

**Okemo Valley TV
Monthly Board Meeting Minutes
December 8, 2022**

Okemo Valley TV, 37C Main St., Ludlow, VT and Zoom

Present: Noah Schmidt, Newton Rose, George Thomson, Pat Moore, Patrick Cody, Executive Director, Okemo Valley TV

Zoom: Lisa Hamm-Greenawalt, Zachary McNaughton, Robert Greenawalt

Absent: John Cama, Wendell Perkins

1. Call Meeting to Order/Review Agenda: The meeting was called to order by President Noah Schmidt at 5:39pm. Schmidt adjusted agenda to include an executive session to discuss a personnel matter.

2. Personnel: Executive session to discuss personnel matters began at 5:41pm. Executive session ended at 5:55pm after which Rose made a MOTION to award year-end bonuses to full-time staff in appreciation for the outstanding work they have contributed to the organization. MOTION was seconded by Hamm-Greenawalt. MOTION was unanimously APPROVED by the board members present.

3. Review and Approve Meeting Minutes: Patrick clarified minor spelling changes to individuals mentioned in December minutes. Rose made MOTION to approve November 2022 meeting minutes with minor changes. MOTION was seconded by Greenawalt. MOTION was unanimously APPROVED by the board members present.

4. Communications and Public Comment: Schmidt noted that Ludlow Selectboard Chair praised the work of OVTV in a recent public meeting and suggested that the Town of Ludlow was open to providing a larger appropriation to OVTV or consider a fee per meeting model if requested.

5. Director's Report: Cody highlighted the following areas from his written Director's Report:

The operating contract with Comcast needs to be approved to move forward.

VTel is in the process of renewing Certificate of Public Good with the State of Vermont. Cody was approached by representatives from the state of Vermont to provide input into the process.

The board of directors of the PEG station in Woodstock, VT are not interested in collaboration through shared staffing positions with OVTV at this time as previously discussed.

Underwriting prospect sheet were printed thanks to Hamm-Greenawalt. They are available as board members approach business to become underwriters of OVTV. The underwriting opportunity will also be featured in the next Just Between Us newsletter from the Okemo Valley Chamber of Commerce. Cody noted the importance of underwriting and its increased amount in current budget.

Cody has submitted appropriation requests to the towns of Ludlow, Plymouth, Cavendish, and Andover. He will soon submit a request to Mt. Holly.

The Black River Expeditionary School recently used the OVTV studio space for a virtual meeting with the Vermont State Board of Education. Uses like this highlight OVTV's role as a digital hub for the community.

There are continued drainage issues and other punch list actions that the town of Ludlow is responsible for resolving. Cody noted that the Town Manager has not responded to requestion and Cody suggested writing directly to the Ludlow Selectboard. Cody also mentioned that OVTV can ask for a one-time contribution or fee-base schedule, but emphasized that the outstanding safety issues with the building and grounds are the responsibility of the Town of Ludlow.

Cody would like to schedule a meeting with the Buildings and Grounds committee to discuss building projects to the interior.

Greenawalt wondered if remaining projects to the studio space should be split up and/or prioritized differently including the installation of an audio booth. Cody responded that completing all projects at once is more cost effective when possible. Greenawalt responded that this progress may be worth the added expense. Cody noted that we supported the creation of a sound booth and hopes for the last phase of the building project to be completed in any way possible.

The cleaning service for the studio requested a hot water tap to expediate cleaning process.

6. Financial Report: Perkins was not in attendance. Cody noted that there has been little change in the finances in the last months. New finance reports will become available in January. He suggested convening the Finance Committee to develop yearly plan.

7. Strategic Planning: Rose offered to take the lead facilitating a strategic planning process. He will meet with Cody separately to learn more about the organization's needs and develop a plan for board and community participation.

8. Contracts: Board and executive director entered executive session at 6:47pm to discuss contracts. Executive session ended at 6:55pm. Hamm-Greenawalt made MOTION to authorize the signing of previously discussed contract between Comcast and OVTV with the understanding of a forthcoming side letter outlining discussed needs and responsibilities from Comcast. Greenawalt seconded MOTION. MOTION was unanimously APPROVED by the board members present.

9. Next Meeting: The board will reconvene on January 19, 2023 at 5:30pm.

10. Adjourn: MOTION to adjourn by Hamm-Greenawalt. Greenawalt seconded MOTION. MOTION was unanimously APPROVED by the board members present. Meeting adjourned at 7:00pm.

Submitted by Newton Rose
January 12, 2023