

1 **Northwest PEG-TV**

2
3 Northwest PEG-TV Board of Directors Meeting

4 March 21, 2022

5 Minutes

6
7 **Present for a quorum:** Tim Stetson, Joe Halko, Virginia Holiman, Mike Curtis, Joyce
8 Kemp, Bryce Bachelder, Tim Hurlbut, Wesley Kempton (arrived at 5:15 p.m.)

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

11 **Unable to Attend:**

12 **Visitors:**

13
14 1. **Call to Order**

15 Tim Stetson called the meeting to order at 5:07 p.m.

16
17 2. **Changes or Adjustments to Agenda-** Discuss the future dates for Board meetings.

18
19 3. **Programming Report-** Roger Lindala explained there are four new community
20 producer prospects; two are rekindling relationships with community organizations that
21 haven't had contact in 4 or 5 years, the other two new relationships are individual
22 producers who are both looking to produce are shows. Many boards are still running
23 hybrid meetings, and it looks like the hybrid system is here to stay. NWATV has been
24 consulting with some towns and school boards to install permanent and semi-permanent
25 microphones which would be installed overhead the meeting area. NWATV has asked the
26 Town of St. Albans to add permanent microphones to the new St. Albans Town Hall. In
27 February they produced 130 programs which is up from the 77 produced last year, Roger
28 is hopeful they will hit around 130 programs again next year. Second Saturday's classes
29 are going well, and Roger is offering this course to the Board members- Virginia would
30 like to be added to this.

31
32 4. **Technology Report-** Alan Cunningham explained they have finished up the
33 winter sports season. Alan recorded a Milton hockey game at the Highgate arena, and
34 NWATV asked Dustin Tanner to help and record some games. Overall, this year was a
35 great sports season. NWATV recorded the Rail City raffle at the St. Albans Museum
36 where they had prerecorded parts and live footage to put into a show which was aired on
37 Zoom, YouTube, and their site; they heard great feedback from this show. Town Meeting
38 Day coverage went well, the show was hosted in the studio and over Zoom, and
39 everything went as it should. Paul and Alan are getting ready to clean up the equipment
40 room. NWATV is looking to get more sponsors next year.

41
42 5. **Treasurer's Report-** Mike Curtis explained on the income statement, the ordinary
43 income has declined by \$10,000 over last year primarily due to the increase in payroll
44 wages and benefit expenses. The new locks/security system have been installed through
45 DC Energy. The net income was \$4,000 this month compared to \$19,000 last year due to
46 spending \$16,000 in equipment purchases so far this year. The public support was

1 \$74,000 which was a 4.3% increase over last year and NWATV was worried to have a
2 50% decline in support due to Comcast. The income is up which was not expected. The
3 Interfy paperwork was signed and should be in effect, Paul confirmed he can see it when
4 he is looking at the balances. \$100,000 was transferred to the money market, and next
5 month Mike will do a quarterly review with the Board. Mike will most likely recommend
6 making another mortgage reduction. Mike did not see anything out of the ordinary on the
7 check detail.

8
9 **Bryce Bachelder made the motion to move approve the Treasurer's report as**
10 **presented; Wesley Kempton seconded the motion. The motion carried 7-0-1 Mike**
11 **Curtis abstained.**

12
13 6. **Executive Director's Report-** Paul Snyder explained now that they have
14 the LiveView equipment, they have ended their service agreement with GlobalNet. For
15 statewide news, Gov. Scott approved \$300,000 to go to Access TV's across the state of
16 VT the VAN board will split this across the access stations, NWATV will received
17 \$12,500. This money will help offset loss in cable revenue and NWATV will have this as
18 a back up funding source. There is \$600,000 requested for next year and they will see
19 what the outcome will be. The Panasonic kits from Access AV were recently shipped and
20 should be delivered soon which will conclude all the FY22 purchases. There is a new type
21 of microphone that is suspended above the meeting, and the voice quality is much better.
22 They are looking to have these mics permanently installed at the locations which would
23 save setup time and make the production better. NWATV will be testing and then will be
24 looking for approvals from boards for an all included system from their building and allow
25 for someone to be in-house from NWATV to run cameras. Paul explained he is super
26 proud of the team and the number of games recorded. NWATV was asked by Milton
27 hockey to cover playoff games at the Highgate arena. The transition from Facebook to
28 YouTube was seamless and the response was great as people can access the games on
29 their TV or phone. The platform and quality are better and does not cut out when there is
30 music. Paul Snyder explained spring sports are coming up, and they will not be able to
31 cover all the games, and they may cover a game of the week. Some of the Franklin
32 County high schools play each other so they could get two Franklin County teams
33 recorded at once. Town Meeting Day was great and successful and ran smooth! Paul
34 recounted when he started, Town Meeting Day was a hectic day. Richard Copperwaith
35 and Bridget Higdon from the Messenger were on the show to produce. The security
36 system is still being installed, and once finished all employees will receive a key card. DC
37 Energy is still working on this project. Paul explained it is a couple buttons to inactivate
38 or reactivate a card and he can monitor the cards remotely.

