

1 **Northwest PEG-TV**

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3 Northwest PEG-TV Board of Directors Meeting  
4 February 21, 2022  
5 Minutes

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7 **Present for a quorum:** Tim Stetson, Joe Halko, Virginia Holiman, Mike Curtis, **Joyce**  
8 **Kemp, Wesley Kempton, Bryce Bachelder**  
9 **Administrators/Staff: Paul Snyder (Executive Director)**

10 **Unable to Attend:** Tim Hurlbut

11 **Visitors:**

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13 1. **Call to Order**

14 Tim Stetson 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. **Treasurers Report-** Mike Curtis reviewed the year end Dec 31, 2021 report with  
19 the Board. NWATV realized a net surplus of \$91,000. The operating expenses were up  
20 by 17% over last year, and staff salaries were also increased over last year. The  
21 depreciation and contract services were lower this year. For every \$1.00 of income that  
22 comes in, \$0.88 is expenses, and the \$0.12 is retained as profit in the bank. The cash  
23 balance was \$562,000, the total liabilities have decreased since 2020. The loan interest  
24 expense went up last year, and the overall equity has increased. Looking at the balance  
25 sheet as of January 31, 2022, \$204,756 is in the checking account that does not earn  
26 interest. NWATV received \$110,000 from Comcast, and Mike recommends transferring  
27 \$185,000 from the checking to the savings account to maximize the amount of interest and  
28 would need a Board approval; this would drop the balance to \$110K and would cover  
29 nearly 3 months' worth of expenses. Mike Curtis is going to speak with Lisa Hayden at  
30 PTC to get the signature card corrected.

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32 **Mike Curtis made the motion to move \$185,000 from the checking over to the savings**  
33 **account; Joe Halko seconded the motion.**

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35 **Mike Curtis made the amended motion to move \$121,000 from the checking over to**  
36 **the savings account; Joe Halko seconded the motion. The motion carried 5-0-0.**

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38 4. **Executive Director's Report-** Paul Snyder explained funding from Comcast was  
39 relatively flat, this quarter they received \$110,000 and saw over a 4.5% increase since last  
40 year. The PTC financial paperwork has been finalized and Bryce Bachelder is now on the  
41 checking account. The LiveU equipment has been delivered, and NWATV is waiting on  
42 extra equipment from AccessAV. NWATV is still in the peak of the sports season, they  
43 are 67 games in and still recording as many as possible. There were some Wi-Fi issues at  
44 the Highgate Arena, so they recorded and showed later, it is nice to see the Highgate arena  
45 is packed each week. There are between 7 and 15 games left on the schedule and  
46 potentially more depending on which teams make the playoffs. The sports coverage has

1 been switched over to YouTube as Facebook wouldn't always allow all of the content  
2 when there is music in the backgrounds. Great response from the community to find the  
3 videos. This year there has been a decline in live videos, but the average watch time has  
4 increased from 2.5 minutes to 20 minutes. Town Meeting Day will be in a week, results  
5 show will be from 8-9PM. Messenger staff has had a changeover, and the partnership  
6 may be missing due to the new staff. NWATV's Open Mic Variety Show, will have a  
7 guest appearance by Joel Ellerbrock who is a reporter and is going to join the next open  
8 mic night on Thursday and do a feature as well as interview staff. On Roger's second  
9 Saturday course he had 4 participants.

