

Catamount Access Television Corporation

Board of Directors Meeting Minutes

Monday, January 22, 2024

1. **Tim Scoggins convened the meeting via video conference at 4:04 pm with the following members present; Dan Cross, Greg Van Houten, Frank Barnes, Jack Rossiter-Munley, Asa Morin, Sarah Krinsky, Lisa Byer, Executive Director, and William Gardner – Operations Manager.**
2. **APPROVAL OF MINUTES:** Tim Scoggins asked for approval of the Board Minutes of November 27, 2023.

MOTION: DAN CROSS MOVED TO APPROVE THE MINUTES OF NOVEMBER 27, 2023, BOARD MEETING. GREG VAN HOUTEN SECONDED THE MOTION. ALL MEMBERS VOTED IN FAVOR AND THE MOTION PASSED.

3. **FINANCE REPORT:** Lisa reviewed the financial reports for the months of November and December 2023 and answered questions from the board with the help of William Gardner.
4. **EXECUTIVE DIRECTOR REPORT:** The Director’s report was distributed to the board prior to the meeting for their review. Lisa reviewed the staff activity reports. She updated the board on the proposed furnace replacement and explained that she is seeking out more information and will be presenting a recommendation at the next meeting.

Lisa explained that she discovered additional information on the company that sold them the handicap lift. It turns out that the company “Planet Mobility” was found to be fraudulent and had many lawsuits against it. During her research, she also reached out to an Albany area company and confirmed that it cannot be modified for commercial use. The board discussed the options for selling the unit and Lisa will look into the possibility.

Lisa is staying involved with the statewide advocacy work that includes a budget appropriation and passing of the funding bill. Under the request of the VAN Board, she is working with BCTV to assist with the issues related to the HD Channel roll out.

She provided an update regarding the master control system, CASTUS. In a meeting with the company, it was revealed that the functionality that hadn’t been working could be attributed to employee failure at CASTUS. Two programmers were fired due to the situation. The staff is working to determine next steps. She is happy to say that the Closed Captioning does seem to be working now. The Board raised concerns about the ongoing issues. Lisa explained that the issues were limited to a specific add on feature and not the entire system. She cautioned the idea of thinking we should move to another master control system given the costs and investments. Following discussion, it was agreed that Lisa and the staff should continue to evaluate the situation and report back to the board.

Lisa will let the board know the plan for the Annual Meeting which she proposes for February 26. She asked for approval of the planned purchase of production equipment for the studio.

MOTION: FRANK BARNES MOVED TO APPROVE THE PURCHASE OF STUDIO EQUIPMENT IN THE AMOUNT OF \$11,377. GREG VAN HOUTEN SECONDED THE MOTION. ALL MEMBERS VOTED IN FAVOR AND THE MOTION PASSED.

Preparation is underway for Town Meeting Day including candidate forums and live coverage. Lisa completed the employee reviews along with the updated payroll, insurance and retirement. Lisa's review was completed by Tim and Dan. Lisa renewed all of the meeting coverage agreements and completed the audit of last year's coverage and billing practices. Lisa included her goals for the upcoming year as part of her annual review.

5. **NEW BUSINESS:** Greg Van Houten announced that the British Invasion will not be taking place at the high school this year. Jack Rossiter-Munley asked about the plans for increasing community outreach as part of Lisa's listed goals. Lisa explained that she is looking for the board's help with identifying improved methods of conducting outreach and engagement. The board complemented the staff on the holiday programming. Discussion ensued regarding additional production personnel. Tim Scoggins reminded everyone that the next meeting will be held in-person at CAT-TV.

MOTION: GREG VAN HOUTEN MOVED TO ADJORN THE MEETING. FRANK BARNES SECONDED THE MOTION. THE MEETING ADJORNED AT 4:55PM.

Respectfully submitted by,
Sarah Krinsky, Secretary