATV is reviewing to see if they can record via zoom and have tech support let  
22 NWATV know to not send a videographer. Sports have returned, tonight they have 7  
23 games, and coverage has been a bit crazy. This year more than ever they have had  
24 cancelations and postponements, so they have been juggling the scheduling. They love  
25 what they see and have a lot of good viewers and sponsors from their viewers. The  
26 holiday programming covered Tractor Parade and the Santa show. Roger is currently on  
27 vacation but is attending this meeting. NWATV has covered more than a dozen holiday  
28 programs, two open mic nights in the studio, sports, and they hosted 22 students from  
29 BFA to record a project in the studio. Annual Holiday present has arrived for the Board  
30 members, please contact Paul before stopping by.

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32 7. **Executive Session (Personnel)-**

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34 **Mike Curtis made the motion to go into Executive Session regarding Personnel and  
35 invited Paul Snyder at 6:04 p.m.; Joe Halko seconded the motion. The motion  
36 carried 5-0-0.**

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38 The Board Exited Executive Session at 6:27 p.m.

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40 **Mike Curtis made the motion to confirm what was talked about in Executive Session.  
41 Joyce Kemp seconded the motion. The motion carried 5-0-0.**

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43 8. **New Business-**

44 a. **2022 Budget Proposal-** Paul Snyder presented the budget, it is expected  
45 NWATV will have a decrease in revenue next year. The costs for the building and  
46 maintenance are estimated to be the same as budgeted in 2021 but reallocating in

1 different categories. Contracting services should go down as they should not have  
2 high accounting fees and contracting fees. Property insurance and loan interest  
3 should go down for 2022. Operating expenses should be about the same. Personnel  
4 insurances should go down from the prior year. Payroll will increase. Sports  
5 production/remote production should increase for 2022. In all, the expenses should  
6 go up nearly \$30,000.  
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8 **Joe Halko made the motion to approve the budget of 2022 as presented; Bryce**  
9 **Bachelder seconded the motion. The motion carried 5-0-0.**

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11 b. **Public Comment-** none.  
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13 9. **Old Business-**

14 a. **LiveU Equipment Update-** Alan Cunningham and Paul Snyder took the  
15 equipment to the park in Enosburg, and Highgate Arena. There was some trouble  
16 in Fairfield/Bakersfield as there was limited service. Alan is going to take it back  
17 out to the area again this week to see if they can get a signal. After speaking with  
18 AccessAV, sometimes it is harder to get a signal when using an online server.  
19 When NWATV purchases their own LiveU, the service should be even better as  
20 they will be using a physical server not a cloud-based server. Paul Snyder loves  
21 this system and can send footage directly to the Facebook Live, being able to go  
22 live from wherever. Access AV us offering NWATV an additional 3 months of  
23 support; data and support renew after 15 months. Great addition for their  
24 equipment. Paul wanted to let the Board know how the testing went and he is ready  
25 to place the order.  
26

27 b. **COVID-19 Protocol Update-** There have been some changes around the  
28 state with the new variant. NWATV is taking the same precautions to stay healthy  
29 throughout the holiday season. Everyone they have come in contact with has been  
30 very respectful of everyone's space and privacy. Some videographers have come  
31 down with COVID throughout the last few months.  
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33 10. **Approval of Minutes- 11/15/2021**  
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35 **Mike Curtis made the motion to approve the minutes of November 15, 2021, as**  
36 **amended; Bryce Bachelder seconded the motion. The motion carried 5-0-0.**  
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38 11. **Adjourn**  
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40 **The Board Adjourned at 6:54 p.m.**  
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43 Respectfully submitted,  
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46 Brianne King, Board Recorder

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**Joe Halko, President**

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**Tim Stetson, Vice President**

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**Mike Curtis, Treasurer**

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**Bryce Bachelder, Secretary**

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**Wesley Kempton**

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**Virginia Holiman**

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**Tim Hurlbut**

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**Joyce Kemp**