

1 **Northwest PEG-TV**

2
3 Northwest PEG-TV Board of Directors Meeting
4 June 16, 2017
5 Minutes

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7 **Present for a quorum:** David McWilliams, Rick Tatro, Tim Stetson, Joe Halko, Marilyn
8 Grunewald, Virginia Holiman (arrived at 4:05 p.m.), Gregg Gervais (arrived at 4:08 p.m.)

9 **Unable to Attend:** Michel Consejo

10 **Administrators:** Elizabeth Malone

11 **Visitors:** none

- 12
13 1. Call to Order- David McWilliams called the meeting to order at 4:02 p.m. at the
14 Bellows Free Academy Library.
15
16 2. Programming Report- In a short clip, Paul Snyder, Elizabeth Malone, and Zach were
17 seen out in the field where the NWATV's new building will be. The team marked
18 out the building plan in the grass and walked the audience through the building.
19

20 David McWilliams asked to add item 5.b. 990 Form.

- 21
22 2. Treasurer's Report- The report was attached to the Board's packet. Elizabeth
23 Malone explained the income for the North Country was around \$14,000. The
24 Board asked if the salaries and wages were on track, and they are right where they
25 should be. The Board asked Elizabeth Malone to check on the FDIC insurable
26 amounts with the banks to make sure all of their money was insured. The attorney
27 and building fees to date are at \$88,000.
28

29 **Rick Tatro made the motion to accept the Treasurer's report as presented; Tim**
30 **Stetson seconded the motion. The motion carried 7-0-0.**

31
32 **Joe Halko made the motion to accept the checks written in the month of May of**
33 **2017; Tim Stetson seconded the motion. The motion carried 7-0-0.**
34

- 35 3. Executive Director's Report- Elizabeth Malone explained they needed to make an
36 emergency purchase of a DVD duplicator as it stopped working. It was scheduled
37 to purchase the DVD recorder in 2018, but June and July are the busiest season for
38 copying DVD's for graduations and sports. The DVD recorder's total cost was
39 \$2495.
40

41 **Tim Stetson made the motion to replace and purchase the DVD recorder in the**
42 **amount of \$2495; Marilyn Grunewald seconded the motion. The motion carried 7-0-**
43 **0.**

- 44
45 4. New Business
46

- 1 a. New Board Member Nomination –J.D. Thomason- This item was tabled as
2 Mr. Thomason was not in attendance.
3
4 b. 990 Form- The 990 Form was attached to the Board’s packet which needs
5 to be filed with the IRS. With discussion of the Board, they trust the
6 numbers are accurate.
7

8 **Marilyn Grunewald made the motion to accept the 990 Form and to file; Gregg**
9 **Gervais seconded the motion. The motion carried 7-0-0.**

10
11 5. Old Business

- 12 a. Loan Update- The appraisal came in around \$500,000 while the cost of the
13 project will be about \$981,000. Due to the fact that the loan to value ratio
14 is such a difference, NWATV would need to use their equipment as
15 collateral. After much discussion, the Board felt that was a fine trade off.
16 Elizabeth Malone explained they had picked a bank to use, but after a
17 conversation David McWilliams had with a Lender at Peoples Trust
18 Company, they could get a lower rate than previously offered. The Board
19 would like to use a local bank, instead of a bank in White River Junction.
20
21 b. Public Relations Committee Update- There is no update, the committee
22 will be meeting after this meeting.
23
24 c. Personnel Policy Committee Update- Marilyn Grunewald explained that
25 she and Elizabeth Malone had gone through the Personnel Policy and will
26 now have Sarah Parsons West go through and make the necessary edits.
27 After the edits come back, they will give the guidelines to the Board to
28 review and finalize.
29
30 d. Development Committee Update- The minutes are in the Board’s packet.
31 Rick Tatro recommended to have a Lake Carmi ice out similar to Joe’s
32 Pond, which is a fundraiser.
33

- 34 6. Approval of Minutes 05/17/17- The minutes of May 17, 2017 were attached.
35

36 **Tim Stetson made the motion to approve the minutes of May 17, 2017 as submitted;**
37 **Virginia Holiman seconded the motion. The motion carried 6-0-1. Gregg Gervais**
38 **abstained.**

- 39
40 7. Executive Session (Personnel)- The Board went into Executive Session at 4:54
41 p.m.
42

43 **Joe Halko made the motion to enter Executive Session at 4:54 p.m.; Marilyn**
44 **Grunewald seconded the motion. The motion carried 7-0-0.**

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46 The Board exited Executive Session at 5:30 p.m.

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Joe Halko made the motion for the full-time employees to receive a pay raise as discussed in Executive Session; Rick Tatro seconded the motion. The motion carried 7-0-0.

8. Adjourn

The Board adjourned at 5:35 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