

Catamount Access Television Corporation

Board of Directors Meeting Minutes

Monday, November 25, 2019

1. **The meeting convened at 4:02pm with the following members present; Drew Totten, Alex Burke, Robert Ebert, Willy Jones, Marcia Noyes, Tim Scoggins, Lisa Byer – Executive Director and William Gardner – Operations Manager. Sarah Perrin was absent.**

2. **APPROVAL OF MINUTES:** Drew Totten asked for approval of the October Board Minutes.

MOTION: WILLY JONES MOVED TO APPROVE THE MINUTES OF THE OCTOBER 28, 2019 BOARD MEETING. TIM SCOGGINS SECONDED THE MOTION. ALL VOTED IN FAVOR. THE MOTION PASSED.

3. **FINANCE REPORT:** Lisa presented the finance report for month ending October 31, 2019 and answered questions of the board. William provided an update of underwriters, production contracts and other revenue sources.

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

- a. Lisa provided an update to the staff activities. The production staff is working to create holiday programming, including PSAs with the Bennington Police Department, and is working with several individuals and groups to produce programs. Updates to the weekly Banner ad continue and meeting replays have been adjusted. The upstairs bathroom repair is still outstanding but they are working to secure quotes.
- b. The Comcast CPG Settlement money has arrived which is \$20k for streaming solutions and \$3500 for channel rebranding. As part of the settlement, Lisa is working with Comcast to determine the new channel assignments for the AMOs and will be reaching out to the other centers to inform them of the process. VAN met with the Dept. of Public Service to determine what the process will be if and when the cable operators notify them of offsets to the franchise fee. While they are largely unaware of how the process will play out, they gave an assurance that VAN will be included in any discussions and/or notifications. The VAN Working Group was successful in having a Bill come out of the Summer Study Committee and the work will now begin to have that Bill pass in the upcoming session. Included in that Bill is funding for a more in-depth study of alternative funding structures for PEG in Vermont. Lisa is also working with a committee to develop a template for the renewal of the individual AMO contracts now that the CPG process has concluded. Lisa attended a VAN Summit in Rutland last week for discussion of many of the above issues with the VAN membership.
- c. Lisa will be conducting employee reviews next month and she presented a plan for increases and bonuses.

MOTION: ROBERT EBERT MOVED TO ACCEPT THE RECOMMENDED SALARY INCREASES AND BONUSES AS PRESENTED BY THE EXECUTIVE DIRECTOR. WILLY JONES SECONDED THE MOTION. ALL VOTED IN FAVOR AND THE MOTION PASSED.

- d. The Messaging Committee will be meeting on December 10th and will be focusing on video messaging. Lisa thanked the staff for nominating her for the Lindy Lynch Community Leader award. William will work to determine a date for the Board and Staff to have holiday gathering. It was decided the Board would not meet in December.

MOTION: MARCIA NOYES MOVED TO ADJORN THE MEETING. ALEX BURKE SECONDED. THE MEETING ADJORNED AT 4:48PM.

Respectfully submitted by,
Willy Jones, Secretary