

Catamount Access Television Corporation

Board of Directors Meeting Minutes

Monday, January 25, 2021

1. **Alex Burke convened the meeting via video conference at 4:06pm with the following members present; Tim Scoggins, Robert Ebert, Marcia Noyes, Jenna Caslin, Dave LaChance, Lisa Byer – Executive Director and William Gardner - Operations Manager. Sarah Perrin and Greg Van Houten were absent.**

2. **APPROVAL OF MINUTES:** Alex Burke asked for approval of the December Board Minutes.

MOTION: TIM SCOGGINS MOVED TO APPROVE THE MINUTES OF THE DECEMBER 28, 2020 BOARD MEETING. DAVE LACHANCE SECONDED THE MOTION. ALL MEMBERS VOTED IN FAVOR AND THE MOTION PASSED.

3. **FINANCE REPORT:** Lisa presented the finance report for the month and answered questions of the board. William updated the board on revenues including town meeting contracts, basketball coverage, membership renewals as well as new underwriting contracts and nonprofit organizational members.

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

- a. The staff continues to operate under COVID protocols they developed.
- b. William provided an update on the partnership with the Bennington Banner on Bennington's Got Talent event that will be happening in March. The rest of the staff has been keeping up on many things and Tony is keeping on top of some issues with the playback system.
- c. There were no regulatory updates except to report that VAN is waiting on the PEG Access Study is expected next month which will provide insight on future funding opportunities for PEG in Vermont. Lisa is finalizing the contract with Comcast that was approved at the last board meeting and expects signatures very soon.
- d. Lisa completed the annual staff reviews including the health and retirement forms. She will be forwarding her self-review to the President and the Vice President and will work with them to complete the process.
- e. In terms of community engagement, the staff is currently promoting the Winter Westerns Trivia contest and will see if there is interest in it.
- f. William and Lisa followed up with documentation on the PPP Loan forgiveness.
- g. The Annual Meeting has been scheduled and warned for February 22, 2021. It will be held virtually via Zoom and will present the Annual Report for last fiscal year.
- h. The Annual Town Meetings have been coordinated by Mike Cutler so that all the Town and School meetings can be covered virtually between Sunday, February 28 and Monday, March 1. Tim Scoggins thanked CAT-TV for working to coordinate this effort. There was discussion regarding the needed Zoom upgrade to accommodate the meetings.
- i. Lisa reported that she met with Tammie Reilly of GNAT-TV to discuss opportunities for collaboration between our two organizations. They agreed to keep the lines of communication open for future opportunities and inclusion of the respective boards in the discussion.
- j. The staff is discussing upgrades to the studio sets. They will work develop ideas and hope to implement updates this spring.
- k. Lisa reported the staff's efforts to raise awareness of the rising COVID cases locally. This includes daily updates. Lisa and Dave LaChance will discuss ways the Banner and CAT-TV can collaborate on rising awareness.

5. NEW BUSINESS:

- a.* The Board recognized and congratulated William Gardner for his 20 years of service to the organization. William was presented with a plaque and a gift for the recognition.

MOTION: TIM SCOGGINS MOVED TO ADJORN THE MEETING. MARCIA NOYES SECONDED THE MOTION. THE MEETING ADJORNED AT 4:57PM.

Respectfully submitted by,
Marcia Noyes, Secretary