

1 **Northwest PEG-TV**

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3 Board of Directors  
4 May 19, 2014  
5 Minutes

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7 **Present for a quorum:** David McWilliams, Joey Russo, Joe Halko, Gregg Gervais (arrived at  
8 4:37 p.m.), Rick Tatro, Jill Snapp (arrived at 4:37 p.m.), Marilyn Grunewald (left at 4:39 p.m.)  
9 **Missing:** Virginia Holiman, Tyler Comeau  
10 **Administrators:** Elizabeth Malone

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12 1. Call to Order- David McWilliams called the meeting to order at 4:35 p.m.  
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14 2. Treasurer's Report- Elizabeth Malone explained to the Board the balance sheet was of  
15 April 30, 2014 and overall the budget was on the higher side, but it should even out  
16 throughout the summer. The server is ready for the third channel and it is HD compatible  
17 for this server. The annual dinner was less than budgeted, which was at the North Hero  
18 House.

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20 **Rick Tatro made the motion to approve the Treasurer's Report; Gregg Gervais**  
21 **seconded the motion. The motion carried 7-0.**

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23 3. Executive Director's Report- Elizabeth Malone explained to the Board the two Charter  
24 Cable areas in Vermont are Barre and St. Johnsbury. Their CPG, Certificate of Public  
25 Goods is currently being renewed, and Vermont Access Network is highly involved.  
26 Charter would like to renew the CPG soon, as certain section of subscribers can be sold off  
27 to Comcast. Charter and Time Warner are merging. NWATV will receive a tax credit for  
28 the Health Insurance, with this credit, it was asked to increase wages for the freelance  
29 employees or purchase additional equipment the staff did not request. NWATV will host  
30 the Under the Stars movies series in small towns in Franklin County. There will be two  
31 summer camps in Highgate and Swanton. The money from the tax rebate will be used to  
32 rent or purchase the movie screen, and popcorn for a free movie. At the annual dinner,  
33 James Levy and Gina Clark were recognized. NWATV has renewed their contract for the  
34 sign at the Swanton baseball field.

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36 **Jill Snapp made the motion to increase wages \$1.00 now, and another \$1.00 at the end**  
37 **of the year; Joe Halko seconded the motion. The motion carried 7-0.**

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39 **Marilyn Grunewald made the motion to use the remainder of the tax money to**  
40 **purchase equipment; Gregg Gervais seconded the motion. The motion carried 7-0.**

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42 4. Old Business  
43 4.1 Contract Negotiation Update- Joe Halko explained there will be a five year contract  
44 between Comcast and NWATV. Four copies needed to be signed by David  
45 McWilliams, Joe Halko, and two witnesses.

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47 **Joe Halko made the motion to approve David McWilliams to sign contracts between**  
48 **NWATV and Comcast; Joey Russo seconded the motion. The motion carried 7-0.**

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50 4.2 Building Committee Update- This item was moved to Executive Session.  
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- 1 5. New Business  
2 5.1 Commercial Content Committee- Jill Snapp, Gregg Gervais, and Virginia Holiman  
3 met to discuss the difference between commercial material and fundraising material.  
4 The committee decided a show is considered a commercial if it is aired more than  
5 three times a year. If there is a gray area, the committee would like it to be brought  
6 to the Board.  
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8 5.2 Disaster Preparedness Plan- Elizabeth Malone explained to the Board, if a disaster  
9 were to hit, NWATV would like to have a back-up to store short-term data, up to  
10 four weeks back. NWATV is using Hightail to back up information on the Cloud,  
11 which is \$16.00 a month for unlimited storage. The long-term data will be stored on  
12 RDX cards which would hold past archives. Currently a part-time intern is backing  
13 up all of the data, which goes back 15 years. The Board would like to store the plan  
14 online and with an organization. The Board would like the archives to be stored in  
15 the safe deposit box.  
16  
17 5.3 Quarterly Goals Review- The non-profit videoing is going well, NWATV has gotten  
18 three or four new non-profits. NWATV is rebuilding their website this summer, and  
19 will have a page devoted to the non-profits. The young producers were excellent  
20 who came in to do live TV, and two of the students had never been on a show before  
21 started their own show. NWATV has worked to outreach to smaller towns, and this  
22 summer there will be two camps, in Highgate and Swanton. NWATV is searching  
23 for someone in Sheldon who would like representation for the town.  
24

- 25 6. Approval of Minutes- The minutes of April 21, 2014 were included in the Board packet for  
26 their review.  
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28 **Joe Halko made the motion to approve the minutes of April 21, 2014 as amended;**  
29 **Marilyn Grunewald seconded the motion. The motion carried 7-0.**

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31 The Board discussed the meeting with Kevin Christopher from LCATV which took place  
32 at the April 21, 2014 Board Meeting. The Board would like to have the Director,  
33 President, and Vice President from each LCATV and NWATV to meet and discuss the  
34 videoing for BFA.  
35

- 36 7. Executive Session- Personnel and Contracts  
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38 **Gregg Gervais made the motion to enter Executive Session at 5:40 p.m. regarding**  
39 **Personnel and Contracts; Marilyn Grunewald seconded the motion. The motion**  
40 **carried 7-0.**

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42 **Marilyn Grunewald made the motion to exit Executive Session at 6:10 p.m.; Gregg**  
43 **Gervais seconded the motion. The motion carried 7-0.**  
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- 45 8. Adjourn  
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47 No Action was taken following Executive Session  
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49 **David McWilliams adjourned the meeting.**  
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51 Respectfully submitted,

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Brianne King, Board Secretary

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**David McWilliams, President**

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**Rick Tatro, Vice President**

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**Marilyn Grunewald, Treasurer**

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**Jill Snapp, Secretary**

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**Joey Russo**

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**Tyler Comeau**

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**Gregg Gervais**

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**Joe Halko**

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**Virginia Holiman**