

Northwest PEG-TV

Northwest PEG-TV Monthly Meeting

March 20, 2023

Minutes

Present for a quorum: Tim Stetson, Joe Halko, Joyce Kemp, Dino Patsouris, Wesley Kempton, Bryce Bachelder, Virginia Holiman

Administrators/Staff: Paul Snyder

Unable to Attend: Angela Bernard

Visitors: None.

1. Call to Order

Tim Stetson called the meeting to order at 5:05

2. Changes or Adjustments to Agenda

The board and Paul S. discussed the daily Debit Card limit through Peoples Trust Company. Paul S. explained he was limited when purchasing a new computer for the staff. The board discussed raising the allowance to \$5,000 in order for Paul S. to make larger purchases. Paul S. will reach out to the bank about a new

Dino P. made the motion to approve the limit increase. Joe H. seconded the motion. The motion carried 7-0-0.

3. Approval of Minutes 2/21/2023 – Joyce K. made a motion to accept the minutes from the 2/21/2023 meeting. Joe H. seconded the motion. The motion carried 7-0-0.

4. Technology Report – Skipped

5. Programming Report – Skipped

6. Treasurer's Report – Paul S. presented the monthly financials. Direct Public Support is a lot more than in 2022. Paul S. stated the state grant for \$25,000 they received is the reason for that. Paul S. noted invoices for Winter Sports Sponsorships have gone out. Telecommunications was a lot larger last year because of the LiveU purchase. Paul S. and the staff plan to discuss the \$25,000 grant and how to use it for public good. Paul S. shared a story about another Executive Director's experience with watching NWA-TV's sports coverage with her stepfather during his last days. Paul S. hopes to capture that story on camera.

Bryce B. made a motion to accept the Treasurer's Report. Virginia H. seconded the motion. The motion carried 7-0-0.

7. Executive Director's Report – Paul S. talked about the YouTube revenue gains from the live and recorded videos. NWA-TV has collected about \$55 from ad shares. The Mac Studio has been purchased and the renewal for LiveU has been put in the works through Eric at Access A/V. Paul S. volunteered to help Vermont Community TV with a statewide promo. Paul S. asked JR Cox to help with the voice over and is now collecting video from the other AMOs to put it together. VAN's annual meeting is on May 5th in Rutland. Paul S. is excited to be involved in the planning and process as a member of the VAN Board. Paul S. mentioned the pool of videographers is naturally shrinking and that part-time position is open. MacKenzie Chamberlain from NWTC will be joining us as a new videographer in the coming weeks. Paul S. is encouraged by that pipeline that comes from the school given it has produced about 5-6 employees. Paul S. spoke about Town Meeting Day and how nice it felt to have live meetings from the floor with videographers spread around the county. Paul S. thanked the staff for the live results show and the on-air staff. Paul S. went into detail about the winter sports coverage. NWA-TV streamed 87 live games this winter. Paul S. thanked Alan and Josh for their hard work with scheduling and producing all those games. No real complaints were made this season for technical issues. Paul S. spoke about his proposal to the VPA about ways to stream finals games but were essentially denied. Another company was then in turn allowed to do what Paul S. proposed by the VPA's response was, "we didn't approve that." Paul S. is still waiting for a reasoning from the VPA. Paul S. mentioned creating a public post to explain NWA-TV's efforts.

8. New Business

a. **Public Comment** – No public comment

9. Old Business

a. **Treasurer Vacancy** – The position is still vacant. Joe H. asked if Paul S. could put together a description of the volunteer position for the Franklin Grand Isle Community Partnership group. Bryce B. asked if we could reach out to the Franklin County Chamber of Commerce.

b. **Benefits Timetable** – Paul S. shared the potential changes to the benefits timetable for the employee handbook. These changes were shared with the board via an attachment. Angela B. shared thoughts with Paul S. before the meeting: "In regard to the employee benefits section, it looks as if you might be asking our opinion on which version we like best? To be honest, I like elements of both. I prefer the overall second one better, where employees get health benefits right away. I feel as if that's important. But I like the first one where it says that employees start accruing days off during the probationary period, but cannot use them until the probation ends."

Tim S. shared agreed with Angela B. that new full-time employees receive health benefits immediately. Bryce B. said sick days should be available immediately but not personal/vacation. Paul S. said he will update his original draft for approval at the next meeting.

- c. **Volunteer Code of Conduct** – Paul S. presented a draft of a Volunteer Code of Conduct to be added to the Employee Handbook. Tim S. asked for a quick change of some wording at the end regarding the Executive Director’s review of any violation. Tim S. and Paul S. talked about how lucky the organization has been to not need this type of policy until now.

10. Executive Session – Not required

11. Adjourn – Bryce Bachelder made the motion to adjourn. Joe H. seconded the motion. Tim Stetson adjourned the meeting at 5:50pm.

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