

1 **Northwest PEG-TV**

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3 Northwest PEG-TV Board of Directors Meeting
4 May 23, 2016
5 Minutes

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7 **Present for a quorum:** David McWilliams, Rick Tatro, Marilyn Grunewald, Tim Stetson,
8 Michel Consejo, Joe Halko, Virginia Holiman (arrived at 4:36 p.m.)

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

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

11 **Visitors:**

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13 1. Call to Order- David McWilliams called the meeting to order at 4:31 p.m. at the
14 Bellows Free Academy Library.
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16 2. Programming Report- Paul Snyder's report showed a glimpse of all of the shows
17 that have played from April 18, 2016 to May 22, 2016. There were meetings,
18 sports, performances, and shows. Paul Snyder also noted that out of the two
19 contests they entered, they placed 2nd in the Freedom and Unity Contest, which
20 awarded a \$250.00 check. That money was used to purchase a new camera
21 stabilizer which will be very useful for the studio.
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23 3. Treasurer's Report- The Treasurer's Report was attached to the Board's packets.

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25 **Rick Tatro made the motion to accept the Treasurer's report as presented; Tim**
26 **Stetson seconded the motion. The motion carried 7-0-0.**

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28 **Michel Consejo made the motion to accept the checks written in the month of April**
29 **2016; Joe Halko seconded the motion. The motion carried 7-0-0.**

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31 4. Executive Director's Report- Elizabeth Malone reported that she included a
32 Results Based Accountability dashboard that gives statistics on shows produced
33 and online interaction with the public. NWATV paid Facebook \$12.20 in the
34 month of April and delivered over 14,000 advertisements to people's Facebook
35 newsfeeds. An Access Plan meeting with the Board will be on Monday, June 6th
36 from 2:00 p.m. to 4:00 p.m. in the St. Albans Free Library. Elizabeth Malone
37 handed out a sign-up sheet for Board Members to volunteer their time at the June
38 Dairy Days. The VAN membership dues will be around half of last year's fees,
39 which will cost NWATV approximately \$1,500. This quarter NWATV received a
40 slightly bigger check from Comcast.

- 41
42 5. Old Business

43 a. Annual Dinner Update- The Board reported the dinner went very well, and
44 everyone was pleased with their meal. There were 66 people in attendance.

45
46 b. Building Committee Update- The water/sewer application was delivered to

1 City Hall on Thursday, May 19, 2016, and they should get word within 30
2 days. Rick Tatro and Elizabeth Malone will submit a letter of intent to the
3 Town Clerk's office to inform them of the intended water and sewer usage
4 they will use in the new building. The Purchase and Sales agreement has
5 been agreed upon.

6
7 c. City Hall Update- The process has been started and NWATV has
8 purchased all of the materials needed for the installation. The Electrician is
9 trying to find a time to go in and install. He will see if City Hall is ready
10 for him to go in. David McWilliams noted the Town Clerk would like new
11 cords as their cords are in the way.

12
13 d. North Country Committee Update- Tim Stetson, Joe Halko, and Elizabeth
14 Malone met with the Priest at the Catholic Church who showed them their
15 equipment. The system is capable of clicking on and going live. The
16 Methodist Pastor is okay with streaming, they will need to have another
17 meeting to see up the equipment that is currently in there. The committee
18 has had two meetings with Comcast, about setting up the North Country
19 and the Comcast Rep needs to get clarification about notices and billing
20 cycles. The PEG Yearly fee will be 2.5% the first year, 4% the second
21 year, and 5.5% for the remainder of time. Cold Hollow relocated their
22 space they were previously going to let NWATV set a studio up in, so
23 NWATV will need to find a remote studio space somewhere else. The
24 quote to hook the new building up with connection from Enosburg will cost
25 around \$9,000.

26
27 6. New Business

28 a. Architect Service Proposal- This item was moved to Executive Session.

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30 b. Scholarships- Only one application came in for the Dugan, Beauregard
31 Scholarship, which is for \$1,000.00. Dan Marlow had three applicants he
32 was struggling to choose between. The Board has agreed to give a \$500.00
33 scholarship to each of the three individuals.

34
35 **Virginia Holiman made the motion to award the \$1,000 Dugan, Beauregard**
36 **Scholarship to Ellen Allerton; Tim Stetson seconded the motion. The motion carried**
37 **7-0-0.**

38
39 **Rick Tatro made the motion to allow Dan Marlow to give (3)-\$500.00 Paul Legassey**
40 **Scholarships; Tim Stetson seconded the motion. The motion carried 7-0-0.**

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42 7. Approval of Minutes 04/18/16- The minutes of April 18, 2016 were attached.

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44 **Marilyn Grunewald made the motion to approve the minutes of April 18, 2016 as**
45 **submitted; Joe Halko seconded the motion. The motion carried 7-0-0.**

1 8. Executive Session- Executive Director Review, Full Time Staff Salaries, Contracts

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3 **Tim Stetson made the motion to enter Executive Session at 5:25 p.m. regarding**
4 **Contracts, Executive Director’s Review and Full Time Staff Salaries, and inviting**
5 **Elizabeth Malone into Executive Session; Marilyn Grunewald seconded the motion.**
6 **The motion carried 7-0-0.**

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8 **The Board Exited Executive Session at 6:15 p.m.**

9

10 **Michel Consejo made the motion to award Weimann Lamphere a contract for**
11 **Architectural Work, as outlined in the Request for Proposal issued on April 8, 2016;**
12 **seconded by Tim Stetson. The motion carried 7-0-0.**

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14 **Joe Halko made the motion to approve a 3% raise for full-time staff effective July 1,**
15 **2016; seconded by Rick Tatro. The motion carried 7-0-0.**

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17 9. Adjourn

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19 The Board Adjourned at 6:18 p.m.

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22 Respectfully submitted,

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25 Brianne King, Board Recorder

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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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Tim Stetson

Michel Consejo

Gregg Gervais

Joe Halko

Virginia Holiman