

Catamount Access Television Corporation

Board of Directors Meeting Minutes

Monday, November 26, 2018

1. **The meeting convened at 4:07pm with the following members present; Drew Totten, Sarah Perrin, Alex Burke, Spencer Sweet, Robert Ebert and Lisa Byer – Executive Director. Willy Jones, Marcia Noyes and Ethel Hutton were absent.**
2. **APPROVAL OF MINUTES:** Drew asked for approval of minutes for the September Board meeting.

MOTION: ALEX BURKE MOVED TO APPROVE THE MINUTES OF SEPTEMBER 24, 2018. SARAH NOYES SECONDED THE MOTION. ALL VOTED IN FAVOR AND THE MOTION PASSED.

3. **FINANCE REPORT:** Lisa presented the finance reports for months ending September and October for the board’s review. Operations Manager William Gardner joined the meeting to answer questions on the financial reports.
4. **EXECUTIVE DIRECTOR’S REPORT:**
Lisa Byer provided highlights of her report, which is attached and formally submitted with these minutes.

- a. Overview: Lisa provided an overview of the current FCC rulemaking threats that could jeopardize CAT-TV’s funding. Lisa filed comments on behalf of CAT-TV and will be reaching out to community supporters to submit comments. It was clarified that the rulemaking would allow the cable companies to charge currently “in kind” expenses against the Franchise Fees that fund PEG Access. Lisa is working locally and statewide to strategize on actions and sustainability options. She will be reaching out to our congressional delegates and is attending a statewide summit with VAN.

Lisa will be working on the survey results. She reported that the Board needs to discuss the option of charging towns and schools for meeting coverage. The Puerto Rico event went well in that \$3100 was raised and is being split between CAT-TV and the relief efforts. Lisa will be conducting employee reviews in December and there was discussion of the approved budget and implications with funding concerns as they relate to employee raises.

5. **NEW BUSINESS:**
 - a. Weapon Free Policy: The Policy Committee presented the Weapon Free Policy for the board’s review and approval. This policy was considered by the board after receiving a compliant from a member and the committee was charged with researching and developing the details. It was discussed that the committee was mainly concerned about the comfort and safety of the staff in crafting this policy. The Board reviewed the policy and procedural steps associated as a reasonable effort to keep our organization, staff and members safe.

MOTION: SARAH PERRIN MOVED TO APPROVE THE WEAPONS FREE POLICY AS PRESENTED EFFECTIVE JANUARY 1, 2019. SPENCER SWEET SECONDED THE MOTION. ALL MEMBERS VOTED IN FAVOR AND THE MOTION PASSED.

- b. Operating Rules and Procedures: The Policy Committee also presented the updated Operating Rules and Procedures for the Board's review and approval. The updates to the document brought the policies and procedures current with technology and practices. The committee presented the document for approval with the understanding that approval of the appendices will be done at a later date. It was agreed that the board could vote electronically on the appendices as they are completed and as Lisa sends for approval. New and existing members will need to sign a "statement of compliance" form upon receiving and reviewing the updated policies.

MOTION: ROBERT EBERT MOVED TO ACCEPT THE OPERATING RULES AND PROCEDURES AS PRESENTED WITH THE UNDERSTANDING THAT THE APPENDICES WILL BE VOTED ON SEPARATELY AS THEY ARE COMPLETED. ALEX BURKE SECONDED THE MOTION. ALL MEMBERS VOTED IN FAVOR AND THE MOTION PASSED.

- c. Member Compliance: Lisa reviewed ongoing compliance issues with a volunteer producer. The Policy Committee recommended that the person be placed on a 90-day suspension. At the end of the 90 days, they will be required to review the newly adopted Rules and Procedures. Further noncompliance will result in permanent revocation of membership and use of facilities and equipment.

MOTION: SPENCER SWEET MOVED ACCEPT THE COMMITTEE'S RECOMMENDATION OF ACTION AND SEND A LETTER OF 90-DAY SUSPENSION TO KEVIN HOYT DUE TO NONCOMPLIANCE TO CAT-TV'S OPERATING RULES AND PROCEDURES. SARAH PERRIN SECONDED THE MOTION. ALL MEMBERS VOTED IN FAVOR AND THE MOTION PASSED.

6. OTHER BUSINESS AND PUBLIC COMMENTS:

- a. Funding Declines: The question was raised as to a plan to address the declining revenues and how this is anticipated to progress. Lisa provided an explanation of the shortfall due to the GAAP changes being used by Comcast. It is anticipated that this decline is a onetime happening but the slower progression of "cord cutting" will continue to affect our revenues. The FCC threat is more of a definitive and immediate concern. Lisa mentioned that she will be attending a VAN summit which will be an opportunity for AMOs to discuss strategies, ways to increase efficiencies and pool resources. She agrees that the organization needs to be having serious conversations and developing plans to address the funding concerns.
- b. Meeting Date and Time: It was agreed that there would be no meeting in December so the next meeting would be in January. There was also discussion regarding the best time for the monthly board meeting. It was agreed we would discuss a potential change at the January meeting.

MOTION: ALEX BURKE MOVED TO ADJORN THE MEETING. SPENCER SWEET SECONDED. THE MEETING ADJORNED AT 5:17PM.

Respectfully submitted by,
Willy Jones, Secretary