

1 **Northwest PEG-TV**

2
3 Northwest PEG-TV Board of Directors Meeting
4 February 20, 2017
5 Minutes

6
7 **Present for a quorum:** David McWilliams, Rick Tatro, Michel Consejo, Joe Halko,
8 Gregg Gervais, Tim Stetson, Virginia Holiman (arrived at 4:03 p.m.), Marilyn Grunewald
9 (arrived at 4:28 p.m.)

10 **Unable to Attend:**

11 **Administrators:** Elizabeth Malone

12 **Visitors:**

- 13
14 1. Call to Order- David McWilliams called the meeting to order at 4:00 p.m. at the
15 Bellows Free Academy Library.
16
17 2. Programming Report- This month's video clip highlighted Paul Snyder teaching,
18 editing and producing with students. NWATV will be gearing up for Town
19 Meeting Day, and playoffs for the Varsity sports around the region. The STEM
20 Science Fair which was held at MVU, and NMC partnership for Doctors were also
21 highlighted. There are also over 900 followers on Facebook!
22
23 3. Treasurer's Report- The Treasurer's Report was included in the Board's packets for
24 review. Elizabeth Malone explained 2016 has been closed out and the Profit and
25 Loss report was attached. The 990 is not due until May 15th. At the end of the year,
26 NWATV has \$670,000 in the building fund, and will be putting in \$80,000 more
27 when the last Comcast check comes in. The NEFCU CD was up for renewal on
28 February 10th and Marilyn Grunewald rolled the CD into the NEFCU Power
29 Account. One of the checks this month was \$600.00 for Joey Russo's camera in
30 Highgate which covers internet costs. David McWilliams suggested to move the
31 camera to the Town Hall on Route 78 so viewers could see the parades. Elizabeth
32 Malone will ask the accountants for the financial report of the previous month for
33 Board Meetings.
34

35 **Rick Tatro made the motion to accept the checks written in the month of January**
36 **2017; Tim Stetson seconded the motion. The motion carried 7-0-0.**

37
38 **Gregg Gervais made the motion to accept the Treasurer's report and profit and loss**
39 **report as presented; Joe Halko seconded the motion. The motion carried 7-0-0.**
40

- 41
42 4. Executive Director's Report- Elizabeth Malone reported the Comcast check was
43 just received for the 4th quarter in 2016 which included one month of North
44 Country revenue. NWATV is receiving two times more the revenue that they
45 budgeted, and expect to receive \$40,000 in 2017 instead of \$20,000. Elizabeth
46 Malone has ordered a new wireless microphone from Access AV, to replace the

1 one on long-term loan to St. John's Church. Town Meeting Day will be live with
2 the Saint Albans Messenger and will be streaming live on Facebook.

3
4 (Marilyn Grunewald arrived)

5
6 5. New Business

- 7 a. Lender Rate Review and Decision- Elizabeth Malone has spoken with four
8 banks to get rates for the New Building. The banks that gave rates were
9 Union Bank, Peoples Trust Compant, NEFCU and VTFCU. NWATV will
10 want to borrow about \$600,000 from a bank. After discussion from the
11 Board, the Board will go with a 10 year fixed rate with NEFCU, which will
12 also not have any prepayment penalties.

13
14
15 **Michel Consejo made the motion to borrow \$600,000 from NEFCU with a 10 year**
16 **term. Tim Stetson seconded the motion. The motion carried 8-0-0.**

- 17
18 b. Capital Plan- Elizabeth Malone presented the Capital Plan that needs to be
19 turned in with the Annual Report. Elizabeth Malone explained the
20 equipment they will need to purchase in the following years. Items
21 included new cameras, editing computers, studio wireless microphones, a
22 2019 server update, community editing computers, and a portable switcher.

23
24 **Marilyn Grunewald made the motion to approve the 2017 Capital Plan as presented;**
25 **Joe Halko seconded the motion. The motion carried 8-0-0.**

26
27 6. Old Business

- 28 a. Committee Schedules- The schedules for 2017 were given to the Board. If
29 there are changes, please speak with Elizabeth Malone.
- 30
31 b. Building Committee Update- At the DRB meeting, they went over the
32 blueprint, and it was approved. There will be lighting, security cameras
33 outside and inside, a detention pond, a bike rack, and 165 feet of sidewalk.
34 The fire hydrant will need to be moved. Now that the DRB has approved
35 the blueprints, they will now go to the State of Vermont and Act 250 for
36 approval. NWATV will be putting \$4,000 into Escrow.
- 37
38 c. Public Relations Committee Update- The minutes are in the packets for the
39 Board Members.
- 40
41 d. Personnel Policy Committee Update- The Personnel Committee will be
42 meeting after this Board Meeting.
- 43
44 e. Development Committee Update- The Committee is still researching and
45 contacting other Access centers. NWATV would like encourage donations
46 from the public.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34

7. Approval of Minutes 01/16/17- The minutes of January 16, 2017 were attached.

Rick Tatro approved the minutes of January 16, 2017 as presented; Michel Consejo seconded the motion. The motion carried 8-0-0.

8. Adjourn

The Board adjourned at 5:23 p.m.

Respectfully submitted,

Brianne King, Board Recorder

David McWilliams, President

Michel Consejo

Rick Tatro, Vice President

Gregg Gervais

Marilyn Grunewald, Treasurer

Joe Halko

Virginia Holiman, Secretary

Tim Stetson