

1 **Northwest PEG-TV**

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3 Northwest PEG-TV Board of Directors Meeting
4 October 15, 2018
5 Minutes

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7 **Present for a quorum:** Tim Stetson, Michel Consejo, Joe Halko, Mike Curtis, Virginia Holiman, Tim Hurlbut,
8 Marilyn Grunewald .

9 **Unable to Attend:**

10 **Administrators:** Elizabeth Malone

11 **Visitors:** None

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13 **1. Call to Order**

14 With the President of the Board position being open, Secretary Tim Stetson called the meeting to order at
15 6:08pm at Northwest Access TV.

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17 **2. Board Officer Elections**

18 Secretary Stetson initiated the election of officers.

19 Michel Consejo made the motion to elect Joe Halko as President, Seconded by Marilyn Grunewald. There were
20 no other nominations from the floor. Passed unanimously with one abstention – 6-0-1.

21 President Joe Halko continued the elections.

22 Michel Consejo made the motion to elect Marilyn Grunewald as Vice-President, Seconded by Virginia
23 Holiman. There were no other nominations from the floor. Passed unanimously with one abstention – 6-0-1.

24 Michel Consejo made the motion to elect Tim Stetson as Secretary, Seconded by Mike Curtis. There were no
25 other nominations from the floor. Passed unanimously with one abstention – 6-0-1.

26 Michel Consejo made the motion to elect Mike Curtis as Treasurer. Virginia Holiman seconded. There were
27 no other nominations from the floor. Passed unanimously with one abstention – 6-0-1.

28 **3. Changes or Adjustments to Agenda**

29 None

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31 **4. Programming Report**

32 Elizabeth shared the programming report. She presented a 50 episode milestone to Tim Stetson for “Life in
33 Christ”. The program is real close to the 100 Episode mark. She also presented a glimpse into one of the
34 contracted jobs that has been done for NOTCH. All present agreed it was a job well done.

35 **5. Treasurer’s Report**

36 Mike Curtis reported that he has reviewed the Treasurer’s Report. Mike had a question about how our
37 accountant is recording unearned revenue. It is quite high for this time of year which doesn’t seem to make
38 sense. Elizabeth will follow up with our accountant. His review of the financials shows declining revenue from
39 Comcast. This has been discussed at previous meetings. Elizabeth provided some insight to why this is
40 occurring. She will do some additional follow-up to confirm the information she has been provided by
41 Comcast. Mike reported that he also wants us to continue to monitor how we account for capital expenses.
42 Mike doesn’t believe that we have issues but wants to be sure we stay ahead of any potential “need to change”.
43 We have more than enough to make our debt service next year. We are doing well. Tim Hurlbut asked a
44 question as where the debt load is shown on the report. It is recorded on the balance sheet. Marilyn Grunewald
45 made the motion to accept the treasurer’s report. Virginia Holiman seconded. The motion carried 6-0-1 –
46 Treasurer abstained. Mike asked for questions on check detail: There were not many checks this month. NO
47 questions. Michel Consejo made the motion to accept the check detail, seconded by Marilyn Grunewald. The

1 motion carried 6-0-1 – Treasurer abstained.

2 3 **6. Executive Director’s Report**

4 Elizabeth reviewed the Executive Director’s Report as provided to the board in writing. She discussed financial
5 commitments and the Blue Cross, Blue Shield annual tour of presentations of their healthcare plans. We have
6 been invited to attend a State Grant Reception with Governor Scott. Elizabeth provided a building update
7 including progress on the covering of the air conditioning units and the installation of snow guards; a leak in the
8 server room; and the creation of a new building committee . Tim Hurlbut suggested that all discussions with
9 our contractor, architect, and others in reference to issues that are new or not resolved with the building are put
10 in writing. All present agreed.

11 Rick Tatro dropped off the information that he obtained from David Kimel relative to the advertising at the
12 Collins-Perley Sports Complex at a cost of 5 years + 1 year free for \$10,000 or 3 years at \$2,000 per year with
13 no penalty if canceled with 3 months’ notice. Discussion followed. As part of the discussion, Joe Halko
14 mentioned that we will have to update our logo on the signage. Mike Curtis made a motion that we go with the
15 3 years at \$2,000 per year with the no penalty. Seconded by Tim Hurlbut. The motion carried 7-0-0.

