

1 **Northwest PEG-TV**

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3 Northwest PEG-TV Board of Directors Meeting
4 January 15, 2017
5 Minutes

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7 **Present for a quorum:** David McWilliams, Rick Tatro, Tim Stetson, Mike Curtis, Joe
8 Halko, Marilyn Grunewald (arrived at 6:03 p.m.), Virginia Holiman (arrived at 6:30 p.m.)

9 **Unable to Attend:** Michel Consejo,

10 **Administrators:** Elizabeth Malone

11 **Visitors:** Linc Prescott (phoned in at 6:13 p.m.)

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13 1. **Call to Order**

14 David McWilliams called the meeting to order at 6:00 p.m. at the Bellows Free Academy
15 Library.

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

18 Letter to the Editor- Elizabeth Malone wrote a letter to the Editor which talked about the
19 end of Net Neutrality, when internet service providers will be allowed to charge
20 companies additional fees to deliver their online sites and services to customers. Google,
21 Netflix, and other large companies are planning to fight this.

22
23 3. **Building Committee Update**

- 24 a. Change order Approvals- The Louver on the front of the building will need
25 to be bigger, which will cost \$1400.00. The Fire Marshall inspected and
26 required more outlets next to the big window in the front of the building.
27 Linc Prescott explained the project is going well for the weather conditions
28 Vermont has had. With the siding getting installed, there should no longer
29 be set backs as most of the work will now be done inside. Per Linc, the
30 quality of the building project in this weather compared to the summer
31 months is the same. The roof is 90% finished, the fascia and panels need to
32 be put on. NWATV paid the \$1500 extra for the trusses, and if there are
33 further discrepancies similar to this situation, the cost will come out of the
34 \$1500.00. It is anticipated that the project will be done the last week of
35 March.
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37 b. Furniture Quotes Review- Elizabeth Malone presented the Office
38 Equipment Quotes to the Board which was around \$24,000. Elizabeth
39 Malone will be shaving the costs of the furniture. The furniture is lifetime
40 guaranteed.

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42 Joe Halko made the motion to purchase Office Equipment with Office Environments up to
43 \$24,000; Tim Stetson seconded the motion. The motion carried 7-0-0.

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45 4. **Programming Report**

46 This months programming report included Franklin Grand Isle Community Partners,

1 NCSS Sensory Room, Silver and Gold Concert in Enosburg, Santa Show, BFA vs. MVU
2 hockey, Home Field Huddle Up Highlights on BFA Basketball.

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4 **5. Treasurer’s Report**

5 Mike Curtis explained NWATV is doing “swell,” with a total income being up \$42,000.
6 NWATV overbudgeted due to expecting to hire for the North Country position, and not
7 filling that vacancy. Mike Curtis reported that even if there was a 20% cut in revenue,
8 NWATV would be able to sustain.

9
10 Virginia Holiman made the motion to accept the Treasurer’s Report; Marilyn Grunewald
11 seconded the motion. The motion carried 6-0-1. Mike Curtis abstained.

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13 Tim Stetson made the motion to accept the checks issued prior to the meeting; Joe Halko
14 seconded the motion. The motion carried 6-0-1. Mike Curtis abstained.

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16 **6. Executive Director’s Report**

17 The next Board meeting date has changed to February 5, 2018. The Board report was
18 attached for the Board.

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20 **7. New Business**

- 21 a. Board Schedule 2018- The 990’s need to be submitted by May 15th. There
22 were no issues with the Board Schedule.

23
24 **8. Old Business**

- 25 a. Employee Handbook- Once this handbook is approved, it will be given to
26 employees which they will need to sign for it.

27
28 Rick Tatro made the motion to approve the Employee Handbook; Tim Stetson seconded
29 the motion carried 7-0-0.

- 30
31 b. Downtown Camera- If this camera is not working they will pull it out of
32 Swanton. NWATV is not paying a fee, the internet is free, and Swanton
33 Electric pays for the electricity. They are waiting on Tony Connors.
34 Elizabeth Malone will follow up with Bed Maddox who owns the Flying
35 Disc who has said he would consider installing the camera.

36
37 **9. Approval of Minutes 12/18/2017- The minutes of December 18, 2017 were**
38 **attached.**

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40 Mike Curtis made the motion to approve the minutes of December 18, 2017 as submitted;
41 Tim Stetson seconded the motion. The motion carried 7-0-0.

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43 **10. Adjourn**

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45 The Board adjourned at 7:08 p.m.
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1 Respectfully submitted,

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4 Brianne King, Board Recorder

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David McWilliams, President

Michel Consejo

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Rick Tatro, Vice President

Tim Stetson

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Marilyn Grunewald, Treasurer

Joe Halko

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Virginia Holiman, Secretary

Mike Curtis