

1 **Northwest PEG-TV**

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3 Northwest PEG-TV Board of Directors Meeting

4 October 17, 2016

5 Minutes

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7 **Present for a quorum:** David McWilliams, Tim Stetson, Virginia Holiman, Jill Snapp,
8 Gregg Gervais (arrived at 5:09 p.m.)

9 **Unable to Attend:** Rick Tatro, Michel Consejo, Marilyn Grunewald, Joe Halko

10 **Administrators:** Elizabeth Malone

11 **Visitors:**

12
13 1. Call to Order- David McWilliams called the meeting to order at 5:05 p.m. at the
14 Bellows Free Academy Library Classroom.

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16 2. Treasurer's Report- The Treasurer's Report was included in the Board's packets.
17 There were no checks this month to be approved. The new accountant has a
18 different format from what the Board has seen in the past, and Elizabeth Malone
19 will be working with them to make it easier for the Board to read. There is a new
20 section for the expenses in the new location account.

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22 **Tim Stetson made the motion to accept the Treasurer's report as presented; Virginia**
23 **Holiman seconded the motion. The motion carried 5-0-0.**

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25 3. Executive Director's Report- Elizabeth Malone reported Zach, the new hire, so far
26 is a good fit. NWATV was hired as a videographer, Katie Foster, who will be
27 covering a good share of the Swanton events. None of the committees have met
28 since the last meeting. The Personnel Committee is waiting on feedback from the
29 employees. The Public Relations Committee is working on reviewing other access
30 center websites. There is not much news with the North Country Committee as
31 they are waiting on a phone call back from Comcast, and may eventually approach
32 the Public Service Board. The Building Committee met with Ruggiano and the
33 State of Vermont who took samples for Wetland permitting. Elizabeth Malone
34 hopes to have the loan application done to the USDA by the end of October. On
35 Saturday, October 22, 2016 at 10:00 A.M. a Zombie Run will take place, Films
36 will be shown at 6:30 p.m. at the Welden Theater on October 24th. NWATV will
37 cover Election Day on Channel 16 and will be streaming online starting at 8:00
38 p.m. The Studio will be closed the next day.

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40 4. New Business

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42 a. Projected Budget 2017-2019- This information is needed for the Federal
43 USDA Loan. This budget is projected numbers as best as can be projected.
44 Page 1 indicated actual number projected, and page 2 is the reasoning and
45 where the numbers came from. Elizabeth Malone put in the assumption
46 that NWATV will be serving the North Country by January 1, 2017. The

1 expenses are broad numbers for the USDA. They plan to add an additional
2 .5 FTE person. NWATV will be asking for a \$600,000 loan. The numbers
3 for the equipment and utilities are based on another Access TV station that
4 is much bigger in Colchester, VT.
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6 **Jill Snapp made the motion to allow Elizabeth Malone to put in the presented**
7 **Loan Proposal to the USDA; Virginia Holiman seconded the motion. The**
8 **motion carried 5-0-0.**
9

10 5. Old Business

11 a. Building Committee Update- If there are any questions, please ask
12 Elizabeth Malone, David McWilliams, or Rick Tatro. David McWilliams is
13 asking around for a Clerk of the Works and as done a written proposal to Tom
14 Barton.

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16 b. North Country Update- There is no update, this was covered in the
17 Executive Directors Report.

18
19 Tim Stetson asked to investigate if NWATV will be responsible to pay property
20 taxes as he has worked with many 501c3's in the past who were exempt.
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22 6. Approval of Minutes 09/19/16- The minutes of September 19, 2016 were attached.
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24 **Tim Stetson made the motion to approve the minutes of September 19, 2016 as**
25 **submitted; Virginia Holiman seconded the motion. The motion carried 5-0-0.**
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27 7. Adjourn

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29 The Board Adjourned at 5:40 p.m.
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32 Respectfully submitted,
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35 Brianne King, Board Recorder
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42 **David McWilliams, President**

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42 **Michel Consejo**

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46 **Rick Tatro, Vice President**

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46 **Gregg Gervais**

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Marilyn Grunewald, Treasurer

Joe Halko

Jill Snapp, Secretary

Virginia Holiman

Tim Stetson