

**Catamount Access Television Corporation**

Board of Directors Meeting Minutes

Monday, September 23, 2019

1. **The meeting convened at 4:05pm with the following members present; Drew Totten, Tim Scoggins, Willy Jones, Alex Burke, Sarah Perrin, Lisa Byer – Executive Director and William Gardner – Operations Manager. Robert Ebert and Marcia Noyes were absent.**
2. **APPROVAL OF MINUTES:** Drew Totten asked for approval of the August Board Minutes.

**MOTION: TIM SCOGGINS MOVED TO APPROVE THE MINUTES OF THE AUGUST 26, 2019 BOARD MEETING. WILLY JONES SECONDED THE MOTION. ALL VOTED IN FAVOR. THE MOTION PASSED.**

3. **FINANCE REPORT:** Lisa presented the finance report for month ending August 2019 answered questions of the board. She and William reviewed the changes made to the budget since the August meeting which essentially consisted of updating expenses to the current date and answered questions.

**MOTION: TIM SCOGGINS MOVED TO APPROVE THE PROPOSED OPERATING AND CAPITAL BUDGET AS PRESENTED. WILLY JONES SECONDED THE MOTION. ALL VOTED IN FAVOR. THE MOTION PASSED.**

**4. EXECUTIVE DIRECTOR'S REPORT:**

Lisa Byer provided highlights of her report, which is attached and formally submitted with these minutes.

- a. *Overview:* Lisa provided an update to recent activities including the fact that one of our cameras was reported stolen from a volunteer producer's car. William is working with the person to settle the issue. She also updated the board on the new staff and reports that things are going well.
- b. In terms of regulatory updates, Lisa noted that the committee is waiting for the PUC to accept the Comcast CPG Settlement, which is expected in the next month or so. The FCC Order goes into effect September 26<sup>th</sup>. At that point the cable operators are required to notify the Franchising Authority (PUC) of any changes to the Franchise Fee. The PUC will have 120 days consider/approve the changes. VAN is contacting the State to make sure we are included in the process. It is unclear when Comcast will begin the process, what services they will propose for charge backs or how they will value the services.
- c. Lisa reported that she is working to pull together the membership database into a new program. This is involved as the data is being pulled from different formats and sources. All agreed that creating a clean database is critical going forward.
- d. William reviewed the revenue generators including underwriters, meeting coverage, memberships and production services.
- e. Lisa updated the Board on work on community messaging and outreach committee. There is a proposal to meet on the first Tuesdays at 10am and the third Tuesdays at 4pm. Drew will follow up with the board via email.

**MOTION: TIM SCOGGINS MOVED TO ADJORN THE MEETING. WILLY JONES SECONDED. THE MEETING ADJORNED AT 5:04PM.**

Respectfully submitted by,  
Willy Jones, Secretary