

1 **Northwest PEG-TV**

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3 Northwest PEG-TV Board of Directors Meeting
4 February 16, 2015
5 Minutes

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7 **Present for a quorum:** David McWilliams, Rick Tatro, Jill Snapp, Gregg Gervais, Joe Halko

8 **Unable to Attend:** Joey Russo, Jeremiah King, Marilyn Grunewald, Virginia Holiman

9 **Administrators:** Elizabeth Malone, Paul Snyder

10 **Visitors:** None

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12 1. Call to Order- David McWilliams called the meeting to order at 5:00 p.m.
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14 2. Programming Report- Elizabeth Malone introduced Paul Snyder, the new programming
15 coordinator to the Board. Mr. Snyder has jumped on board and has already begun
16 scheduling, editing, running the camera, and will be talking with producers about their
17 shows.
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19 3. Treasurer's Report- The Treasurer's Report was attached to the Board's packet for review.
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21 **Rick Tatro made the motion to accept the Treasurers Report as submitted; Joe Halko**
22 **seconded the motion. The motion carried 5-0-0.**

- 23
24 4. Executive Director's Report- Elizabeth Malone explained NWATV just received their last
25 2014 quarterly payment from Comcast in the amount of \$79,634.29. Elizabeth Malone
26 would like to have these funds go to the Building fund. Currently the Building fund is
27 around \$500,000. Elizabeth Malone explained the staffing is full and she is excited to get
28 back to being the Executive Director. The next two weeks for NWATV will be the busiest
29 because of the playoffs for winter sports and Town Meeting Day. The 990 form needs to
30 be filed by May 15, 2015; Elizabeth Malone will contact the CPA to file the annual report.
31 Elizabeth Malone also informed the Board, the Comcast Representative still has not been
32 replaced.
33

34 **Gregg Gervais made the motion to put the \$79,634.29 check from Comcast into the Building**
35 **Fund; Rick Tatro seconded the motion. The motion carried 5-0-0.**

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37 5. Old Business
38 a. Committee Updates- Building- Rick Tatro explained the committee cannot move
39 forward until the moratorium is settled. NWATV will be hiring Louis
40 Charbonneau and are hopeful to have a building by May of 2016. The committee
41 will continue looking for buildings, and property.
42
43 b. Wage Study Committee- David McWilliams explained there is nothing more to
44 report at this time. David McWilliams will would like to have this report done as
45 soon as possible as he is afraid to lost employees.
46
47 c. Bylaw and Personnel Policy Committee- The Committee has not met, but would
48 like to begin meeting. David McWilliams will get into contact with Marilyn
49 Grunewald, and Virginia Holiman to report back to the Board next month.
50

1 d. Board Dinner- The Board was very impressed with their dinner on Sunday,
2 February 15, 2015 at Bayside Pavilion in Saint Albans. The food had great taste,
3 and came out on a perfect schedule. The only downside was the seating was tight.
4 The Board will be considering holding the Annual Dinner in May at Bayside.
5

6 6. New Business

7 a. Board Binder- The binders for the Board are for agendas and notes for the
8 meetings. This will help to keep the Board organized, and will hold important
9 information including the Board Schedule, past Board members, and minutes of
10 past meetings.
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12 b. 2015 Board Schedule- The Board reviewed the Board Schedule and potential
13 changes will be made as needed.
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15 7. Approval of Minutes 01/19/2015- Gregg Gervais asked to amend the minutes of January
16 19, 2015. Mr. Gervais wrote the following motions from the January 19, 2015 for the
17 Board to sign off on, on the minutes attached to the Board's packet. The minutes
18 explained going into and exiting Executive Session, along with stating if action was taken.
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20 **Joe Halko made the motion to approve the minutes of January 19, 2015 as amended;**
21 **Rick Tatro seconded the motion. The motion carried 5-0-0.**
22

23 **Jill Snapp made the motion to accept the checks written in the month of January**
24 **2015; Gregg Gervais seconded the motion. The motion carried 5-0-0.**
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26 8. Executive Session- Personnel and Contracts- The Board did not go into Executive Session.
27

28 9. Adjourn
29

30 **Gregg Gervais made the motion to adjourn the meeting at 5:54 p.m.; Rick Tatro seconded**
31 **the motion. The motion carried 5-0-0.**
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35 Respectfully submitted,
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38 Brianne King, Board Secretary
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43 **David McWilliams, President**
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47 **Rick Tatro, Vice President**
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Gregg Gervais

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Marilyn Grunewald, Treasurer

Jill Snapp, Secretary

Joey Russo

Joe Halko

Virginia Holiman