

1 **Northwest PEG-TV**

2
3 Northwest PEG-TV Board of Directors Meeting

4 April 18, 2022

5 Minutes

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7 **Present for a quorum:** Tim Stetson, Joe Halko, Virginia Holiman, Joyce Kemp, Tim
8 Hurlbut

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

10 **Unable to Attend:** Bryce Bachelder, Mike Curtis, Wesley Kempton

11 **Visitors:** None

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13 1. **Call to Order**

14 Tim Stetson called the meeting to order at 5:01 p.m.

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16 2. **Changes or Adjustments to Agenda-** Add item: Contract Renewal for
17 Snowplowing and Landscaping.

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19 3. **Introduction of Guests-** No guests present for meeting.

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21 4. **Programming Report-** Roger Lindla explained him and Alan Cunningham
22 recorded another open mic show which got lots of attraction. The Second Saturday series
23 is going well, three Board members attended along with additional participants. Roger is
24 looking to add three additional sessions for people who have expressed interest but are not
25 available on Saturday's. NWATV has recorded the MVU Musical, and the Swanton
26 Librarians have recorded more story times for their outreach. NWATV will play the story
27 times early in the morning for the younger viewers. The Maple Festival is coming up and
28 NWATV will record the parade, talent show, and the main stage performances. Shout
29 outs to Joshua Prior who is recording and producing a 4-part seminar, Joshua Cox is
30 producing a show which will host Patrick Murphy to teach people how to draw. Roger is
31 looking forward to report how the new shows turned out next month. It was asked when
32 recording and sending out concerts and plays, does NWATV they have the rights for this?
33 If the director bought the rights to the material (play, music) then it can be distributed
34 amongst the participants, but not to the public. The material cannot be broadcasted on the
35 channels.

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37 5. **Technology Report-** Paul Snyder explained they are slowly working on getting
38 the e-sports gaming stations ordered and installed. Paul was able to get the computer at
39 asking price which gives them the opportunity to put more money towards monitors and
40 subscriptions. When Paul is back from vacation, they can finish ordering the equipment
41 and desks. Alan is gearing up for the Northwest Nightmares, they are halfway to
42 Halloween and Alan sent out the first email to participants today.

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44 6. **Treasurer's Report-** Mike Curtis was not able to attend, the Treasurer's Report
45 was attached to the Board packet.

1 7. **Executive Director's Report-** Paul Snyder explained the computers for the e-
2 sports have been purchased, and they are working on getting the secondary parts. Paul
3 was approached by the VT Access Board and asked him if he would run for the President
4 position on their Board. Paul's name came up, and all the great things NW Access TV has
5 been doing they would like Paul to be on their Board. VT Access Board is prepared to
6 nominate Paul in May at their meeting. Paul would like the Board's permission; Joe
7 Halko explained this is a great opportunity and an honor. Being on the Board will give
8 Paul more insight, awareness, and can open more doors for connections. For property
9 news, the stormwater permit needed to be renewed and filed with the State of VT, Cross
10 Consulting did this for NWATV. NWATV has a new videographer, Hunter Parah who
11 was recommended by Mason Mashtare; he started a couple of weeks ago and is already
12 doing solo assignments. NWATV will lose a couple of videographers for a couple of
13 months soon, but they should be back. NWATV has finally received all their equipment
14 that was purchased in December, many items were backordered. Spring sports have
15 begun and NWATV has plans to cover some of their games. It is hard to cover due to the
16 weather, but this will give them the opportunity to test out the LiveU equipment more and
17 will do a bigger production for the Track and Field at the CPSC. Brianne's last meeting is
18 tonight, the Board thanked her for her years of service.

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20 8. **New Business-**

21 a. **Overtime Policy-** Paul Snyder would like to table this for next months
22 meeting.

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24 b. **Public Comment-** None.

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26 9. **Old Business**

27 a. **Renal Policy Review-** Paul took the Equipment Rental Policy agreement
28 from Brattleboro's Access Station, made some changes and presented it to the
29 Board. This rental policy would be in the handbook, it is proposed to go in as Policy
30 11.2 Rental Policy. The terms would be set at a fee paid at 10% of the equipment
31 cost, and a late fee of 2%. The renter would pay 100% of the purchase cost if it was
32 lost or broken. There will be a minimum \$25.00 reservation. Staff are prohibited
33 from receiving compensation, financial or other in-kind, by producers outside of the
34 organization for production using NW Access TV equipment and resources unless
35 the employee rents the equipment following 11.2 Rental Policy.

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37 **Joe Halko made the motion to accept the Rental Policy as presented with**
38 **adjustments; Virginia Holiman seconded the motion. The motion carried 5-0-0.**

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40 b. **Remote Attendance (Board of Directors)-** Paul Snyder sent the language
41 from the State of Vermont in the Board packet. A Board member asked if they
42 could continue to attend meetings remotely. NWATV does not have specific
43 language in the bylaws and the State of Vermont says you do not have to be in
44 person, but you do need to have a public place to meet. They can host an all-online
45 meeting or join via electronically to attend the meeting moving forward, as well as
46 in person.

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2 c. **Executive Director Review-** Tim Stetson met with Paul reviewed Paul's
3 performance. Tim Stetson wanted to inform the Board the review took place and
4 everyone was happy.

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6 d. **Snow Plowing/Removal Agreement-** Paul Snyder presented a snow
7 plowing and landscaping agreement from their current provider which would run
8 from May 2022 through March 2025 this agreement stated the prices over the next
9 few years. NWATV is currently paying \$320/month, the renewal would be for the
10 overall contract.

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12 **Virginia Holiman made the motion to accept the snowplowing and lawn care**
13 **agreement as presented; Tim Hurlbut seconded the motion. The motion carried 5-0-**
14 **0.**

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16 e. **Amendment to the Bylaws-** The Bylaws were posted for over 21 days,
17 and the Board would like to change the unexcused absences from 1 unexcused
18 absence to 3 unexcused to be removed from the Board.

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20 **Joe Halko made the motion to accept the bylaws as presented and amended; Joyce**
21 **Kemp seconded the motion. The motion carried 5-0-0.**

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23 f. **COVID-19 Protocol Update-** A couple of people who work for NWATV
24 have tested positive over the last couple of months. Those staff have tested and
25 waited the appropriate amount of time to come back to work. Currently NWATV is
26 waiting on another videographer to reach the appropriate timeframe to come back to
27 work. But all is swell.

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29 10. **Approval of Minutes-** 03/21/2022 minutes were attached.

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31 **Joe Halko made the motion to approve the minutes of March 21, 2022, as presented;**
32 **Virginia Holiman seconded the motion. The motion carried 5-0-0.**

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34 11. **Executive Session**

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36 None.

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38 12. **Adjourn**

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40 **Joe Halko made the motion to adjourn the meeting at 5:39 p.m.; Virginia Holiman**
41 **seconded the motion. The motion carried 5-0-0.**

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43
44 Respectfully submitted,

1 Brianne King, Board Recorder

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Joe Halko, President

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10 **Tim Stetson, Vice President**

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Mike Curtis, Treasurer

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Bryce Bachelder, Secretary

Wesley Kempton

Virginia Holiman

Tim Hurlbut

Joyce Kemp