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11 (Wesley Kempton & Joyce Kemp arrived)

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13 5. **New Business-**

14 a. **Rental Policy-** Paul was approached by one of their videographers, JR who  
15 was asked by an outside company to produce some videos for them. He was  
16 looking to see if he could rent equipment to do the work for them. Paul was  
17 wondering if NWATV should allow this. What is being produced is falling under  
18 the mission of NWATV. Paul feels if they had some sort of rental policy where  
19 fees are being exchanged. Brattleboro has two rental options- if content will air  
20 they require 2% of equipment cost as a reservation. An estimated amount of \$4,000  
21 worth of equipment the rental fee would be \$80.00- this option would apply to  
22 employees only. Option B for a non-employee, the cost would be 8% of the total  
23 cost of the equipment and join as a member of NWATV which is a \$50.00 fee and  
24 training of \$70.00. NWATV could create a combo package. Paul explained he  
25 would feel comfortable to do this for their employees. It would be nice if the final  
26 product could be used with NWATV. The Board discussed taxable income. The  
27 Board will continue with the policies they have in place. Ideas were discussed to  
28 offer a commission or a bonus, incentive to make connections with the companies  
29 and can bring in more revenue. Paul will reach out to Evan the accountant and see  
30 what they want to set the parameters to. This policy would only apply to someone  
31 who rented equipment.

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33 b. **Security Upgrade-** Paul has been taking about a security policy when  
34 videographers need to access the building on off hours, Paul has been giving them a  
35 key to access the building. DC Innovations and Energy came down a couple of  
36 weeks ago and looked to see what NWATV wanted and how they could change  
37 this. Providing a keyless entry with a keycard, each person would have a different  
38 key card, cameras that are not associated with the current system will remain  
39 separate. The estimate they received is just below \$5,000. Keyless system will  
40 allow to deactivate and reactive the alarm. Paul will be able to monitor who is  
41 using the doors and what times the options of key card or pin code makes sense. If  
42 an employee lost their keys and copies of keys are concerning as someone could  
43 break into the building. The check in and check out system will track the  
44 employees and Paul can monitor off site, he could even revoke access off site if  
45 needed. This is for the back door only; the front door entrance is only open during  
46 the regular hours of operation. There will be an extra cost to re-key the locks.

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2 Mike Curtis made the motion to approve the expenditure of up to \$5,000 for the security  
3 upgrade, Bryce Bachelder seconded the motion. The motion carried 7-0-0.  
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5 c. **Board Member Search-** Paul Snyder explained he was nervous there  
6 would not be enough Board members for a quorum, he has not heard from Tim  
7 Hurlbut in quite some time and would like a committee to come together to get a  
8 new person on the Board. The Board will create a Board Member search  
9 committee, the members will be Virginia Holiman and Mike Curtis. The committee  
10 should potentially seek out two new members because once Mike Curtis finishes his  
11 term in October, he will not renew his term. Paul will put a PSA on the Station.  
12 The Board discussed the bylaws, which states a Board member may be terminated  
13 if they have more than 1 unexcused absences, they will amend in a future meeting  
14 to have this changed to 2 unexcused absences.  
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16 d. **Public Comment-** none.  
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19 **6. Old Business-**

20 a. **COVID-19 Protocol Update-** Paul Snyder explained everything is going  
21 well, boards are bouncing back with virtual and in person. NWATV is working  
22 with the Boards to create some sort of technology to not have a gap with sending  
23 resources to an empty room. On Town Meeting Day, there will be 0 from the floor  
24 discussions, when two years ago there were 8 from the floor meetings. There are  
25 producers who are still coming into the station and producing shows. NWATV is  
26 making sure they are following protocols correctly, and so the station can stay open.  
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28 **7. Approval of Minutes- 12/20/2021**

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30 **Mike Curtis made the motion to approve the minutes of December 20, 2021, as**  
31 **presented; Virginia Holiman seconded the motion. The motion carried 7-0-0.**  
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33 **8. Executive Session**  
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35 **Joe Halko made the motion to enter Executive Session at 6:27 p.m.; Mike Curtis**  
36 **seconded the motion. The motion carried 7-0-0.**  
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38 **The Board exited Executive Session at 6:33 p.m. with no action necessary from**  
39 **discussions.**  
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41 **9. Adjourn**  
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43 **The Board Adjourned at 6:35 p.m.**  
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46 Respectfully submitted,

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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**