

1 **Northwest PEG-TV**

2
3 Northwest PEG-TV Board of Directors Meeting

4 November 21, 2016

5 Minutes

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7 **Present for a quorum:** David McWilliams, Rick Tatro, Michel Consejo, Marilyn
8 Grunewald, Joe Halko, Virginia Holiman, Gregg Gervais

9 **Unable to Attend:** Jill Snapp, Tim Stetson

10 **Administrators:** Elizabeth Malone

11 **Visitors:** Kevin Marchand

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13 1. Call to Order- David McWilliams called the meeting to order at 4:02 p.m. at the
14 Bellows Free Academy Library.
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16 2. Public Hearing: USDA-RD Community Facility Application for “Media Barn”
17 funding- There were no visitors or input from the community.
18
19 3. MGV Associates-
20 a. Introduction- Kevin Marchand from MGV Associates discussed the 990,
21 Cashflow statements, and Simple IRA’s for NWATV. MGV Associates has
22 been doing this line of work with six different Access TV’s from across the State
23 of Vermont. MGV does a lot of work with non-profits. The accounting systems
24 MGV uses is Sage and Quickbooks.
25
26 b. 990- The 990 was just filed for 2015. Mr. Marchand gave a packet of
27 information to the Board Members and explained the requirements to file the 990
28 each year, and the questions the IRS asks each year is to make sure organizations
29 are in compliance. The income NWATV receives puts them into the tier of the
30 large non-profits. Mr. Marchand explained NWATV’s cash balance is on a good
31 path for the future.
32
33 c. Cash Flow Statement- Mr. Marchand has asked the Board members to tell him
34 how they would like to see the monthly cash flow statement presented to them.
35 Before, the cash flow would show present to how the money has moved across
36 the year. The Board has asked to have the cash flow showing as a rolling year as
37 this would show them the most information they are looking for.
38
39 d. SIMPLE IRA- A Simple IRA gives the ability for the employer to offer a
40 retirement, and potentially help to contribute to a retirement, but not to manage
41 the employee’s retirement account and funds. The administration fees are low
42 and don’t carry any responsibility of their account once it is set up. The setup
43 fee is between \$200.00 and \$300.00 for the company.
44

45 The Board took a 5 minute break.
46

- 1 4. Board of Officer Elections- The following positions will need to be re-appointed.
2 President, Vice President, Treasurer, and Secretary.
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4 **Gregg Gervais made the motion to nominate David McWilliams for President;**
5 **Marilyn Grunewald seconded the nomination. Michael Consejo made the**
6 **motion to close the nominations; Gregg Gervais seconded the motion. The**
7 **motion passed unanimously.**
8

9 **Joe Halko made the motion to nominate Rick Tatro for Vice President; Gregg**
10 **Gervias seconded the nomination. Michael Consejo made the motion to close**
11 **the nominations; Gregg Gervais seconded the motion. The motion passed**
12 **unanimously.**
13

14 **Rick Tatro made the motion to nominate Marilyn Grunewald for Treasurer;**
15 **Gregg Gervais seconded the nomination. Gregg Gervias made the motion to**
16 **close the nominations; Michel Consejo seconded the motion. The motion**
17 **passed unanimously.**
18

19 **Marilyn Grunewald made the motion to nominate Virginia Holiman for**
20 **Secretary; Joe Halko seconded the nomination. Michael Consejo made the**
21 **motion to close the nominations; Joe Halko seconded the motion. The motion**
22 **passed unanimously.**
23

- 24 5. Treasurer's Report- The Treasurer's Report was included in the Board's packets for
25 review.
26

27 **Rick Tatro made the motion to accept the Treasurer's report as presented; Virginia**
28 **Holiman seconded the motion. The motion carried 7-0-0.**
29

30 **Joe Halko made the motion to accept the checks written in the months of September**
31 **and October of 2016; Virginia Holiman seconded the motion. The motion carried 7-**
32 **0-0.**
33

- 34 6. Executive Director's Report- Elizabeth Malone showed Paul Snyder's monthly
35 recap, which highlighted on interviewing SACS Triumph classmates asking their
36 opinion on the election, SKIT night at MVU, and local Football all day beginning
37 at 6:30 a.m. Elizabeth Malone explained they are still researching if NWATV's
38 property will be property tax exempt, if so, they will still need to get signatures on
39 a petition. On December 15, 2016, the Santa Show will be a live call in. NWATV
40 has hired a new photographer, Katie Foster.
41

- 42 7. New Business
43

- 44 a. Projected Budget 2017- Elizabeth Malone explained that in the past the
45 budgets have been conservative, but she wanted to make them more
46 realistic for the USDA loan. NWATV is expecting a 20% increase from

1 Comcast with the addition from the North Country. NWATV will not
2 receive a health tax credit for 2016. The accounting expenses have been
3 bumped up, and the legal will be paid mostly out of the building fund. The
4 insurance will go up when they purchase building insurance, the meals and
5 entertainment will cut back from \$4000 to \$2000. The advertising expense
6 will be increased to advertise in the new towns. The health insurance will
7 go up 14%, the health insurance rep advised to stay with the same plan.
8 NWATV will hire a part time employee in 2017 which will be a
9 coordinator position in the North Country. The Board asked to talk about
10 the Coordinator's position in Executive Session.

- 11
12 b. Committee Schedules- Development committee is comprised of Virginia
13 Holiman, Tim Stetson, Gregg Gervais, and Jill Snapp- the two alternate
14 meetings will be on December 12th at 4:00 p.m. or December 13th at 4:00
15 p.m. The Public Relations meeting is comprised of Joe Halko, Rick Tatro,
16 Michel Consejo, and Tim Stetson, the meeting will be on December 19th,
17 after the Board Meeting.

18
19 8. Old Business

20 a. Building Committee Update- Rick Tatro scheduled a meeting on Tuesday,
21 November 15, 2016 for Core Testing. The ground was too wet, so the company
22 will bring equipment with treads on December 5, 2016. Gregg Gervais has
23 volunteered to go up and spot check. Elizabeth Malone explained the USDA is
24 developing a list of other information they will need. Hopefully they will get the
25 okay to break ground in the Spring.

26
27 b. North Country Update- Elizabeth Malone is hopeful for a switchover date
28 of December 1, 2016. Tim Stetson will let Elizabeth Malone know when it turns
29 on. The Board asked to have a show welcoming themselves to the North Country.
30 NWATV will also let the St. Albans Messenger and the County Currier know
31 when Channel 15 & 16 is launched.

32
33 (Michel Consejo left at 5:30 p.m.)

- 34
35 9. Approval of Minutes 10/17/16- The minutes of October 17, 2016 were attached.

36
37 It was asked to amend the minutes of 10/17/16

38
39 **Tim Stetson made the motion to approve the minutes of October 17, 2106 as**
40 **amended; Virginia Holiman seconded the motion. The motion carried 6-0-0.**

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42 10. Executive Session

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44 The Board went into Executive Session at 5:56 p.m.

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46 The Board came out of Executive Session at 6:12 p.m.

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11. Adjourn

Rick Tatro made the motion to Adjourn at 6:15 p.m.; Marilyn Grunewald seconded the motion. The motion carried 6-0-0.

Respectfully submitted,

Brianne King, Board Recorder

David McWilliams, President

Michel Consejo

Rick Tatro, Vice President

Gregg Gervais

Marilyn Grunewald, Treasurer

Joe Halko

Jill Snapp, Secretary

Virginia Holiman

Tim Stetson