

OVTV Regular Board Meeting

Thursday, July 22, 2020
at 5:30PM

held via Zoom teleconference To join online:

<https://us02web.zoom.us/j/2681100320> or dial in by phone:(929)436-2866 Meeting ID: 268 110 0320

Present: John Cama, Sharon Huntley, Pat Moore, Wendy Regier (phone), Don Richardson (phone), Noah Schmidt (phone), George O. Thomson, Patrick Cody, Executive Director, Okemo Valley TV, Eric Chatterjee, OVTV staff

I. Call Re-Organizational Meeting to Order: Noah, as the Vice President, opened the re-organizational meeting at 5:35 pm.

- a. Welcome / Introductions** – Patrick said anything he shares on screen share will be sent to everyone later via email. Each board member took a few minutes to introduce themselves to the others. Wendy talked about the project she did last year on the Constitution. She would like to do another outreach project in the community. Don and Sharon both volunteered to work with her on the project. Sharon suggested the possibility of a travel show of our community from the sky (using a drone). She suggested we might possibly collaborate with the Chamber. Patrick said we might possibly engage Donald Dill and Pat Moore who both have drones. Patrick also mentioned that he had a discussion with Carol of the Chamber about her idea of promoting the area from the air. Several good possibilities were discussed. BRHM may also be interested and involved in creating a COVID memory project.
- b. Review Board Member Descriptions** – They are on the website. Patrick had previously sent the information to Pat and Sharon. He briefly reviewed the descriptions.

c. Review Officer Descriptions – The descriptions are also on the website.

Patrick shared the officer job descriptions through screen share.

d. Elect Officers –

President- GOT made a motion to nominate Noah for the position of President. The motion was seconded by John. GOT moved nominations be closed. Second by Sharon. The motion passed unanimously.

Vice President: GOT made a motion to nominate Don for the position of Vice President. The motion was seconded by Noah. GOT moved nominations be closed. Second by Sharon. The motion passed unanimously.

Treasurer: Wendy made a motion to nominate John for the position of Treasurer. The motion was seconded by Noah. The motion passed unanimously.

Secretary: Wendy made a motion to nominate GOT for the position of Secretary. The motion was seconded by Sharon. Nominations were closed. The motion passed unanimously.

e. Code of Ethics – Patrick shared the Code of Ethics which is also on the Board page on the website. It was created about 10 years ago. All the board members need to read and sign the Code of Ethics. Patrick will email it to the board members who need to sign and return.

f. Review Committee Descriptions – Patrick reviewed the duties of the committees. He suggested we have three or four board members on each of the committees but no more as that would create a quorum and then any meetings would need to be warned.

g. Appointment of Committees – Patrick is a member of all the committees as is Noah as the president of the organization an ex-officio member of all committees.

Fundraising and Marketing - Sharon, Wendy

Finance – John, Noah, Patrick

Personnel – Noah, Pat, Wendy

Nominating - GOT, Wendy, Sharon could help if needed

Building and Grounds – Don, GOT

h. Set regular meeting dates & establish procedure for warning meetings, setting agendas, & taking minutes

It was agreed that our regular meetings would be the third Thursday of the month. The next meeting will be Aug. 20. Meetings will start at 5:30 end at 7 pm. Patrick and Noah will collaborate on the agenda a week before the meeting said send the agenda out to the board. It will also be posted on the website. GOT will continue to take the minutes.

II. Call Regular Meeting to Order – President Noah called the regular meeting to order at 6:25.

III. Review Annual Meeting Minutes (June 25, 2020). Wendy made a motion to approve the minutes as amended. Second by Pat. Approved unanimously.

IV. Communications / Public Comments – Previously, Eric requested the board consider paying his mileage. With the pandemic and working at home, he has accumulated very little mileage. However, he has been using his internet a great deal. Patrick discussed using COVID money to support costs of doing digital work at home. It is a legitimate expense but we will need to send in bills to the collect the money. Eric said he spends extra money, \$20 per month, to get a higher internet speed. He asked the board to consider offsetting this cost. This was discussed at the April board meeting. George moved we pay Eric for the cost for increased internet speed starting in March. Noah seconded the motion which was approved unanimously. Wendy also suggested we increase the internet speed at the station. Patrick agreed but said we need to factor increased expense for this when preparing a new budget. Comcast was previously subsidizing our internet but now they just gave us a check as part of the settlement (\$20,000) and they will let us figure out what speed we want and we will pay for it ourselves. Patrick said of the settlement money, we spent \$6,000+ on new equipment for streaming and about \$3,500 for the post card mailing announcing our new station numbers.

V. Director Report – Patrick presented his Director’s report through screen share. He said life is crazy and they are stretched to the brim and everything takes longer and there seems like little

to show for it. He will send out a written report to the board. He said the station is open five days a week from 12pm – 5pm with only one person at the station at a time. There are strict requirements of COVID guidelines posted on the door.

As previously stated, we spent almost \$7,000 to get a new solution for live broadcasting. We started using the equipment with school graduations. It is the way of the future so we need to be using it more. There were some issues with the new equipment and we are learning and refining. Many of the town meetings are still being done through Zoom. Patrick said our Facebook page is still a big problem. There are some issues with people finding us with the channel change. There was a brief discussion on going to HD with Comcast. This is something that should be in a contract which we currently do not have. None of the stations in the area have a contract with Comcast and we are looking at the possibility of a state wide boiler plate contract. Patrick talked about the progress in the Legislature. There is some money approved for a “funding study.” We have been waiting for our VTel payment for two months. They are claiming they owe us nothing as they are deducting in kind services. They have not articulated what the in-kind services are as of this time. There are limited as to what cable expenses they can claim. It is a lengthy process to get the in-kind services approved. Patrick has had a conversation with the owner of VTel and he is not particularly informed about the rules and not inclined to pay us. Patrick said that if they do not pay the Dept of Public Service will get involved.

Wendy asked Patrick to write up a memo on what was said during the conversation with the owner of VTel and send him and us a copy. This is to assure there is a common understanding.

Noah asked Patrick to let us know what happens in a week.

VI. Financial Report:

a. FY20 Year-End Actuals – The document was sent out via email.

b. FY20 Profit & Loss Statement - We budgeted to have a loss of \$6,000 but instead we had a net gain of \$7,000 because of Comcast settlement money. Our income is still down a bit as we have not received all the money we anticipated. On the expense side, we also had an increase in staffing due to COVID. Fred will need to figure out how much of his work is reimbursable.

c. Balance Sheet – Provided through email. No discussion at this time.

d. Review FY21 Approved Budget & Anticipated 3-month Budget Adjustment

VII Other Business – No other business.

To do list:

Patrick to email his Director’s Report to the Board.

Patrick to edit the Code of Ethics document and send out to everyone.

GOT to edit the minutes of the previous meeting and send them to everyone.

Wendy suggested each committee should meet once so they can report a to the board with some goals.

Patrick will confirm correct contact information for board members and share with the board.

VIII. Confirm Next Meeting Date(s) August 20 at 5:30 via zoom

IX. Adjourn

John made a motion to adjourn. Wendy seconded the motion which was approved unanimously.

Respectfully Submitted,

George O. Thomson
Secretary