

1 **Northwest PEG-TV**

2
3 Northwest PEG-TV Board of Directors Meeting
4 December 17, 2018
5 Minutes

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7 **Present for a quorum:** Joe Halko, Mike Curtis, Michel Consejo, Virginia Holiman, Tim
8 Hurlbut, Bryce Bachelder, Marilyn Grunewald (via telephone)

9 **Unable to Attend:** Tim Stetson

10 **Administrators:** Elizabeth Malone

11 **Visitors:**

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13 1. **Call to Order**

14 Joe Halko called the meeting to order at 6:04 p.m. at Northwest Access TV.

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

17 None.

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19 3. **Programmers Report**

20 The Programmers Report for December 2018 included Sheldon Historical Society with the
21 Gortons. Lorraine's Creations is creating new episodes, this month's episode focused on
22 making gnomes. Enosburg vs. Richford Girls Basketball, where the announcers thanked
23 all their sponsors. The 5th Annual Tractor Parade hosted by the Saint Albans Co-Op. As a
24 reminder, the Live Santa Show will be on December 20th.

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26 4. **Treasurer's Report**

27 Mike Curtis reviewed the Treasurers Report and reported the direct public support
28 increased by \$904.00. The Comcast Operating cash flow is down, but the North Country
29 income is up over \$10,000. There was a decrease in part time staff which resulted in
30 lower salaries paid out in 2018. The Balance Sheet shows less cash than last year, but
31 there is enough cash to last an entire year without receiving any income. All the
32 receivables are straightened out on the income statement. Mr. Curtis explained NWATV
33 is still doing "swell".

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35 Michel Consejo made the motion to accept the Treasurer's Report; Marilyn Grunewald
36 seconded the motion. The motion carried 6-0-1. Mike Curtis abstained.

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38 Virginia Holiman made the motion to approve the checks issued in the month of
39 November; Marilyn Grunewald seconded the motion. The motion carried 6-0-1. Mike
40 Curtis abstained.

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42 5. **Executive Director's Report**

43 Elizabeth Malone discussed their trip to the VAN summit that she and Zach Scheffler
44 attended. The summit talked about the future with the FCC. There is an attempt to recover
45 funds lost throughout this year; the three methods that will be used are to request gap
46 funding with the state budget surplus, another tactic is to put forward a bill, the third

1 option is to go to the Governor's Office. The summit discussed the FCC and expectations,
2 it is expected they will pass regulations. Thousands of comments were filed to the FCC.
3 It looks like there will be no change until at least mid-2019. The Cable Act preservation
4 alliance has no public presence and it's very hard to find them; they are a national arm for
5 the Alliance for Community Media- and they plan to appeal the ruling. NWATV will
6 continue to receive the same revenue they are currently receiving from Comcast until their
7 contract is signed; they don't know what the changes are going to look like. Everyone
8 knows cable is dying- but access centers are looking to see how to keep themselves viable.
9 A lot of access centers also receive money from their towns. NWATV wants to expand
10 their classes, and memberships, lots of possibilities to generate funding. The Board is
11 motivated to do this- and looking to collaborate with other access centers.
12 All access centers who are up for their contract renewal with Comcast received the same
13 letter- which explained all current rates will continue until the next contract is signed.
14 NWATV purchased a used camera for \$300 that one of the access centers was getting rid
15 of which is the same type of camera that was hit over the summer with a softball. The
16 Board thanked Michel Consejo for the Christmas tree.

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18 Bryce Bachelder made the motion to accept the Executive Directors Report as presented;
19 Tim Hurlbut seconded the motion. The motion carried 7-0-0.

20 21 **6. New Business**

- 22
23 a. **2019 Budget-** The Budget was given to the Board, Elizabeth Malone and
24 Mike Curtis have worked on the budget-in this budget income will be less
25 from Comcast and the following items have been adjusted with the presence
26 of a 10% drop in income. The Building Maintenance figure was based on
27 actual usage. There was a 50% increase in snow removal and landscaping.
28 Software licensing- new computers and new licensing will have to be
29 purchased. There will be a 12% increase in insurance. NWATV will pay
30 \$28,000 in loan interest. The total operating budget is down 28%. Personal
31 insurance and salaries are going up, but the total payroll will be less in 2019
32 than it was in 2018. Should the FCC rule negatively, NWATV will have to
33 reduce salaries. NWATV will have close to a 5 to 1 debt service ratio.
34 They will be making the bank happy with these numbers. This budget is the
35 leanest model Elizabeth Malone could produce. Hopefully after the Board
36 staff retreat in February they will be able to have a better idea to figure out
37 where they would be headed in Comcast revenue for 2020. The FCC wants
38 to get rid of as many regulations as they can to make things easier for cable
39 providers. As recommended by the Benefits Committee, the budget
40 includes the Blue Cross Blue Shield Silver Rewards Healthcare plan for
41 fulltime employees.

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43
44 Marilyn Grunewald made the motion to accept the 2019 budget as presented; Michel
45 Consejo seconded the motion. The motion carried 7-0-0.

1 Part Timers potential pay raise- Included 3% increase for part time employees. The 3%
2 will be less than \$1,000 for the total year. There are less than 12 part time employees.

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4 Mike Curtis made the motion to increase part time employees' salaries by 3%; Virginia
5 Holiman seconded the motion. The motion carried 7-0-0.

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8 b. **Creation of Transitional Business Model Taskforce-** This committee
9 would need to hold two meetings. There would be one first initial meeting-
10 then some e-mail conversations, and a final meeting. This would be to
11 build scenarios and incorporate ideas after the board staff retreat. These are
12 potential contingency plans for after the FCC ruling. The people who will
13 be on this taskforce will be Marilyn Grunewald, Tim Hurlbut and Mike
14 Curtis.

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16 **7. Old Business**

- 17 a. **Nominating Committee Update-** The person from Enosburg is no longer
18 interested. NWATV has one opening. They would like to find more
19 people from the North/East area. Board members will reach out on Front
20 Porch Forum looking for community members.

- 21
22 b. **January Board Schedules-** Bryce Bachelder suggested having the meeting
23 at the Franklin United Church for the Board Staff Retreat. The cost would be
24 \$35.00 for the day. There is no cell service, or internet. The church is on Main
25 Street in Franklin. The tentative date for the Board Retreat will be Friday, February
26 15, 2019. The retreat will be held from 9 am to 1 pm. NWATV is looking into
27 facilitators for the retreat.

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29 **8. Approval of Minutes 11/19/2018**

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31 Michel Consejo made the motion to approve the minutes of November 19, 2018 as
32 submitted; Virginia Holiman seconded the motion. The motion carried 7-0-0.

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34 **9. Adjourn**

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36 Joe Halko adjourned the meeting at 7:33 p.m.

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38 Respectfully submitted,

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41 Brianne King, Board Recorder

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46 _____
Joe Halko, President

_____ **Michel Consejo**

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Marilyn Grunewald, Vice President

Mike Curtis, Treasurer

Tim Stetson, Secretary

Virginia Holiman

Tim Hurlbut

Bryce Bachelder