

Okemo Valley TV
Monthly Board Meeting Minutes
January 19, 2023

Okemo Valley TV, 37C Main Street, Ludlow, VT and Zoom

Present: Pat Moore, Patrick Cody, Executive Director, Okemo Valley TV

Zoom: Lisa-Hamm-Greenewalt, Robert Greenewalt, Zachary McNaughton, Wendell Perkins

Absent: Noah Schmidt, Newton Rose, George Thomson, John Cama

1. **Call meeting to Order/Review Agenda:** The meeting was called to order by Pat Moore at 5:39pm.
2. **Communications / Public Comments:** None.
3. **Review and Approve Meeting Minutes:** Lisa made a motion to approve the minutes from the December 8, 2022 board meeting. Motion seconded by Pat. Motion was unanimously approved by the board members present.
4. **Director's Report:** Patrick's written Director's Report was not yet prepared for distribution and will be forthcoming. Highlights from the report are:
 - Additional staff help is needed with a new job posting on the website. Patrick is having to be out too much, especially in the evenings. Need support staff with expertise requiring little oversight. Given the tight job market, the field is limited.
 - New systems in Ludlow and Plymouth are operational but with a learning curve.
 - Comcast renewal contract has been signed as well as the side letter committing to completion of the work started in 2019. Signal will be improved as a result but still not as good as hi def.
 - The Annual Report has been filed, albeit late due to a late filing of Form 990. The Annual Report cites the agreement with Comcast, and that a hi def upgrade likely. VTEL Certification of Public Good (CPG) expired in September 2022. VTEL has petitioned for renewal, and as such, a new community needs assessment is required. VTEL is utilizing an independent consultant and Patrick is involved in this process. Patrick would like to see input from Plymouth and Andover for community need for VTEL – cable TV. Deadline for community needs assessment in end of February with a March 1st deadline for VTEL filing with the State.
5. **Strategic Planning:** Current strategic plan is now 6 years old. Plan was to chip away at during regular board meetings but that has not happened. Lisa suggested that we should hold a separate strategic planning meeting. On agenda to discuss at next board meeting. Newt has agreed to facilitate this meeting.

6. **Community Engagement Update:**

- HWC Financial will renew; Killarney has agreed to underwrite. Additional underwriters include VT Properties/William Raevis and Marylou Scofield.
- Received a random donation via the website for \$500. We don't know the individual. Patrick has communicated via email but did not receive a response. Discussion on donation options that are above \$100 but no recommendations were presented. Website needs to be retooled as there are separate tabs for memberships and donate. Also website limits top giving amount to \$100.
- Town appropriation requests have gone out. Asking \$800 from Andover for the first time; Wendell will follow up with town clerk to determine best way to gain support from selectboard. Patrick mentioned that the appropriations cover approximately 1/3 of costs.
- Received \$25,000 from Vermont of which \$4,500 has gone to Lightcast.
- Volunteers are stepping up. Individual from VT Journal what wants to get involved in some production.

7. **Financial Report:** not much to report at this meeting. Given the bank account fraud event at M&T, financial reports are delayed.

- Accounting firm is not reconciling bank accounts in a timely manner. Wendell has taken over this function.
- Fraud update. Funds were returned so no loss to report. Old M&T Bank account has been closed and a new one opened. Payroll is set up and now working after the initial payroll bounced. The Postal Service is investigating the theft of the check.

8. **Committee Reports:**

- Building committee meeting needs to be scheduled to discuss facilities updates and improvements. John has put together a punch list. Parking lot/drive is a mess with serious potholes. Would like to see it all paved.

9. **Next Meeting Date:** Scheduled for February 9

10. **Adjourn:** Lisa moved to adjourn at 7:54pm and was seconded by Pat. Motion unanimously approved.