

1 **Northwest PEG-TV**

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3 Northwest PEG-TV Board of Directors Meeting  
4 November 17, 2014  
5 Minutes

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7 **Present for a quorum:** David McWilliams, Gregg Gervais, Rick Tatro, Marilyn Grunewald, Jill  
8 Snapp, Joe Halko, Virginia Holiman (arrived at 4:53 p.m.), Jeremiah King (arrived at 4:47 p.m.)

9 **Missing:** Joey Russo

10 **Administrators:** Elizabeth Malone

11 **Visitors:** None

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13 1. Call to Order- David McWilliams called the meeting to order at 4:35 p.m.

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15 It was asked to add item 2.A Election of Officers

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17 2. Treasurer's Report- Elizabeth Malone and Marilyn Grunewald explained the unusual  
18 purchases which included the advertisement at the Missisquoi Hockey Rink. NWATV  
19 also paid for half of the camera cost for the Access A/V, and NWATV purchased archive  
20 disks.

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22 **Joe Halko made the motion to accept the Treasurers Report as submitted; Gregg Gervais**  
23 **seconded the motion. The motion carried 6-0-0.**

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25 (Jeremiah King arrived)

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27 a. Election of Officers- David McWilliams will continue as President; Rick Tatro  
28 will continue as Vice President; Jill Snapp will continue as Secretary; Marilyn  
29 Grunewald will continue as Treasurer.

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31 **Gregg Gervais made the motion to elect all of the positions as stated in item 2.a.; Joe Halko**  
32 **seconded the motion. The motion carried 7-0-0.**

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34 The Board asked to rewrite the bylaws in January of 2015 in regards to the rules and regulations  
35 of being a subscriber of Comcast and a board officer.

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37 3. Executive Director's Report- Elizabeth Malone explained Mike left NWATV and it has  
38 been very hard to fill the programming coordinators position. Ms. Malone will be  
39 interviewing two more applicants in the following days. Two new videographers have  
40 been hired as Ian has taken on a position at NWATV full time. With NWATV being  
41 short-handed, Gina Clark, the accountant has been working for NWATV more. Elizabeth  
42 Malone also touched on the Election Night, which NWATV worked with the St. Albans  
43 Messenger and it went very well. There were over 1000 viewers and at one time there  
44 were 60 viewers at a time, which makes one of the highest rated shows. NWATV will  
45 now be filming at the Fairfield School Board Meetings, and will be charging \$80.00 per  
46 meeting. On Monday, December 22, 2014 NWATV will be having the Santa Claus  
47 Show. Children can call into Santa and will be live on TV. Peoples Trust Company  
48 sponsors this event.

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50 (Virginia Holiman arrived)

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- 4. Old Business
  - a. Equipment Update- Comcast came and put in a permanent fiber which was installed quickly. Comcast had some internal issues and the network was down for a little while, but was restored. Next month, Elizabeth Malone will have the bids for the computer.

- 5. New Business
  - a. Committee Updates- Rick Tatro explained there are obstacles and different issues at a standstill with the building project, but should start in April. The property went out to bid at Franklin Park West and there were no acceptable bids. Rick Tatro will be talking to Thomas Gallaher at Peoples Trust Company about the piece of property. Mr. Tatro will have more news for the Board next month, Rick Tatro also talked on behalf of the hiring committee and shared Ian is doing great and the committee is trying to fill Kris's position.
  - b. Annual Meeting- The Board had a great time at the Annual Meeting, but was upset that not everyone invited was in attendance, especially many people who were receiving awards.
  - c. Budget Discussion- Elizabeth Malone explained the Budget need to be approved by the next Board meeting. NWATV will be putting more money into advertising. The Board will need to know which Health Insurance plan NWATV will be choosing, and will need to discuss salaries in more depth.

**Marilyn Grunewald made the motion to accept the proposed budget except salaries and health insurance; Jill Snapp seconded the motion. The motion carried 8-0-0.**

**Marilyn Grunewald made the motion to approve the checks issued over the last two months; Joe Halko seconded the motion. The motion carried 8-0-0.**

- 6. Approval of Minutes 9/15/14- It was asked to amend the minutes as followed: The Date of the meeting was September 15, 2014. To revise the last names of Joe Halko, Virginia Holiman, and to revise the first name of Gregg Gervais. The October 6 election of officers, Tyler Comeau should be removed as he was no longer running for a position, and his position term was not up.

**Rick Tatro made the motion to approve the minutes of September 15, 2014 as amended; Virginia Holiman seconded the motion. The motion carried 8-0-0.**

- 7. Executive Session- Personnel and Contracts

**Gregg Gervais made the motion to enter Executive Session at 5:33 p.m. regarding Personnel and Contracts; Joe Halko seconded the motion. The motion carried 8-0-0.**

Out of executive session at 5:55

**Jeremiah King made to give the following salary increases**

Executive Director 4%, Staff Assistant 3%, Technology Coordinator 5.06 %,

**Second to the motion Virginia Holiman**

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**Motion carried**

8. Adjourn

Respectfully submitted,

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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**Jeremiah King**

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**Gregg Gervais**

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**Joe Halko**

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**Virginia Holiman**