

1 **Northwest PEG-TV**

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2  
3 Board of Directors  
4 January 21, 2013  
5 Minutes

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7 **Present for a quorum:** Rick Tatro, Joey Russo, David McWilliams, Elizabeth Malone, Jill  
8 Snapp, Joe Halko, Virginia Holiman, Tyler Comeau, Gregg Gervais (arrived at 4:40 p.m.)

9 **Missing:** Marilyn Grunewald

10 **Visitors:** Kris Hoyt, John Cioffi, Kiera Kane

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12 1. Call to Order: David McWilliams called the meeting to order at 4:30 p.m.  
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14 2. City School Survey Presentation: Kiera Kane, who is part of Team USA presented to the  
15 board the results of people who watch Channel 15 and Channel 16. She asked people to  
16 take these surveys at the Persidental Election, and an online survey that was on the schools  
17 updates for parents and teachers to take. 305 surveys were conducted, with great results  
18 which were handed out to the board.  
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20 3. Programmers Report- Kris Hoyt presented a short movie clip of what had been happening  
21 within the last month. The clip showed the Humane Society, the BFA St. Albans and  
22 MVU girls and boys basketball and hockey games. The movie also showed Hard'Ack  
23 making snow, people snowboarding, and maintaining the hill.  
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25 4. Treasurer's Report- The treasurer's report was included in the board packet. Elizabeth  
26 Malone explained that the budget was looking good for the year. They will be training  
27 people to do video themselves, which will save money. The books for 2012 were closed  
28 on December 30th, 2012.

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30 **Rick Tatro made the motion to accept the Treasurers Report; Jill Snapp seconded the**  
31 **motion. The motion carried 7-0.**

- 32  
33 5. Executive Director's Report- Elizabeth Malone reported NW Access TV will be working  
34 students at CCV. Each student will pay a \$40.00 film and production fee, and the class  
35 will be held on Monday's 8:45 am to 11:30 am, to only use their lab and equipment and  
36 minimal support from staff. Elizabeth Malone has been working with Comcast to get the  
37 live feed at Highgate School to work; they will try to have it up and running by Town  
38 Meeting Day. The Non-profits meeting will be in February, regarding the "Think Tank".  
39 Elizabeth Malone and Joe Halko will be attending the Community Partners Meeting, which  
40 is an organization for the Franklin Grand Isle Community Partnership which includes non-  
41 profits, superintendents of schools, state agencies, and many more. The idea of this  
42 meeting is to collaborate and work together. Elizabeth Malone also wanted to thank Handy  
43 Toyota for allowing NW Access TV to put up a banner in their empty building which is on  
44 the corner of Fairfield Street, and Main Street in St. Albans.  
45  
46 6. New Business-  
47 6.1 Remote Camera Update- There is \$9,000 invested in cameras through Connor  
48 Communication, they will draw up an agreement with Public Access and Joey Russo  
49 to reimburse internet, and power to run the camera at his business. The board would  
50 like to install two cameras one towards the Fire Department, and one towards the  
51 Main Street. They would like to have a camera with no hard drive.

1 6.2 Feedback Ideas- The board has decided to donate \$300.00 towards the survey, Team  
2 USA has provided to the board. The board would also like to come up with a  
3 comment card for people to fill out via the internet. They would like to know  
4 peoples feedback, and their comments.

5 6.3 Review Equipment Quotes- David McWilliams explained there Elizabeth Malone  
6 reported, there is a \$70,000 surplus that was not planned on. They have gotten  
7 quotes from CDW and Insight to buy a hard drive for all of their information which  
8 will last for 30 years, worth of storage importing information from the day they get  
9 this equipment the information will archive going forward, and to have this  
10 information stored offsite. The Vermont Associates will help intern to put previous  
11 information from years back onto this hard drive. They would also like to buy 4  
12 Dell laptops for classes.

13  
14 **Gregg Gervais made the motion to purchase this equipment; Joe Halko**  
15 **seconded the motion. The motion carried 7-0.**  
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17 6.4 Long-term Investments Review- A surplus of \$60,000 over the insurable amount  
18 through the FDIC is in the bank account, they will need to transfer money into  
19 another financial institution in order to keep their funds insured, through either the  
20 FDIC or NCUA.

21  
22 **Joe Halko made the motion to allow a funds transfer of \$60,000; Gregg Gervais**  
23 **seconded the motion. The motion carried 7-0.**  
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25 7. Approval of Minutes- 12/17/12  
26

27 **Rick Tatro made the motion to approve the minutes of December 12, 2012; Jill Snapp**  
28 **seconded the motion. The motion carried 7-0.**  
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30 8. Adjourn  
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32 **Joe Halko made the motion to adjourn at 5:38 pm; Virginia Holiman seconded the**  
33 **motion. The motion carried 7-0.**  
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35 Respectfully submitted,  
36

37 Brianne King, Board Secretary  
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43 **David McWilliams, President**

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43 **Tyler Comeau**

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46 **Rick Tatro, Vice President**

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46 **Gregg Gervais**

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49 **Marilyn Grunewald, Treasurer**

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49 **Joe Halko**

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**Jill Snapp, Secretary**

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**Virginia Holiman**

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**Joey Russo**