

Northwest PEG-TV

Northwest PEG-TV Monthly Meeting

December 19, 2022

Minutes

Present for a quorum: Tim Stetson, Bryce Bachelder, Joe Halko, Joyce Kemp, Angela Bernard, Virginia Holiman

Administrators/Staff: Paul Snyder, Alan Cunningham, Joshua Prior, Katie Foster

Unable to Attend: Dino Patsouris and Wesley Kempton

Visitors: None.

1. Call to Order

Tim Stetson called the meeting to order at 5:01

2. Changes or Adjustments to Agenda

No changes made.

3. Approval of Minutes 11/15/2022 – Joyce Kemp made a motion to accept the minutes from the 11/15/2022 meeting. Bryce Bachelder seconded the motion. The motion carried 6-0-0.

4. Technology Report – Alan Cunningham was unable to attend. Paul S. said he'll combine Alan's notes with his Executive Director's report.

5. Programming Report – Josh P. talked about a docuseries involving the band from 8084 which the staff covered at Higher Ground earlier this year. Josh P. talked about our new videographer, Ben Chiappinelli.

6. Treasurer's Report – Paul S. presented two Treasurer's Report. Paul S. fielded questions about Oct. & Nov.'s financial reports.

Angela B. made a motion to accept the October Treasurer's Report. Joe H. seconded the motion. The motion carried 6-0-0.

Joe H. made a motion to accept the November Treasurer's Report. Angela B. seconded the motion. The motion carried 6-0-0.

7. Executive Director's Report – Paul S. listed some end of year purchases (camera kits & speaker system) with the remaining capital budget. The cameras are similar to the DVX200s already in-house. Paul S. said the VAN Board will be meeting with the VPA to discuss live coverage of the Vermont Championship games. VAN is still waiting on the \$25,000 state funding to be disbursed. Winter sports is currently underway. Staff have covered a few games so far and is working out the technology bugs that come with a new season. So far, staff was able to secure a few new sponsors including Sticks &

Stuff/Swanton Lumber and H&B Greenhouse for \$1,500 each. Paul S. is still waiting to hear back from a couple other businesses. The 19th annual Santa Show takes place on December 22nd. Bryce B. along with Santa will be hosting the show again this year. People's Trust Company will be the sponsor for the program. Holiday gifts for the staff and board are available for pickup. Angela B. commended Paul S. on his work with the Recreation Department in St. Albans securing a camera of Hard'Ack Hill in St. Albans.

8. New Business

- a. **2023 Budget Proposal** – Paul S. went line-by-line with the board regarding the Budget Diary for 2023. (Copy of the proposed Budget is attached to the board packet) Questions from the board included: Joe H. asked to increase the expense side by a couple thousand dollars to preplan for inflation. Paul S. mentioned he already increased a couple sections to account for that.

Joe H. made a motion to approve the budget for 2023. Virginia H. seconded the motion. The motion carried 6-0-0.

- b. **Time-Off Benefits** – Paul S. mentioned the staff is using up quite a bit of sick-time due to the season. Paul S. asked the board to review and possibly change the current Time-Off Benefit policy. Paul S. shared Time-Off information from other access stations across the state including GNAT, LCA-TV and Town Meeting Day TV. The board decided to increase the vacation time to 5 extra days at each milestone as well as shift when those milestones will be hit.

Bryce B. made a motion to change NWA-TV's Time-Off policy to keep sick-time and personal time the same but adjust vacation time from hired-two years is 10 days, three-five years is 15 days, six-ten years is 20, and more than 10 years is 25 days off.

Virginia H. seconded the motion. The motion carried 6-0-0.

9. Old Business

- a. **Board Member Search** – Angela B. said someone had reached out to her about the position but no movement yet. Angela B. said she'd reach back out after the holidays.
- b. **End of Year Purchases** – Paul S. spoke about a few other end of the year purchases. Those included a new computer for Josh P. which may be an Apple product instead of Windows based. The computer would be allowed to be used by the public as well. The need has been shown from the community.

- 10. Executive Session (Personnel)** – **Joe H. made the motion to go into Executive Session at 6:50pm with Paul S. to discuss personnel matters. Bryce B. seconded the motion. The motion carried 6-0-0.**

The board exited Executive Session at 7:30pm. Bryce B. made a motion to approve the discussed motion in Executive Session. Joyce K. seconded the motion. The motion carried 6-0-0.

11. Adjourn – Bryce B. made the motion to adjourn at 7:30pm; Joe H. seconded the motion.

Respectfully submitted,

Paul Snyder, Executive Director

Tim Stetson, President

Wesley Kempton

Bryce Bachelder, Vice President

Joe Halko

Virginia Holiman, Secretary

Angela Bernard

Dino Patsouris

Joyce Kemp