

**Catamount Access Television Corporation**

Board of Directors Meeting Minutes

Monday, May 22, 2017

1. **Drew Totten convened the meeting at 4:00pm with the following members present Marcia Noyes, Spencer Sweet, Willy Jones and Lisa Byer – Executive Director. Sarah Perrin, Frank Barnes, Lindy Lynch, and Tom Dailey were absent.**
2. **APPROVAL OF MINUTES:** Drew asked for approval of the minutes from the April 2017 meeting.

**MOTION: MARCIA NOYES MOVED THAT THE MINUTES BE ACCEPTED AS PRESENTED. SPENCER SWEET SECONDED THE MOTION. ALL MEMBERS VOTED IN FAVOR AND THE MOTION PASSED.**

3. **FINANCE COMMITTEE REPORT:** Lisa presented the finance report for April to the board for their review and answered questions.
4. **EXECUTIVE DIRECTOR'S REPORT:**  
Lisa Byer provided highlights of her report, which is attached and formally submitted with these minutes.

- a. Overview: Lisa reviewed her report for the board. The staff provided Lisa with their monthly activity report and Lisa reviewed the highlights. She also updated the board on the VAN regulatory activity. They have begun working on the accessibility of the studio based on a complaint from Mike Bethel. Underwriting has taken off and there are several accounts in progress with more coming. Lisa reported that the volunteer producer situation that she informed the board of via email is under control and the directives seem to be being met by the volunteer to remediate the problems.

Lisa informed the board that she continues to work on a personnel issue and is gathering more requested information. In a related matter, she is working to complete a midterm performance review for the staff person in question.

Lisa has been thinking about potential board members and is gathering a list. The board agreed to have Lisa reach out to these folks. She needs to determine if Frank and Willy are willing to stay on the board and then we can figure out how many candidates we need.

She is still working on the survey for the community needs assessment but it will not be ready for Mayfest as once thought. The staff will focus on the live show production rather than ancillary outreach. The live show has been re-visioned and should be a nice change. She is working on a new policy for paid time off.

They have not received any applications for the scholarship, but Lisa has been reaching out to encourage applicants. She has also been looking at making updates to the operating rules, which Beq is also working on. She will bring it to the board for review.

The staff is working to update the website and Mike is designing a new format which we will implement but they are still looking at a collaborative website template with RETN in Burlington which may happen down the road.

Lisa and several members of the staff attending the VAN annual meeting in White River Jct. She was pleased to report that the attendees seemed engaged in her regulatory updates. Spencer asked about the implementation of the IPG and having our programs listed on the guide. He thought it was valuable to think about standardizing program start and end times to aid in the future transition.

Lisa reported that she has been working on issues with the IT company specifically with storage size, costs and misplaced data. It took a fair amount of Lisa's time to work through. Related to that, there was discussion of partitioning off the network printer and developing user IDs to help mitigate the printer ink costs. It was added that they would need to ensure that high risk employees would not be able to access and/or jeopardize the network.

She has been trying to catch up on many issues while waiting for the decision of the PSB Comcast Docket.

**MOTION: WILLY JONES MOVED TO ADJORN THE MEETING. MARCIA NOYES SECONDED. THE MEETING ADJORNED AT 4:50PM.**

Respectfully submitted by,  
Willy Jones, Secretary