

1 **Northwest PEG-TV**

2
3 Board of Directors
4 March 18, 2013
5 Minutes
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7 **Present for a quorum:** Rick Tatro, David McWilliams, Jill Snapp, Joe Halko, Virginia
8 Holiman, Tyler Comeau, Gregg Gervais, Marilyn Grunewald, Joey Russo
9 **Also Present:** Elizabeth Malone

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11 1. Call to Order: David McWilliams called the meeting to order at 4:30 p.m.
12 2.
13 3. Programming Report: Kris Hoyt, Programming Coordinator, highlighted the Town
14 Meeting Day coverage and Young at Art program in his video report. Virginia Holiman
15 also spoke about Rusty DeWees’s visit to the studio for her new show “Stories Alive.”
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17 4. Treasurer's Report: The report was included with the Board Packet. February was a
18 relatively quiet month for expenses. Online payment options for purchasing DVD copies
19 were discussed and will be expanded during the year.
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21 **Gregg Gervais made the motion to accept the Treasurer's Report; Joe Halko**
22 **seconded the motion. The motion carried 9-0.**
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- 25 5. Executive Director's Report: Elizabeth Malone shared that the CCV and Northwest Tech
26 Center classes have been in the studio practicing their production skills. New options for a
27 Star Spangled Banner morning sign-on for the channels were raised by Joey Russo,
28 following the WCAX classic model. The Chamber Mixer was discussed as an opportunity
29 for reaching out to the community and many members of the board and staff will be
30 attending the event. The non-profit committee will be meeting late in April to review the
31 presentation before the Franklin Grand Isle Community Partnership.
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34 6. Old Business

35 6.1 Remote Camera Update: Joey Russo explained that the first company hired to
36 install the remote camera in Highgate was neither professional nor prepared to
37 complete the installation. Elizabeth Malone went on to say that the second company
38 that bid on the project has been approached to finish the installation. This company
39 is currently waiting to receive the needed equipment and then will schedule the
40 installation. Rick Tatro raised the question of broadcasting the street view cameras
41 exclusively on Channel 17. Elizabeth Malone will be contacting Comcast about this
42 possible use of the additional channel. She also mentioned that these cameras could
43 be used for the website as well.
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45 6.2 Equipment Update: The 4 Dell Laptops have been installed and have been used for
46 the CCV students and will be used in other future video classes.
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48 6.3 Chamber Mixer: Discussed during Executive Director’s Report.
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50 7. New Business

51 7.1 Annual Dinner Update From Joey: Due to the busy sugaring season, Joey Russo

1 will provide a full update next month. He did raise the possibility of using the Bliss
2 Auditorium at the St. Albans Historical Museum.

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4 7.2 Capital Plan: As part of this four year plan, the studio equipment would need to be
5 upgraded. Elizabeth Malone explained that this upgrade would be more economical
6 and efficient if it was done all at once. Joey Russo suggested that this studio
7 upgrade would make sense to be done in conjunction with the eventual studio re-
8 location. Rick Tatro and Marilyn Grunewald committed to working to study the
9 costs of this re-location. Elizabeth Malone mentioned that the Colchester Access
10 center just re-located and could provide valuable data on the costs. The Board
11 expressed interest in visiting this new facility in Colchester and rebuilding the
12 relationship between the two boards

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14 7.3 Annual 990 Tax Form Review: This form was prepared by Elizabeth Malone and
15 then reviewed by Gina Clark Accounting. It will also be reviewed by the firm that is
16 hired for the audit this summer.

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18 **Gregg Gervais made the motion to approve the Annual 990 Tax Form; Virginia**
19 **Holiman seconded the motion. The motion carried 9-0.**

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22 8. Approval of Minutes: February 18, 2012

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24 **Rick Tatro made the motion to approve the Minutes of February 18, 2012; Marilyn**
25 **Grunewald seconded the motion. The motion carried 9-0.**

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27 9. Adjourn
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34 **David McWilliams, President**

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34 **Tyler Comeau**

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37 **Rick Tatro, Vice President**

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37 **Gregg Gervais**

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41 **Marilyn Grunewald, Treasurer**

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41 **Joe Halko**

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45 **Jill Snapp, Secretary**

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45 **Virginia Holiman**

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49 **Joey Russo**