16 Northwest Nightmares will be on Monday and Tuesday, October 29th and 30th at 6:30pm. Elizabeth suggested
17 that anyone that is going to attend Monday nights purchase tickets on-line as it usually sells out.

18 There will be a landscaping/gardening day on November 3rd at 10:30 at the new building.

19 Also included in Elizabeth’s report was a Board Education Segment on the latest from the Comcast CPG
20 Federal Suit.

21 Michel and Marilyn shared their thoughts on the amount of great work that has been done over the years
22 resulting in the great accomplishments of the station.

23 Marilyn Grunewald made motion to accept Executive Director’s report. Seconded by Tim Hurlbut. Motion
24 Passed 7-0-0.

25 **7. New Business**

26 **a. Annual Meeting Reflection**

27 Mike Curtis felt that the way the presentations were done was really good. He also liked the way
28 the awards were presented. He felt that it is important to try and increase the number of young
29 people who attend. Michel Consejo agreed it went very well. We need to do more advertising to
30 increase the attendance at the meeting. Joe Halko felt that it was nice to show off the new
31 building. Marilyn mentioned that there were a number of new people present that have not been
32 seen at previous meetings. Virginia asked if we could change the date for the meeting. Many
33 agreed that would work great and would make the staff’s life easier with Northwest Nightmares
34 and election season being at the same time. Some suggested looking at doing it in the spring.
35 Discussion ensued on involving youth including making them members of the board.

36 **b. New Building Committee**

37 Elizabeth would like to have a Building Committee to help with the everyday operation of the
38 new facility. Michel Consejo and Marilyn Grunewald are both interested.

39 **c. Snow Plowing Bids**

40 Elizabeth presented bids for snow plowing from 4 Seasons, Earle’s Snow Plowing, and
41 McDonald Property Services. Bids presented were very reasonable. Earle’s second bid
42 included shoveling the sidewalk. Tim Hurlbut suggested that we do not skimp on shoveling the
43 sidewalk from a liability standpoint. Elizabeth asked if we should contract by the season or by
44 the plowing. Tim Hurlbut suggested that we go with Earle’s Snow Plowing option that includes
45 shoveling sidewalk and providing a bucket of salt. Elizabeth asked if everyone was OK with her

1 asking McDonalds to rebid with similar information and she is going to check with Care Partners
2 about who they use. All agreed.

3 **d. Board Resolution**

4 Elizabeth presented a new board resolution for check signing. Michel made the motion that Joe
5 Halko, Marilyn Grunewald and Mike Curtis be the signers on our checking account. Mike Curtis
6 suggested that we strike the lines relative to “Borrowing Money” and “Entering into a
7 Loan”. The motion passed 7-0-0.

8 **7. Old Business**

9 **a. Nominating Committee Update**

10 No real update however Michel suggested that the committee work with Zach and Paul and
11 discuss recruiting two younger persons to the board.

12 **9. Approval of Minutes – 09/17/2018 and 10/01/2018 (Annual Meeting)**

13 Mike Curtis made motion to accept minutes of the 09/17/2018 meeting. Seconded by Michel Consejo. Motion
14 carried 7-0-0. Michel Consejo made motion to accept the minutes of the 10/01/2018 Annual Meeting.
15 Seconded by Marilyn Grunewald. The motion carried 7-0-0.

16 **10.** Mike Curtis made motion to adjourn. Seconded by Michel Consejo.
17 Meeting adjourned at 7:46pm.

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19 Respectfully submitted:
20 Timothy G. Stetson
21 Secretary

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24 **Joe Halko, President**

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24 **Michel Consejo**

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28 **Marilyn Grunewald, Vice President**

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28 **Virginia Holiman**

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32 **Mike Curtis, Treasurer**

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32 **Tim Hurlbut**

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36 **Tim Stetson, Secretary**

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