

1 **Northwest PEG-TV**

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3 Northwest PEG-TV Board of Directors Meeting  
4 January 19, 2015  
5 Minutes

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7 **Present for a quorum:** David McWilliams, Rick Tatro, Jill Snapp, Gregg Gervais (arrived at  
8 4:42 p.m.), Marilyn Grunewald (via Skype), Joe Halko (via telephone), Virginia Holiman

9 **Unable to Attend:** Joey Russo, Jeremiah King

10 **Administrators:** Elizabeth Malone

11 **Visitors:** None

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13 1. Call to Order- David McWilliams called the meeting to order at 4:30 p.m.

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15 2. Treasurer's Report- Elizabeth Malone explained everything was looking good, and was  
16 pleased with the financial status. Elizabeth Malone and Gina Clark have finalized numbers  
17 and are waiting on some bank statements. The December 2014 profit and loss statement  
18 was included. Elizabeth Malone also informed the Board NWATV needed to purchase  
19 computer software for \$1,000.00 for recording which used to be free for NWATV.

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21 **Rick Tatro made the motion to accept the Treasurers Report as submitted; Virginia**  
22 **Holiman seconded the motion. The motion carried 6-0-0.**

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24 **Virginia Holiman made the motion to accept the checks written in the month of December;**  
25 **Jill Snapp seconded the motion. The motion carried 6-0-0.**

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27 3. Executive Director's Report- Elizabeth Malone explained staffing information will be  
28 discussed in Executive Session. Ms. Malone will be gone for a few weeks in January and  
29 will not have cell phone service, but will be checking e-mails. There will be no extra  
30 studio shows. Some of the Board members have volunteered to come into the studio if the  
31 staff needs help. NWATV and the St. Albans Messenger will be partnering again this year  
32 for Town Meeting Day Coverage.

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34 4. Old Business

35 a. Committee Updates- Building- Rick Tatro, David McWilliams and Elizabeth  
36 Malone went to check out Regal Arts, and came to the determination the building  
37 would not suit NWATV's needs. Rick Tatro explained the property out at  
38 Franklin Park West was purchased by Patrick Malone, and Mr. Tatro will try to  
39 schedule a meeting with Patrick Malone.

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41 b. Wage Study- David McWilliams explained VAN will be doing a wage study for  
42 pay scales around Vermont. The people who will be on the Wage Study  
43 committee are Gregg Gervais, David McWilliams, and Joe Halko.

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45 c. Hiring Committee- Marilyn Grunewald, Joey Russo, and Rick Tatro are advisors  
46 for hiring, and give recommendations to Elizabeth Malone.

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48 5. New Business

49 a. Create Bylaw and Personnel Policy Committees- Marilyn Grunewald, Virginia  
50 Holiman, and David McWilliams will make up the Bylaw and Personnel Policy

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Committee.

- b. Board Dinner re-schedule- The Board Dinner has been re-scheduled to February 15, 2015 at 5:00 p.m. More information will go out to the Board for the location of the dinner.

6. Approval of Minutes 12/08/2014

**Marilyn Grunewald made the motion to approve the minutes of December 8, 2014 as submitted; Jill Snapp seconded the motion. The motion carried 7-0-0.**

The April 2015 meeting has been rescheduled to Thursday, April 16, 2015 at 4:30 p.m.

7. Executive Session- Personnel and Contracts

**Gregg Gervais made the motion to enter Executive Session at 5:04 regarding Personnel and Contracts; Jill Snapp seconded the motion. The motion carried 7-0-0. Board exits Executive Session at 5:45pm**

**Gregg Gervais made the motion to make the discussed adjustment to the salary schedule. Rick Tatro seconded the motion. Motion passes 7-0-0.**

**Gregg Gervais made the motion to adjourn. Jill Snapp seconded the motion. Motion passes 7-0-0.**

8. Adjourn at 5:50pm

Respectfully submitted,

Brianne King, Board Secretary

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**David McWilliams, President**

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**Joey Russo**

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**Rick Tatro, Vice President**

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**Gregg Gervais**

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**Marilyn Grunewald, Treasurer**

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**Joe Halko**

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**Jill Snapp, Secretary**

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**Virginia Holiman**