

1 **Northwest PEG-TV**

2
3 Northwest PEG-TV Board of Directors Meeting
4 February 5, 2018
5 Minutes

6
7 **Present for a quorum:** David McWilliams, Rick Tatro, Tim Stetson, Mike Curtis (arrived
8 at 6:14 p.m.), Joe Halko, Michel Consejo, Marilyn Grunewald

9 **Unable to Attend:** Virginia Holiman

10 **Administrators:** Elizabeth Malone

11 **Visitors:**

12
13 1. **Call to Order**

14 David McWilliams called the meeting to order at 6:01 p.m. at the Bellows Free Academy
15 Library.

16
17 2. **Changes or Adjustments to Agenda**

18 The Executive Directors Report would be moved to 2.A

19
20 2.A. **Executive Directors Report**

21 Elizabeth Malone played a short video clip which helped to explain Net Neutrality.
22 The video explained people would pay a higher fee for a faster turn around, and the people
23 who paid less money for their goods, would then have to wait longer to get their goods.
24 The quarter 4 payment from Comcast was received, and was down from quarter 3, but this
25 trend happened last year as well. Elizabeth Malone would like some volunteers to help
26 move the Studio Equipment, they will be renting a UHaul and should have everything
27 moved in an afternoon. Elizabeth Malone would like to hire a videographer and an editor,
28 especially when February is one of the busiest months of the year for NWATV. The
29 editing is bogging down the other two full time staff, Elizabeth Malone will come up with
30 a job description for the editing position. The editing position will be no more than 15
31 hours per week, and the pay will be \$15.00 per hour. The 990 was attached to the Board's
32 packet for review and would like approval on the 990 next month.

33
34 Joe Halko made the motion to hire an editor to work no more than 15 hours per week and
35 pay \$15.00 per hour; Rick Tatro seconded the motion. The motion carried 7-0-0.

36
37 3. **Building Committee Update**

- 38 a. Change Order Approvals- The building is around 75% complete. Elizabeth
39 Malone showed pictures of the rooms and what the inside of the building
40 looks like. The Board asked about hooking into the Police Dispatch which
41 is not an option, as they are going with a third party service for the alarm
42 system. There were 12 extra conduits that were put in which cost
43 \$3700.00. The budget for change orders was \$50,000, and only \$11,000
44 has been spent.

45
46 Mike Curtis made the motion to approve change orders 15, 16, and 17 as outlined in the

1 Board packet; Marilyn Grunewald seconded the motion. The motion carried 7-0-0.

- 2
3 b. Equipment Quotes Review- The Equipment Quotes were attached to the
4 Board's packet. The quotes that were obtained were from Access AV and
5 Audio Video Corporation. Elizabeth Malone explained she has dealt with
6 both of the companies in the past on the sales side which has always been
7 great. Other companies who have used Access AV expressed the
8 installation side has been hard to work with. Elizabeth Malone would like
9 to spend the extra money and use Audio Video Corp. Audio Video Corp
10 sends the manufacturer up to make sure everything is connected and
11 working the best it can work. This cost will be coming out of the FY18
12 Budget, the Budget for the Equipment, and the remaining amount in the
13 change orders.
14

15 Rick Tatro made the motion to approve the purchase for equipment through Audio Video
16 Corporation and to come from all three budgets; Joe Halko seconded the motion. The
17 motion carried 7-0-0.
18

19 **4. Old Business**

- 20 a. Downtown Cameras- Conner Communication is still working on the
21 camera in Swanton. Elizabeth Malone explained she spoke with Ben Maddox in
22 Enosburg and he was fine with attaching the camera to his building, there is a dish
23 on the roof that it could attach to. The cameras internet could connect with the
24 current internet. Elizabeth Malone will be getting back in touch with Ben Maddox
25 to talk further. It was asked if the camera will stay on the BFA building once
26 Northwest Access TV moves from BFA; Elizabeth Malone will speak with BFA's
27 IT and believes it will be fine to stay. They are working on getting the music back
28 on the channel when the cameras are broadcasting, the music was cutting in and out
29 so they stopped playing the music.
30

31 **5. Approval of Minutes 01/15/2018**

32 It was asked to change 8.b from Bed Maddox to Ben Maddox.
33

34 Mike Curtis made the motion to approve the minutes of January 15, 2018 as amended;
35 Tim Stetson seconded the motion. The motion carried 7-0-0.
36

37 **6. Adjourn**

38
39 Mike Curtis made the motion to adjourn at 7:04 p.m.; Rick Tatro seconded the motion.
40 The motion carried 7-0-0.
41

42 Respectfully submitted,
43
44

45 Brianne King, Board Recorder
46

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16

David McWilliams, President

Rick Tatro, Vice President

Mike Curtis, Treasurer

Tim Stetson, Secretary

Michel Consejo

Virginia Holiman

Joe Halko

Marilyn Grunewald