

Catamount Access Television Corporation

Board of Directors Meeting Minutes

Monday, March 22, 2021

1. **Alex Burke convened the meeting via video conference at 4:03pm with the following members present; Tim Scoggins, Robert Ebert, Marcia Noyes, Sarah Perrin, Greg Van Houten, Lisa Byer – Executive Director and William Gardner - Operations Manager. Jenna Caslin and Dave LaChance were absent.**
2. **FISCAL REVIEW:** Alex Burke introduced Steve Love of Love, Cody and Co. to present the Fiscal Review for last fiscal year.
3. **APPROVAL OF MINUTES:** Alex Burke asked for approval of the January Board Minutes.

MOTION: TIM SCOGGINS MOVED TO APPROVE THE MINUTES OF THE JANUARY 25, 2021 BOARD MEETING WITH THE DATE CORRECTED FROM 2020 TO 2021. MARCIA NOYES SECONDED THE MOTION. ALL MEMBERS VOTED IN FAVOR AND THE MOTION PASSED.

4. **FINANCE REPORT:** Lisa presented the finance report for the month and answered questions of the board. William updated the board on details on income including town meeting contracts, production services and Comcast funding. There was a discussion of current staffing and plans going forward.
5. **EXECUTIVE DIRECTOR'S REPORT:**
 - a. The staff continues to operate under COVID protocols they developed and as vaccinations become more widespread, they anticipate a phased reopening of the facility. Lisa reviewed the activities of the staff which included a very busy month for the production staff and some technical challenges with the playback system that Tony worked to correct.
 - b. Issues developed with the driveway over the winter therefore William is contacting paving contractors to assess the situation. They will keep the board updated on any upcoming expenses related to that.
 - c. National work is underway to appeal the FCC rulemaking and Lisa continues to monitor developments. The PEG Study conducted in Vermont as part of last year's legislation has been released. The study was very positive towards the importance, functionality and system of PEG in Vermont. The study also indicates that there will be a 17% decrease in cable funding over the next 6 years. It lays out several avenues that could be alternative funding for PEG. VAN's Legislative Committee will continue to work to promote this examination and push forward the best scenario.
 - d. The PEG Agreement with Comcast has been fully executed. Lisa has completed annual reporting obligations and staff quarterly time sheets. She plans to have updates on the bylaw revisions next month and will work on updating the membership database.
 - e. The staff will be revisiting the channel rebranding to develop updates and tweaks. They continue to develop community engagement initiatives including Vaccine Selfies in partnership with the hospital.
 - f. The PPP Loan was forgiven, and Lisa continues to monitor for any further developments. They have developed an Amazon Smile account and encouraged board members to participate and will be promoting to the community. The staff is planning to do some updates to the studio sets in advance of reopening the facility.
 - g. William is working to complete a grant application for a youth grant to offer video classes and has been engaging Josh Boucher to help spearhead the classes.
6. **NEW BUSINESS:**
 - a. Alex Burke asked the board if they had reviewed the Executive Director's annual review and asked for questions or comments.

MOTION: GREG VAN HOUTEN MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S ANNUAL REVIEW AS PRESENTED. TIM SCOGGINS SECONDED THE MOTION. ALL MEMBERS VOTED IN FAVOR AND THE MOTION PASSED.

- b.* Tim Scoggins commented regarding meeting coverage in the post-pandemic world as it relates to using Zoom and in-person meetings simultaneously. There was a discussion of improving options for coverage once they return to in-person and other ways to accommodate a hybrid situation.

MOTION: GREG VAN HOUTEN MOVED TO ADJORN THE MEETING. SARAH PERRIN SECONDED THE MOTION. THE MEETING ADJORNED AT 5:08PM.

Respectfully submitted by,
Marcia Noyes, Secretary