

1 **Northwest PEG-TV**

2  
3 Northwest PEG-TV Board of Directors Meeting

4 November 16, 2015

5 Minutes

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7 **Present for a quorum:** David McWilliams, Rick Tatro (left at 5:30 p.m.), Joe Halko,  
8 Virginia Holiman, Tim Stetson (left at 5:48 p.m.), Michel Consejo, Gregg Gervais, Jill  
9 Snapp (arrived at 4:34 p.m.), Marilyn Grunewald (arrived at 4:42 p.m.)

10 **Unable to Attend:**

11 **Administrators:** Elizabeth Malone

12 **Visitors:** None

13  
14 1. Call to Order- David McWilliams called the meeting to order at 4:32 p.m. at the  
15 Saint Albans Free Library.

16  
17 Jill Snapp arrived.

18  
19 2. Programming Report- Paul Snyder's video highlighted the new intros that have  
20 been made in the office, along with three new shows; Osher Lifelong Learning  
21 Institute, Huddle Up, and Northwest Nightmares. Paul Snyder's video also  
22 suggested having more of the Board members producing shows.

23  
24 Marilyn Grunewald arrived.

25  
26 3. Treasurer's Report- The Treasurer's Report was attached to the Board's packet for  
27 review. This report was from January 1, 2015 to October 31, 2015. Elizabeth  
28 Malone wanted to inform the Board that not all of the Northwest Nightmare monies  
29 have been received. NWATV just received their last Comcast check for this year,  
30 and will not receive another one until February of 2016.

31  
32 **Jill Snapp made the motion to accept the Treasurer's Report as submitted; Gregg**  
33 **Gervaid seconded the motion. The motion carried 9-0-0.**

34  
35 **Joe Halko made the motion to accept the checks written throughout the month; Jill**  
36 **Snapp seconded the motion. The motion carried 9-0-0.**

37  
38 Virginia Holiman arrived.

39  
40 4. Executive Director's Report- Elizabeth Malone asked all of the Board members to  
41 sign a Conflict of Interest for NWATV. If the station gets audited by the IRS, they  
42 could receive penalties for not having this form filled out. Ms. Malone thanked  
43 everyone who came out to speak to the Public Service Board, and people can send  
44 letters to that Board over the next year with their thoughts and opinions. Elizabeth  
45 Malone wanted to let the Board know on December 17, 2015 from 6:00 p.m. to  
46 8:00 p.m. children can call into the station and speak to Santa. The liaison, Steve

1 Bushey, who was working with the Highgate Arena and NWATV is no longer  
2 there to help get NWATV a decent spot to record hockey games. The Board  
3 suggested a few people for Elizabeth Malone to contact.  
4

5 5. Old Business

- 6 a. Building Committee Update- Rick Tatro explained this project is close to  
7 getting to the point where it begins to be in the expert's hands. The FPW  
8 lot is .98 acres and is in the 3<sup>rd</sup> phase, which is the last phase to be cleared  
9 through Act 250. The moratorium was dropped on November 16, 2015.  
10 The Board would like to get three bids, and the Board may need to have a  
11 special meeting to elect the consulting firm. Elizabeth Malone, David  
12 McWilliams, Rick Tatro, and Marilyn Grunewald will meet with the  
13 attorney to sign the Purchase and Sales agreement.  
14

15 Rick Tatro left.  
16

- 17 b. Enosburg Expansion- The application has been submitted, and NWATV is  
18 now waiting to hear from Comcast, and they still have five weeks to hear  
19 back.  
20

21 6. New Business

- 22 a. Health Insurance- Elizabeth Malone explained NWATV is currently paying  
23 all of the health premiums, deductibles, and up to \$1,000 for hospital co-  
24 pays. The premium for the same plan will be increasing 7.5%, and  
25 therefore they would like to change the plan. Marilyn Grunewald is  
26 proposing the Gold CDHP Rewards which is \$18,947.52.  
27

28 **Marilyn Grunewald made the motion to offer the Gold CDHP Rewards plan for next**  
29 **year, with the coverage of deductible of \$2500.00 per person; Michel Consejo**  
30 **seconded the motion. The motion carried 8-0-0.**  
31

32 Tim Stetson left.  
33

- 34 b. 2016 Operating Budget First Draft- Elizabeth Malone presented the 2016  
35 first draft of the Operating Budget. It was explained the building fund will  
36 be its own budget, along with the equipment that is purchased for that  
37 space. Elizabeth Malone would like to increase the wages of the part time  
38 employees by 4%. The Board would like to increase the Legal Fees from  
39 \$1,000 in the proposed budget to \$2,000.  
40

41 **Marilyn Grunewald made the motion to increase the part time employee's wages by**  
42 **4%; Gregg Gervais seconded the motion. The motion carried 7-0-0.**  
43

44 **Marilyn Grunewald made the motion to accept the 2016 total budget with the change**  
45 **of \$2,000 to legal fees; Joe Halko seconded the motion. The motion carried 7-0-0.**  
46

1 c. Conflict of Interest Form- Elizabeth Malone collected these forms from the  
2 Board Members.

3  
4 7. Approval of Minutes 10/19/15- The minutes of October 19, 2015 were attached.

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6 **Virginia Holiman made the motion to approve the minutes of October 19, 2015 as**  
7 **submitted; Gregg Gervais seconded the motion. The motion carried 7-0-0.**

8  
9 8. Adjourn

10  
11 **Joe Halko made the motion to adjourn at 6:01 p.m.; Jill Snapp seconded the motion.**  
12 **The motion carried 7-0-0.**

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14  
15 Respectfully submitted,

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17  
18 Brianne King, Board Recorder

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22 \_\_\_\_\_  
23 **David McWilliams, President**

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**Michel Consejo**

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26 \_\_\_\_\_  
27 **Rick Tatro, Vice President**

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**Gregg Gervais**

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31 **Marilyn Grunewald, Treasurer**

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**Joe Halko**

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34 \_\_\_\_\_  
35 **Jill Snapp, Secretary**

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**Virginia Holiman**

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38 \_\_\_\_\_  
39 **Tim Stetson**