

Catamount Access Television Corporation

Board of Directors Meeting Minutes

Monday, March 28, 2022

1. **Alex Burke convened the meeting via video conference at 4:10pm with the following members present; Tim Scoggins, Marcia Noyes, Sarah Krinsky, Dave LaChance, Dan Cross, Greg Van Houten, Lisa Byer – Executive Director and William Gardner – Operations Manager.**
2. **APPROVAL OF MINUTES:** Alex Burke asked for approval of the January 24, 2022, Board Minutes.

MOTION: GREG VAN HOUTEN MOVED TO APPROVE THE MINUTES OF THE JANUARY 24, 2022 BOARD MEETING AS PRESENTED. DAN CROSS SECONDED THE MOTION. ALL MEMBERS VOTED IN FAVOR AND THE MOTION PASSED.

3. **FINANCE REPORT:** Lisa presented the finance report for both the months of January and February. She answered questions of the board.
4. **EXECUTIVE DIRECTOR'S REPORT:** The Director's report was distributed to the board prior to the meeting for their review. The staff is starting to ease restrictions as Covid cases continue to decline but are still primarily wearing masks. They will continue to adjust as needed. Lisa reviewed the reports submitted by the staff on their work. William answered questions regarding the paperless payroll enrollment.

Lisa presented the updated quote for the repaving of the driveway and parking lot. When first presented last spring, the quote was for about \$26k, it has now gone up to \$31k. Lisa recommends that we move forward with the project which can be completed in July and noted that there are ample funds budgeted for the capital expense. William went on to explain the scope of the project which will include shimming and resurfacing of the area from the road to the bulkhead door. The rest of the drive and parking lot will be torn up, graded and paved, this will include the small grassy area currently not paved. It is an extensive job but necessary. Greg Van Houten recommended inquiring about regular maintenance to protect the investment. Alex Burke asked about the price increase and William explained that it is related to petroleum costs. Burke also asked if line painting was included to which William explained that it is not but will be considered separately as allowable. Sarah Krinsky inquired about the pending issues with the plumbing and how this expense relates to having those repairs made. Lisa explained that they have still haven't found a plumber willing to do the work, therefore it wasn't prioritized considering that they had a contractor willing and able to complete the driveway project. They hope to tackle the plumbing in the next budget year but also noted that there is an additional \$14k in the budget in case they are lucky locating a plumber sooner.

MOTION: MARCIA NOYES MOVED TO APPROVE THE EXPENSE FOR THE REPAVING OF THE DRIVEWAY. DAN CROSS SECONDED THE MOTION. ALL MEMBERS VOTED IN FAVOR AND THE MOTION PASSED.

Lisa reported that VAN has continued its work to secure funding from the state budget and was successful in getting \$300k in the current budget. Each access center, including CAT-TV will receive \$12,500. They are looking to get \$600k in next year's budget. Lisa will be reaching out to Greg Van Houten to look at paid time off policies. The staff continues to work on brainstorming ideas to celebrate the 30th anniversary and Lisa is working with Mary Morrissey to have the state proclamation presented to us at the Battle Day Parade. The staff has been working on the priorities for the year which have been identified as increasing local programming, celebrating the 30th anniversary, increasing membership, increasing youth programming, improving on the video on demand offerings. They have set goals and are now working to develop action items. The components for the new network server have arrived and William will be working with RCS to have the server built and control room configured.

Lisa noted that they covered Town Meeting Day and the Bennington Election Results. She thanked Greg Van Houten for stepping in with Mike Cutler as the on-air talent for election results. Lisa completed the annual reviews for the staff and reminded the Board that her review needs to be finalized. She also said that all the annual reporting obligations had been completed.

Lisa updated the Board on the upgrade to the Video on Demand system via CASTUS which is our master control system that handles the channel playback. The new VOD is web/cloud based and it will improve the internal workflow as well as the end user experience. The current VOD server and support costs \$1100 annually but is outdated and experiencing issues. The new online service will be \$5148 annually. Additionally, they will be moving to a new streaming system (Taradek) that will interface better with the Castus system than the current system (Boxcast). This will open the door for a Roku channel and options for closed captioning in the future.

Lisa noted the progress that has taken place in the last year with the membership database. She also reported that there has been an uptick in volunteer/member activity with equipment and facility usage, which in turn means more local programming. Lisa said that the staff is working for a plan for Mayfest coverage and how to promote our mission as well as celebrate the 30th anniversary.

5. **OLD BUSINESS:** Alex Burke asked the board if there was feedback on the Executive Director's review which was distributed in January.

MOTION: GREG VAN HOUTEN MOVED TO ACCEPT THE REVIEW AS PRESENTED. SARAH KRINSKY SECONDED THE MOTION. ALL MEMBERS VOTED IN FAVOR AND THE MOTION PASSED.

For future Executive Director reviews, there was discussion of adding an additional column on the review form for "unsatisfactory". Lisa will also send the board the form she uses for the staff for their consideration.

MOTION: GREG VAN HOUTEN MOVED TO ADJORN THE MEETING. MARCIA NOYES SECONDED THE MOTION. THE MEETING ADJORNED AT 4:48PM.

Respectfully submitted by,
Marcia Noyes, Secretary