

1 **Northwest PEG-TV**

2
3 Northwest PEG-TV Board of Directors Meeting
4 March 19, 2018
5 Minutes

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

9 **Unable to Attend:**

10 **Administrators:** Elizabeth Malone

11 **Visitors:** Linc Prescott

12
13 1. **Call to Order**

14 David McWilliams and Rick Tatro spoke about the new building, and cut the ribbon
15 entering the back door of the new home of Northwest Access TV. David McWilliams
16 gave the Board a tour of the new building.

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18 David McWilliams called the meeting to order at 6:15 p.m. at Northwest Access TV's
19 new location, 616 Franklin Park West.

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21 2. **Changes or Adjustments to Agenda**

22 Presidents Phone Bill

23 Rick Tatro

24 Linc Prescott's Update

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26 **Linc Prescott's Update**

27 Linc Prescott, the Clerk of the Works on the new building project explained there is a
28 punch list of items that will need to be finished up in the coming weeks. The project got
29 done on time, but the weather really set everyone back. The normal struggles were the
30 Fire Marshall and change orders. NWATV still came in under budget. The hardest
31 struggle for Linc Prescott was the truss bracing, but in the end, they were able to get rid of
32 a bulk of the change order cost. The Fire Marshall came in for an inspection and would
33 not allow the smoke alarm system. The Fire Marshall told NWATV that it would have to
34 be a full fire alarm system that includes two pull stations, or no fire alarm system at all. A
35 wired fire alarm system is not compliant. The Board would like to have their attorney
36 write a letter to the State of Vermont. The Insurance may be higher to insure without a
37 fire alarm system. Elizabeth Malone will get a firm answer with the insurance companies
38 she is quoting with, which she will e-mail to the Board, then will go to their attorney. The
39 Board thanked Linc Prescott for everything he has done to oversee the new building
40 project and all his hard work.

41
42 (Linc Prescott left)

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44 3. **Building Committee Update**

- 45 a. Building Tour- This was given before the meeting was called to order.
46 David McWilliams brought all the Board members around and showed

1 everyone the rooms and what their function will be once the equipment is
2 installed.

3 Rick Tatro was happy to announce the property tax bill will be \$0.00. The
4 Franklin Park West sign is complete and installed on Route 7. Elizabeth
5 Malone reviewed plowing estimates and will finish the year with
6 McDonald's. Elizabeth Malone has also received some bids for cleaning
7 estimates.

8 b. Change Order Approvals- The cost of winter conditions will most likely
9 come in right around budgeted, which was \$15,000. The extension of the fire
10 hydrant was \$900.00, and the sidewalks that do not need to be installed yet will be a
11 savings of \$3,500.

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13 Mike Curtis made the motion to approve the change orders as presented; Marilyn
14 Grunewald seconded the motion. The motion carried 7-0-0.

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16 **4. Treasurer's Report**

17 Mike Curtis explained the net income and Capital expenditures are less compared to
18 last year. The Balance sheet looks good. Elizabeth Malone has not given BFA an
19 end date of departure. The Board would like to keep 6 months' worth of expenses
20 in the checking account, just in case and then the remainder of the money could be
21 put into a reserve fund.

22
23 Michel Consejo made the motion to accept the Treasurer's Report; Joe Halko seconded
24 the motion. The motion carried 6-0-1. Mike Curtis abstained.

25
26 **5. Executive Director's Report**

27 Elizabeth Malone reported the installation date and move in date to the new
28 building is still to be determined. Elizabeth Malone would like if the Board could
29 help move but will also check on the Workers Comp Insurance to insure they will
30 be okay to have helpers move the building equipment. NWATV hired two new
31 videographers, as they have recently lost three and a half time staff member. The
32 new 15 hour per week staff member will begin working on April 1, 2018. The
33 qualifications for the videographer position are some camera experience, reliable
34 transportation, and previous background history of a job(s). The organization's
35 online presence has grown tremendously, and NWATV now has over 1500
36 followers on Facebook. They have received wonderful feedback on the live
37 streaming.

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39 **6. New Business**

40 a. 990 Approval- This was given to the Board at the last Board meeting. Mike
41 Curtis reviewed this document two times and feels comfortable for the Board to
42 approve.

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44 Mike Curtis made the motion to approve the 990 as presented; Joe Halko seconded the
45 motion. The motion carried 7-0-0.

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1 b. Financing/Building Reserve Fund Discussion- There is \$330,000 in remaining
2 funds with a projection of \$198,000 in expenses, which leaves \$135,000 but
3 there is a loan backed by a CD in the amount of \$160,000. Mike Curtis advised
4 the Board not to borrow just for the sake of borrowing funds. The Board would
5 like to wait another month to see what they do need for cash flow and what they
6 don't need and will decide on the total for the CD backed loan. Mike Curtis also
7 recommended that the Board not cut the term down on the loan but, instead,
8 focus on pre-payment. The loan is a 20-year loan but comes due in 7 years. At
9 that point it will need to be refinanced.

10
11 c. Capital Plan- Elizabeth Malone explained the Capital Plan is hard to predict 5
12 years down the line in the industry. This year there was an increase in purchases
13 for the studio equipment due to the new building. Elizabeth Malone budgeted
14 \$60,000 previously for the broadcast server, but has changed it to \$40,000.
15 Elizabeth Malone needs an approval of the Capital Plan to include it in the
16 Annual Report.

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18 Mike Curtis made the motion to approve the Capital Plan as presented; Marilyn
19 Grunewald seconded the motion. The motion carried 7-0-0.

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21 d. President Business- David McWilliams purchased cell phone minutes for
22 \$170.00 and supplies for the new building. David McWilliams is concerned for
23 the security of the building and asked if any of the Board members wanted to
24 spend the night once the equipment is installed. The security system has now
25 been installed into the building, but there is not a fire system. Elizabeth Malone
26 will research the cost differences for insurance and will discuss further with the
27 Board with a meeting if necessary.

28 29 **7. Old Business**

30 a. Downtown Cameras- There is no update on this item. The Swanton camera is
31 still not working properly. Elizabeth Malone reported they will begin working on
32 the Downtown Cameras once the snow melts.

33 34 **8. Approval of Minutes 01/15/2018**

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

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37 Mike Curtis made the motion to approve the minutes of January 15, 2018 as submitted
38 with the above correction; Tim Stetson seconded the motion. The motion carried 8-0-0.

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40 Joe Halko made the motion to approve the checks issued in the previous month; Tim
41 Stetson seconded the motion. The motion carried 7-0-0.

42 43 **9. Adjourn**

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45 The Board adjourned at 7:38 p.m.

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1 Respectfully submitted,

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4 Brianne King, Board Recorder

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9 **David McWilliams, President**

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13 **Rick Tatro, Vice President**

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17 **Mike Curtis, Treasurer**

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21 **Tim Stetson, Secretary**

Michel Consejo

Virginia Holiman

Joe Halko

Marilyn Grunewald