

1 **Northwest PEG-TV**

2
3 Northwest PEG-TV Board of Directors Meeting

4 April 18, 2016

5 Minutes

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7 **Present for a quorum:** David McWilliams, Marilyn Grunewald (left at 4:50 p.m.),
8 Virginia Holiman, Tim Stetson, Michel Consejo, Joe Halko

9 **Unable to Attend:** Gregg Gervais, Rick Tatro, Jill Snapp

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

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12 1. Call to Order- David McWilliams called the meeting to order at 4:00 p.m. at the
13 Bellows Free Academy Library.

14
15 2. Programming Report- Paul Snyder's report highlighted "Baseball in Vermont"
16 which was a documentary narrated by Joe Halko, this movie was entered into the
17 Freedom and Unity of VT Film Festival. The 19U National Championships with
18 the Vermont Shamrocks All-star girl's hockey vs. Connecticut, which showed the
19 VT Shamrocks winning the title. "Director's Cut" with Elizabeth Malone and Lane
20 McElree which talked about what it is like to be a camera person. "Rise TV" by
21 RISE-VT with weekly shows on fitness and healthy habits. Artist in Residence, a
22 pottery and sculpture gallery which recently opened on South Main Street in Saint
23 Albans. The Women's Expo interviewed Miss Vermont, Alayna Westcom.

24
25 3. Treasurer's Report- The Treasurer's Report was attached to the Board's packets.
26 Elizabeth Malone explained the Peoples Trust Company's checking account
27 balance is high due to needing funds on hand for the Building Project.

28
29 **Tim Stetson made the motion to accept the checks written in the month of March**
30 **2016; Virginia Holiman seconded the motion. The motion carried 6-0-0.**

31
32 4. Executive Director's Report- Elizabeth Malone reported the North Country
33 committee grew by 1 person. Elizabeth Malone is waiting on Comcast as the
34 switch with the North Country will be in 2.5 months. Elizabeth Malone would like
35 a Board member to attend a meeting with the Catholic Church to talk about
36 videoing services. This year NWATV may need to pay a higher VAN
37 membership again, this will be determined at the May 6th meeting. All Board
38 members are welcome to attend the VAN meeting on May 6th. NWATV is still
39 looking for more part-time videographers. The wooden studio table needs repairs
40 and to be stored, Elizabeth Malone has asked if a Board member would be willing
41 to store until the New Building is complete. Elizabeth Malone would like
42 volunteers for the June Dairy Day Festival, a sign-up sheet will be posted for the
43 Board. NWATV will need to change the letterhead tag line as the expansion will
44 include more towns in Franklin County.

45
46 5. Old Business

- 1 a. Annual Dinner Update- Joe Halko reported the Annual Dinner will be held
2 at the Champlain Country Club in Saint Albans. Cocktail hour will begin
3 at 5:00 p.m. and a buffet dinner will be at 6:00 p.m. There will be chicken,
4 beef and a vegetable entrée to choose from. Joe Halko will receive a menu
5 from Mike Swim, and will share the information with the Board when it is
6 received.
7
- 8 b. Building Committee Update- The purchase and sales agreement needs to be
9 signed by Rick Tatro with a deposit check to then be sent along to Patrick
10 Malone to be signed. Elizabeth Malone is receiving help from two local
11 non-profit building experts to help with the RFP to select an Architect. The
12 floor plan was put online for the architects, and therefore the proposal
13 deadline was extended to May 6, 2016.
14

15 6. New Business

- 16 a. Long-Term Investment Review- The first quarter Comcast payment went
17 into the Money Market account for reserve funds. NWATV is in a good
18 cash position for this year, and will get another check from Comcast in
19 about four weeks. Elizabeth Malone asked the Board to think about how
20 much they think NWATV should borrow for the building fund, and how
21 much do they want to spend out of the reserve?
22

23 (Marilyn Grunewald left)

- 24
- 25 b. City Hall Update- St. Albans City Hall is still under construction. City Hall
26 would like hook-ups in front of the windows. Elizabeth Malone explained
27 they are waiting for material, and installation. Comcast did not show up to
28 this meeting, and NWATV is waiting on a response from Comcast to see
29 who should be covering the cut wire costs.
30
- 31 c. Summer Schedule- The Summer Schedule may not be clear, due to the
32 Building Project. The Board will call meetings as needed, if needed.
33

34 7. Approval of Minutes 03/21/16- The minutes of March 21, 2106 were attached.
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36 **Joe Halko made the motion to approve the minutes of March 21, 2106 as submitted;**
37 **Tim Stetson seconded the motion. The motion carried 5-0-0.**
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39 8. Adjourn

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41 The Board Adjourned at 4:55 p.m.
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43
44 Respectfully submitted,
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1 Brianne King, Board Recorder

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6 **David McWilliams, President**

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10 **Rick Tatro, Vice President**

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14 **Marilyn Grunewald, Treasurer**

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18 **Jill Snapp, Secretary**

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22 **Tim Stetson**

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Michel Consejo

Gregg Gervais

Joe Halko

Virginia Holiman