39
40 7. **New Business-**

41 a. **Board Member Policy Adjustment-** Currently in the Board Bylaws, it
42 states if a Board member is unexcused 1 time they can be excused from the Board.
43 The Board is looking to change this to 3 unexcused absences and they can be
44 excused. If a Board member would like to resign, they will have to submit their
45 resignation in writing to the Board Secretary.

1 **Tim Hurlbut made the motion to change the number of unexcused absences in**
2 **the bylaws from 1 unexcused absence to 3 unexcused absences. The motion**
3 **passed unanimously.**
4

5 b. **eSports Equipment Discussion-** Paul explained Alan put together a
6 proposal for four workstations for eSports. eSports is gaming through a workstation
7 (computer). This equipment would double as additional editing computers for the
8 classes that are being taught at NWATV. There is a want for kids, adults, and
9 students to play video games in a competitive way. The class Alan teaches at MVU
10 has grown over the course of the year and would be good for the station. This
11 unique opportunity would put NWATV apart from other access stations. This is
12 also a great Segway to get people into programming. Alan has been a gamer for
13 several years and has done his own streaming and managing his own YouTube
14 channel. This is a great time to learn transferrable skills, with camera operating,
15 editing, and commentating and behind the scenes. NWATV could use these
16 eGaming stations to host clubs, classes, and camps which could help expand
17 NWATV's services. The cost of the equipment is around \$2,000 per station which
18 includes a monitor, headset, keyboard, mouse, desk, capture card. Paul is proposing
19 a little more than \$8,000 to get 4 stations set up but can be used as a backup for
20 editing courses.
21

22 **Joe Halko made the motion to purchase the eSports Equipment as explained and not**
23 **to exceed \$10,000; Mike Curtis seconded the motion. The motion carried 8-0-0.**
24

25 c. **Public Comment-** None.
26

27 **8. Old Business**

28 a. **Renal Policy-** Paul Snyder followed up with the bookkeeper inquiring if
29 there are any policies on pay for an employee to also do contracting work and
30 receiving extra money. The bookkeeper explained they can get a stipend or a bonus
31 or a different rate of pay for these services, there is no rules that stop compensation
32 as a commission or a bonus. NWATV should create a policy for videographers or
33 member of the public to rent equipment beyond what they will rent out for, and can
34 charge a fee. The addition on the rental policy will be if a videographer was
35 contracted by a production company to allow their videographer to do this work, the
36 production company could contract NWATV and then NWATV could then pay the
37 employee. Currently, there is not a policy that exists in VT to adopt something like
38 this to protect themselves and the community at large, NWATV could also add that
39 they can use what they record. Paul will do some research regarding a rental policy
40 and will bring it back to the Board. It was asked if NWATV has a non-compete
41 policy, and NWATV does not have this type of policy. They will look to change
42 the videographer policy to say paid staff can still follow the rental policy.
43

44 b. **Board Member Search-** So far, there have been two inquiries and Paul
45 will pass them along to Tim. The two people will be invited to a future Board
46 meeting for an introduction and to move forward from there. Tim Stetson has not

1 yet had a chance to meet with them yet. Currently there is one open spot as they
2 have a maximum of 9 Board positions. There may be to be a selection process to
3 determine, and in the fall there will be another open spot if the second candidate is
4 still interested to be on the Board during the Board elections.

5
6 c. **COVID-19 Protocol Update-** Paul Snyder explained this item is a
7 placeholder on the agenda. Some staff have been out due to catching COVID, and
8 staff have been able to cover. So far, this has been the hardest the station has been
9 hit, and it hasn't been that bad because staff have been working together. Paul
10 thanked Tim Stetson to be able to bounce emails back and forth on COVID
11 recommendations.

12
13 9. **Approval of Minutes-** 2/21/2022 minutes were attached.

14
15 **Mike Curtis made the motion to approve the minutes of February 21, 2021, as**
16 **presented; Joe Halko seconded the motion. The motion carried 8-0-0.**

17
18 New dates for meetings- On April 18th Paul Snyder will be out of state but accessible, he
19 would like to do one more Zoom meeting and then after that meeting would like to
20 transition to hybrid meetings. The June 20th meeting Paul is looking to reschedule to June
21 27th as he will be on vacation. Paul will investigate adopting the online meeting option for
22 Board members to ensure it will be okay to do hybrid meetings.

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24 10. **Executive Session**

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26 None.

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28 11. **Adjourn**

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30 **Bryce Bachelder made the motion to adjourn at 6:38 pm; Joe Halko seconded the**
31 **motion. The motion carried 8-0-0.**

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34 Respectfully submitted,

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37 Brianne King, Board Recorder

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41 _____
42 **Joe Halko, President**

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42 **Wesley Kempton**

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46 **Tim Stetson, Vice President**

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46 **Virginia Holiman**

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Mike Curtis, Treasurer

Tim Hurlbut

Bryce Bachelder, Secretary

Joyce Kemp