

1 **Northwest PEG-TV**

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3 Northwest PEG-TV Board of Directors Meeting  
4 December 8, 2014  
5 Minutes

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7 **Present for a quorum:** David McWilliams, Gregg Gervais, Marilyn Grunewald, Joe Halko,  
8 Virginia Holiman

9 **Unable to Attend:** Joey Russo, Rick Tatro, Jeremiah King, Jill Snapp

10 **Administrators:** Elizabeth Malone, Ian Chase

11 **Visitors:** None

12  
13 1. Call to Order- David McWilliams called the meeting to order at 4:12 p.m.

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15 2. Treasurer's Report- Elizabeth Malone and Marilyn Grunewald thanked Gina Clark, the  
16 accountant for saving NWATV over \$12,000 on the healthcare reimbursement. It costs  
17 around \$6,000 per employee to pay for healthcare. When hiring, NWATV will negotiate  
18 health care to replace salaries.

19  
20 **Joe Halko made the motion to accept the Treasurers Report as submitted; Virginia Holiman**  
21 **seconded the motion. The motion carried 5-0-0.**

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23 **Marilyn Grunewald made the motion to accept the checks written in the month of**  
24 **November; Virginia Holiman seconded the motion. The motion carried 5-0-0.**

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26 3. Executive Director's Report- Elizabeth Malone is feeling hopeful about filling Kris Hoyt's  
27 position. Elizabeth will be interviewing after the first of the year. Elizabeth Malone  
28 thanked the part time employees for all of their help. On December 22, 2014 children will  
29 be able to call in and talk to Santa on the telephone. Elizabeth Malone also noted the  
30 annual cost of insurance was paid in December.

31  
32 4. Old Business

33 a. Committee Updates-

34 i. Healthcare- Marilyn Grunewald and the committee met before  
35 Thanksgiving and would like to elect to stay with the Blue Rewards Gold  
36 plan. The employees are happy with their insurance, and the total cost is  
37 not a significant increase over last year. Mary Rita, the healthcare broker  
38 will charge a fee of \$15.00 a month which will total to \$540.00 a year.  
39 The total cost for the Blue Rewards Gold plan will be \$23,587.71.

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41 ii. Building- David McWilliams will be attending the Town Select and City  
42 Board meetings. Mr. McWilliams will have more information at the next  
43 Board meeting in January.

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45 b. Budget Discussions- Elizabeth Malone presented the numbers to the Board for the  
46 pay scale and insurance. There will be increases to the Salary wages and Blue  
47 Rewards Gold healthcare.

48 **Joe Halko made the motion to accept the increases in healthcare and wages; Gregg**  
49 **Gervais seconded the motion. The motion carried 5-0-0.**

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1 5. New Business

- 2 a. Computer Quotes- Ian explained to the Board a new workstation needs to be  
3 created. Ian provided quotes to the Board for a Mac, Dell, and custom built  
4 machine. Ian compared all of the pros and cons of the machines and has  
5 recommended to the Board to purchase a custom workstation. Ian would put the  
6 computer together and all of the parts on the computer are guaranteed for two  
7 years. The custom machine would cost around \$3,500.

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9 **Joe Halko made the motion to purchase the custom computer; Marilyn Grunewald seconded  
10 the motion. The motion carried 5-0-0.**

- 11  
12 b. Wage Study- The wage study was done through VAN. David McWilliams will  
13 send out a letter and would like to have this study completed by May or June as  
14 they are being paid membership dollars.

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16 6. Approval of Minutes 10/6/14 and 11/17/14- It was asked to amend the minutes as  
17 followed:

18  
19 The Minutes of October 6, 2014, Joe Halko was present, and Joey Russo was unable to attend. To  
20 remove the name Ken Henderson from the Visitor section. To amend the name Winter Goodrich  
21 to Winton Goodrich.

22  
23 The Minutes of November 17, 2014, to revise the Bylaws to state- the Bylaws will be reviewed for  
24 being a Board member of the Board as an officer position.

25  
26 **Gregg Gervias made the motion to approve the minutes of October 6, 2014 as amended;  
27 Marilyn Grunewald seconded the motion. The motion carried 5-0-0.**

28  
29 **Virginia Holiman made the motion to approve the minutes of November 17, 2014 as  
30 amended; Marilyn Grunewald seconded the motion. The motion carried 5-0-0.**

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32 7. Executive Session- Personnel and Contracts

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34 The Board did not enter into Executive Session.

35  
36 8. Adjourn

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38 **Gregg Gervais made the motion to Adjourn at 4:58 p.m.; Joe Halko seconded the motion.  
39 The motion carried 5-0-0.**

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43 Respectfully submitted,

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46 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**