

Catamount Access Television Corporation

Board of Directors Meeting Minutes

Monday, August 24, 2020

1. **Tim Scoggins convened the meeting via video conference at 4:04pm with the following members present; Robert Ebert, Sarah Perrin, Marcia Noyes, Jenna Caslin, Lisa Byer – Executive Director and William Gardner – Operations Manager. Alex Burke and Willy Jones were absent.**

2. **APPROVAL OF MINUTES:** Tim Scoggins asked for approval of the July Board Minutes.

MOTION: SARAH PERRIN MOVED TO APPROVE THE MINUTES OF THE JULY 27, 2020 BOARD MEETING. ROBERT EBERT SECONDED THE MOTION. ALL VOTED IN FAVOR AND THE MOTION PASSED.

3. **FINANCE REPORT:** Lisa presented the finance report for month of July 2020 and answered questions of the board. William provided an update of underwriters, production contracts and other revenue sources. Lisa and William presented the draft budget for review in advance of seeking approval in September for the next fiscal year.

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

- a. There was an update to the staff activities including that Mike Cutler served on the planning committee of the Battle Day celebration and the staff covered the event, Tony Conner is working to optimize the channel master control system and work continues on rebranding efforts.
- b. The house painting has been completed and quotes are being sought to complete the remaining sections.
- c. As part of the COVID Relief Funding, CAT-TV is eligible to apply for reimbursement of \$18k for expenses related to the pandemic response. Documentation for that funding is underway. Work on the statewide contract template is nearing completion. The group is also addressing various technical issues related to the recent channel reassignment.
- d. Lisa attended the Pownal Select Board meeting to address a staff error during recent live coverage of the Board. Her attendance and remarks were well received. The incident was documented in the employee's file and meeting coverage policies were developed and distributed.
- e. The Board Election process has been completed. All three candidates were elected as follows: Tim Scoggins 28 votes, Alex Burke 27 votes and Dave LaChance 29 votes. The new board will be seated at the September meeting.
- f. Work continues to keep the content updated and fresh on the channels under the rebranding.
- g. There has been no update on the PPP Loan forgiveness process. Lisa completed the annual retirement plan reporting.
- h. Maria Elena Little Endara is working to produce content through informal internship arrangement while she is on college break. It is anticipated that she will continue her involvement remotely once school resumes.

MOTION: MARCIA NOYES MOVED TO ADJORN THE MEETING. SARAH PERRIN SECONDED. THE MEETING ADJORNED AT 5:02PM.

Respectfully submitted by,
Willy Jones, Secretary