

## **CATV Board Meeting Minutes for July 17, 2017**

**Members Present:** Linda Carbino, Vice Chair; Margaret Jacobs, Mike Murray, and Sarah Welsch, secretary.

**Members Absent:** Peggy Allen, Barbara Krinitz

**Staff present:** Donna Girot, Executive Director (“E.D.”)

With Chair Peggy Allen not present, Linda opened the public meeting at 5:15pm, once we had arrived and asked for a vote on the **minutes** of the CATV Board meeting of June 11, 2017, which were accepted after a brief discussion, but could not be approved formally by a vote since we did not have a quorum of members present.

**Treasurer’s Reports:** Margaret and Donna reported on recent activities including the upcoming CD due for renewal on July 26<sup>th</sup>, and Donna is thinking of shifting \$20,000 of it into a money-market account so as to be available for any emergencies, and a brief discussion followed.

Donna reported that she took care of the 401K situation for staff members without using this \$20K, which was good news. She said that she will try and connect with Mascoma Bank (where the CATV checking account is located) for a discussion on a number of matters. And a 6 month CD at Lake Sunapee will be renewed.

**Financial Reports:** Donna handed out copies to all present, and remarked that a revised budget column will be added in to this report beginning with next month’s report. She also reported on several urgent “fixes” to the office real property, including getting air conditioning into the head room--deemed crucial after getting the recent Fire Marshall’s report.

### **Executive Director’s Report:**

#### **Future Vision**

Did a SWOT analysis with the CATV crew: to build a sense of team work with all five full-time employees, and ideally will do this as well with the Board members going forward.

One of Donna’s goals is to create and promote the idea of “Access to All with CATV” to our constituents in both VT and NH towns we serve.

Next steps:

1. Will compare this one with the one done two years ago. Will send outcome to the board to review and share their thoughts.
2. Then Donna will review all and compare with Tuck Business school strategy presentations
3. Donna will draw conclusions and share vision & strategy with board by year end.

#### **Funding & Sustainability**

Had a first meeting and have research tasks for each member of the committee to research types of grants, donations, fees. Will re-meet in September. No meeting set yet.

Prior to this board meeting Peggy Allen suggested Donna meet with someone who has big picture funding experience to seriously think about what we want our funding asks to look like as relates to our brand voice since funding is a big part of what we project.

### **Community Outreach**

Met with Joe Clifford from Lebanon Opera House

Met the Norwich Bookstore owner on filming, Liza Bernard

Met with Linda Carbino

Met Senator Dick McCormack

Met with Jen McMillen, Publisher of Lebanon, Quechee & Norwich *Times*.

Will meet with Becky Bailey, Public Relations for the Hopkins Center to review a press release. Donna wrote release for the Halloween-o-thon press launch. Now **is** the time to push it out because Sept 1<sup>st</sup> opens registration for our potential filmmakers.

Peggy made an email introduction to Rebecca White, Hartford First Selectman. Donna is to meet her this week.

Will get email intro to Leo Pullar, Town Manager of Hartford.

Will meet with Jessica Duncklee, our 401k financial planner.

Will meet with Arts Collaborative workshop on 7/28.

### **On-air Content**

Donna suggested creating a “volunteers’ quality team” to monitor Comcast and lodge complaints with them on a regular basis. Need suggestions on how to create this team and/or if board believed there is value in such a team. About ten seniors from all five towns would be ideal (2 from each). Need a board member to head this if possible.

### **Personnel**

B. Spangler quit today. CATV priority now is to get two new hires. Relieves us of immediate vacation accumulation. Need HR committee to address this portion of Employee handbook as a priority.

### **Lease**

In status right now waiting for landlord. Reached out again to landlord & his building manager, but landlord is busy with traveling.

### **Location Assessment**

Just got an estimate for mini split air conditioner \$4000. Need to loop back with landlord on this but want to do this with the lease negotiation. Today met with Fire Marshall to audit studio and office. Repairs to make to improve safety. Need to add to a revised budget.

There being no other items for discussion, the meeting was called to an end by acting Chair, Linda Carbino at 6:45 pm, and seconded by Margaret Jacobs.

Our next Board meeting will be on August 8<sup>th</sup> at 5:50 pm.

Respectfully submitted,

Sarah Welsch, Secretary