

Okemo Valley TV Board of Directors  
Regular Meeting  
Monday, December 3, 2019  
Monthly Minutes

AGENDA

Present: George O. Thomson, Fra DeVine, John Cama, Sharon Bixby, Patrick Cody,  
Executive Director, Okemo Valley TV

Absent: Wendy Regier, Don Richardson, Noah Schmidt

Public: None

AGENDA:

**I. Call to Order** - The meeting was called to order by President Fra at 5:32 pm.

**II. Review Meeting Minutes (October 21, 2019)** - John moved we approve the minutes of the meeting of October 21, 2019. Sharon seconded the motion, which was approved unanimously.

**III. Communications** – We received a letter from Comcast with a check for \$23,500. \$20,000 is to be used for remote origination and \$3,500 may be used for rebranding of new channel numbers. We can use the \$3,500 to market our new 4 channel digit spectrum on the channel guide. We could use this money for marketing and advertising. Patrick received emails from Lisa Byer (CATV, Bennington) and Tammie Reilly (GNAT) about our Comcast channel re-assignments. They were working on this on behalf of VAN members. Patrick also received an official email from Melissa Pierce from Comcast with the same information. The new channel numbers will be between 1070 and 1095 for us to have our program information on the interactive channel guide. Fortunately, we will have the same numbers in all of our towns. Our numbers for VTel are 166 and 167. Lisa and Tammie have suggested that Okemo Valley TV's channels be moved to 1076 and 1086, based on the work they did. We would prefer to have consecutive channels, if possible. Patrick will inquire with Melissa Pierce about this. We have to pay \$100 per month per channel for the channel guide so it will cost us \$2,400 per year for the two channels. It will also cost us time to prepare the schedule for the guide which needs to be ready several days out. Patrick said it would be more efficient to do it weekly. This would be part of Fred's job.

The Governor's budget comment deadline is Friday, December 13<sup>th</sup>. We need to stress inclusion of a \$500,000 appropriation line item as well as \$200,000 in funding for expert analysis for evaluating and recommending potential alternate rights-of-way revenue streams. We need to ask for a review of other potential sources of revenue. Patrick asked

Fra to write a letter to the Governor (Patrick will provide talking points) to encourage him to include the funding to support the State's PEG Access TV/Community Media Centers.

**IV. Director Report** – Patrick provided a written report at the meeting. In the future he will email it out to the board prior to the meeting.

**V. Financial Report - Budget vs Actuals and review proposed revision.** There are restricted funds in QuickBooks of \$23,500 (\$20,000 is for equipment).

Fra asked that we come up with a ROS plan before spending any of the \$23,500.

There was an oversight and the approved budget did not include the rent of \$6,523. Patrick suggested in order to avoid a deficit, we use some of the restricted funds.

Although we expected a loss in revenue, we did not anticipate an impact on our franchise fees this year from Comcast. We have also not heard from VTel yet so do not know that impact. There may be a change in what we receive in Feb. but regardless we will not have an overall ten percent deficit.

If one does the math, it appears we will have an additional \$7,000 in revenue over what we budgeted. We should, based on projections from the first two quarters, have an excess of approximately \$6,300 and an additional \$630 in capital funding. This will offset the rent.

Patrick indicated we are over budget in salaries. Fred salary was cut, but we have had to bring him in to do work that just needed to get done. Ed is still here, but on reduced hours. Patrick suggests we not add equipment purchases at this time. Changes in the budget were explained.

Fra suggested we table the current review of the revised budget and allow Patrick to rework the budget and present it at the January meeting.

**VI. Outreach and Fundraising - Non-Profit, Underwriting**

Wendy has a project that is creating opportunity for outreach. It is called "The People Speak" and consists of many community members reading the Constitution. It is a great way to get the community involved.

Collaboration – Patrick has had some conversation with Executive Directors from other stations in the area. The general feeling is we need to start small and do something around fundraising since we all need to do it. He reported that all the stations are at about

the same place. SAPA is interested in underwriting. We could possibly team up together and entice larger businesses to support public access stations. We would collaborative to hopefully bring in money. No one is considering the possibility of mergers yet, but stations are interested in collaboration especially if it involves revenue.

**VII.– Building and Grounds** - We have made some small improvements. The glare issue in the studio has been addressed by “tint my ride.” A film was installed on the window at a cost o \$500. Seems to be good solution for the moment.

A new switcher is coming in next week. The window replacement is in progress by the town. The top portion of the window is done but the bottom portion is not. This is the result of a mis-communication. We may have to share in the cost to get that replaced.

**VIII. Other Business** – None. The painting parties were very successful. There are still some small things that still need to be completed and then we can get everything back where they go.

Cleaning service... We still do not have anyone to clean although, someone came in to talk and they are going to consider the job. We really do need someone.

**IX. Review To Do List** - Develop a ROS Plan, revise the budget, Fra to write comments to the Governor which is due by next Friday. Carol Lighthall is also going to write a letter. The gist of the comments should be that there is a value of public access TV as a resource in the community.

**X. Confirm Next Meeting Date(s):** January 14, 5:30 pm

**XI. Adjourn** – There was a motion to adjourn by Sharon at 6:37. It was seconded by John and approved unanimously.

Respectfully Submitted,

George Thomson  
Secretary