

## **CATV Board Meeting Minutes for April 17, 2018**

In attendance: Peggy Allen, Michael Murray, Margaret Jacobs, Dan Maxwell-Crosby, Karen Zook, Julia Griffin, Donna Girot (Executive Director)

### **5:30 pm Meeting called to order**

Board member introductions. Dan Maxwell-Crosby, Karen Zook and Julia Griffin were welcomed to the Board.

### **Officer Confirmations: Peggy Allen**

The Board discussed a proposed slate of officers and sought volunteers. Peggy Allen moved and Mike Murray seconded the following nominations for officers:

Chair: Peggy Allen

Vice Chair: Mike Murray

Treasurer: Margaret Jacobs

Secretary: Julia Griffin

The motion passed.

### **Anniversary Update: Peggy Allen**

Peggy Allen provided a quick overview of the accomplishments of the past year, largely thanks to the leadership of new Executive Director Donna Girot. They included:

- a. Wrote comprehensive Employee Handbook;
- b. Hired and trained new staff (4 of 5 employees);
- c. Wrote Employee Code of Conduct for Interaction with Minors;
- d. Conducted a comprehensive equipment audit;
- e. Adjusted insurance coverage to match equipment value;
- f. Updated sparse studio equipment to include sound booth, lighting system, audio system.
- g. Armed studio with security system w/o increase in contract fees;
- h. Redefined accountancy expectations so board reports more accurate;
- i. Improved audio output of Comcast channels 8 & 10;
- j. Improved quality and quantity of station content;
- k. Researched area rents & signed a long-term building lease;
- l. Created a CATV-produced platform talk show to foster open & diverse communication
- m. Established CATV Vision & 3- year business plan.

### **Three-Year Goals – With Focus on 2018**

The following are Donna's primary goals for the coming year:

- General Office Procedures and Administrative Projects

Bylaws – review and update

Continue to network to find new Board members - largely accomplished but continue to keep eyes open.

Inventory all locations for replacement value of equipment for insurance purposes.

Review processes and form for: Camps & Clubs, Field Kit usage; training, website content, request submittal.

Continue to monitor status of Comcast v. VT PUC lawsuit and negotiation of VT Franchise Agreement with Comcast – network with other VT PEGS.

Develop update plan for office computers and software

Finalize format for Board financial reporting

Finalize rental agreement with Tip Top landlord.

Finalize 401kd plan

- Marketing

Community outreach – events and social media

Website update – site upgrades, clean-up, overhaul with donation button

Improved branding at Tip Top building entrance and CATV office entrance.

- Educational Programs

Refine camp curriculum – review and refresh

Create tutorials for use by studio users

Compile video and audio stock footage and soundtrack

- Archival Management

Focus on better organizing archival material utilizing web and technology resources.

Internet archives.

- Technical Systems Updates

Equipment upgrades in Lebanon, Hanover, live broadcasting from Hartford Town Hall

Comcast improvements

System assessments, documentation and repairs.

- Content Development

Develop and share content with other PEGS

Better marketing of content as it is improved

CATV  
April 11, 2018  
Julia Griffin moved and Karen Zook seconded a motion to adjourn the meeting at 7:10 pm. The motion was adopted.

Next Board Meeting: June 12, 2018

In attendance: Peggy Allen, Michael Murray, Margaret Jacobs, Dan Maxwell-Crosby, Karen Zook, Julia Griffin, Donna Giroi (Executive Director)

5:30 pm Meeting called to order

Board member introductions: Dan Maxwell-Crosby, Karen Zook and Julia Griffin were welcomed to the Board.

Officer Confirmations: Peggy Allen

The Board discussed a proposed slate of officers and sought volunteers. Peggy Allen moved and Mike Murray seconded the following nominations for officers:

Chair: Peggy Allen

Vice Chair: Mike Murray

Treasurer: Margaret Jacobs

Secretary: Julia Griffin

The motion passed.

Anniversary Update: Peggy Allen

Peggy Allen provided a quick overview of the accomplishments of the past year, largely thanks to the leadership of new Executive Director Donna Giroi. They included:

- a. Wrote comprehensive Employee Handbook.
- b. Hired and trained new staff (4 of 5 employees).
- c. Wrote Employee Code of Conduct for Interaction with Minors.
- d. Conducted a comprehensive equipment audit.
- e. Adjusted insurance coverage to match equipment value.
- f. Updated sparse studio equipment to include sound booth, lighting system, audio system.
- g. Armed studio with security system w/ increase in contract fees.
- h. Redefined accountability expectations so board reports more accurately.
- i. Improved audio output of Comcast channels 8 & 10.
- j. Improved quality and quantity of station content.
- k. Researched area rents & signed a long-term bonding lease.
- l. Created a CATV-produced platform talk show to foster open & diverse communication.
- m. Established CATV Vision & 3-year business plan.

Three-Year Goals - With Focus on 2018

The following are Donna's primary goals for the coming year:

- General Office Procedures and Administrative Projects
  - Bylaws - review and update