

1 **Northwest PEG-TV**

2
3 Northwest PEG-TV Board of Directors Meeting

4 September 18, 2017

5 Minutes

6
7 **Present for a quorum:** David McWilliams, Rick Tatro, Tim Stetson, Michel Consejo,
8 Marilyn Grunewald, Gregg Gervais, Joe Halko, Virginia Holiman

9 **Unable to Attend:**

10 **Administrators:** Elizabeth Malone

11 **Visitors:** Mason Mashtare, Jeff Moreau

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13 1. Call to Order- David McWilliams called the meeting to order at 6:00 p.m. at the
14 Bellows Free Academy Library.

15
16 2. New Business

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18 a. Scholarship Update- Mason Mashtare presented his short film that was
19 produced in Louisville, Kentucky in the national Skills USA competition.
20 Mason Mashtare and his partner Laurent Gagne were the Vermont Skills
21 USA winners. Although the Vermont students did not place in the top
22 three, they learned a lot, and had a great time. Mason Mashtare thanked the
23 Board for their donation.

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25 b. Fundraising- Jeff Moreau is the Director of Development at NMC, and came
26 to talk about the steps they took to raise \$2.8 Million to help offset the cost
27 of the new construction at the hospital. Mr. Moreau has a lot of experience
28 with fundraising as he has worked for United Way, Champlain College and
29 UVM. Mr. Moreau believes NWATV could raise about \$250,000. With
30 large donations, a room could be named after a donor. Elizabeth Malone
31 will need to get help and support. After Board consensus, they would like
32 to fundraise, and would need to begin the campaign immediately, before
33 the building has been built.

34
35 3. Programming Report- After Mr. Halko had a great story written up in the Saint
36 Albans Messenger, the programming report was a highlight of Joe Halko's voice on
37 Baseball in VT. This film that was produced by Paul Snyder won an award last
38 Fall.

39
40 4. Treasurer's Report- The report was attached to the Board's packet. The Board was
41 very happy seeing the income and expenses were done on a monthly instead of a bi-
42 monthly basis. \$160,000 will go into a CD per Peoples Trust Company's
43 requirements for the cash collateral loan.

44
45 **Joe Halko made the motion to accept the Treasurer's report as presented; Tim**
46 **Stetson seconded the motion. The motion carried 8-0-0.**

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2 **Gregg Gervais made the motion to accept the checks written in the month of August;**
3 **Virginia Holiman seconded the motion. The motion carried 8-0-0.**
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5 **5.** Executive Director's Report- Elizabeth Malone explained all checks written for the
6 new location will be paid from Peoples Trust Company. Comcast sued the Public
7 Service Board for the HD channels, Line Extensions, and programming guide. If
8 Comcast wins, they will not change it, if they lose Comcast will need to make all
9 of these changes. The studio system is irreparable, and luckily Zach was able to
10 fix it with the portable mixer, and around \$50.00 in cables and wires. The studio is
11 now producing in HD as well, although it is hard to see when the channels are not
12 HD. The 2018 health insurance premiums will go up around 9%, final numbers
13 will be released next month. Their agent has been great, but they no longer need
14 her services, so Ms. Malone will discontinue services with the Health Insurance
15 Agent Rep.
16

17 **6. Old Business**
18

19 a. Annual Meeting Plans- The Annual meeting will be held on October 2nd at
20 6:00 p.m. at 14th Star. NWATV will be giving out awards. Tim Stetson,
21 Mike Curtis, and JD Thomason would all like to be elected onto the Board.
22

23 b. Building Committee Update- Stewart Construction's sign is now on
24 NWATV's property. The breaking ground date is scheduled for Monday,
25 October 2, 2017. Elizabeth Malone will know for sure on September 21,
26 2017 if the October 2nd date is accurate. The pricing will be \$4000 more
27 than originally quoted, and the heat will be about \$15,000.
28

29 Change Order Approval Amounts- Linc Prescott recommended via email
30 that the Building Committee be given approval to make a change up to
31 \$3000 with a cap of 75% of the contingency fund. Anything over the 75%
32 would need to go to the Board for an approval. This will protect the
33 committee and the Board. Elizabeth Malone also explained they may need
34 to pay to have the building and driveway surveyed, and to set stakes, which
35 could cost around \$1750.
36

37 **Joe Halko made the motion to empower the committee to make**
38 **changes up to \$3000 each with a cap of 75% of the contingency;**
39 **Marilyn Gruenwald seconded the motion. The motion carried 8-0-0.**
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41 c. Development Committee Update- The committee met before this Board
42 meeting, and wanted to have Mr. Moreau's advice before moving forward
43 with fundraising.
44

45 d. Employee Handbook- Elizabeth Malone explained the electronic version
46 that was sent to the Board has numbering issues. Mr. Gervais brought up

1 many items to be edited or discussed, including employees filling out and
2 updating job descriptions for each evaluation, changes to system passwords
3 need to be given to the Director, passing a professional development course
4 with a “C” or higher. The Handbook will be edited and brought back to the
5 Board at the next Board meeting.
6

7 3. Approval of Minutes 08/21/17- The minutes of August 21, 2017 were attached.
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9 **Gregg Gervais made the motion to approve the minutes of August 21, 2017 as**
10 **submitted; Tim Stetson seconded the motion. The motion carried 8-0-0.**
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12 4. Adjourn
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14 The Board adjourned at 8:10 p.m.
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16 Respectfully submitted,
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19 Brianne King, Board Recorder
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24 **David McWilliams, President**
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28 **Rick Tatro, Vice President**
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32 **Marilyn Grunewald, Treasurer**
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36 **Virginia Holiman, Secretary**
