

Catamount Access Television Corporation

Board of Directors Meeting Minutes

Monday, June 8, 2020

1. **Tim Scoggins convened the meeting via video conference at 4:07pm with the following members present; Robert Ebert, Sarah Perrin, Alex Burke, Marcia Noyes, Jenna Caslin, Lisa Byer – Executive Director and William Gardner – Operations Manager. Willy Jones was absent due to technical difficulties accessing the online meeting platform.**

2. **APPOINTMENT OF BOARD MEMBER:** Lisa introduced Jenna Caslin as a candidate for appointment to the board. Jenna introduced herself to the board.

MOTION: ROBERT EBERT MOVED TO APPOINT JENNA CASLIN TO THE BOARD TO FILL THE SEAT VACATED BY DREW TOTTEN. MARCIA NOYES SECONDED THE MOTION. ALL VOTED IN FAVOR DURING THE ROLL CALL. THE MOTION PASSED.

3. **APPROVAL OF MINUTES:** Tim Scoggins asked for approval of the April Board Minutes.

MOTION: ROBERT EBERT MOVED TO APPROVE THE MINUTES OF THE APRIL 27, 2020 BOARD MEETING. SARAH PERRIN SECONDED THE MOTION. ALL VOTED IN FAVOR DURING THE ROLL CALL VOTE. THE MOTION PASSED.

4. **FINANCE REPORT:** Lisa presented the finance report for month of April 2020 and answered questions of the board. William provided an update of underwriters, production contracts and other revenue sources.

5. EXECUTIVE DIRECTOR'S REPORT:

- a. There was an update to the staff activities under the current COVID restrictions. The staff is slowly spending more time in the office and are adhering to internal COVID policies while here. There is a planned phased reopening of the facilities beginning June 15th which will include limited use of studio and field equipment. Subsequent phases will be determined as more information becomes clear.
- b. The staff continues to be very busy including preparations for graduation, implementation of the new channel rebranding and more.
- c. The house painting is now scheduled for July.
- d. Lisa continues to work on the statewide contract template with the committee and there is a planned meeting with Comcast later in the month.
- e. Lisa reminded the Board that her annual performance review is still outstanding.

MOTION: ALEX BURKE MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REVIEW AS CIRCULATED. MARCIA NOYES SECONDED THE MOTION. DURING ROLL CALL FIVE MEMBERS VOTED IN FAVOR AND JENNA CASLIN ABSTAINED. THE MOTION PASSED.

- f. Josh Boucher has been hired as a part-time employee and they are working to develop a work plan for him given the current restrictions.
- g. There was an update regarding the upcoming board elections. Alex Burke and Tim Scoggins are up for election and have agreed to run. Willy Jones' seat is also up, but he has reached term limits therefore they will be looking for someone to fill his seat. Lisa will be following up with the board for suggestions. There was also discussion regarding the organization's term limit policies. It was agreed that any changes would be considered during the anticipated bylaw update but there was support from Lisa and Tim to retain term limits.

- h.* Lisa provided an update with the work the staff has been doing to rebrand and update the channels. The focus has been to create packages for the times when there are not programs scheduled to play so that the content remains fresh. They continue to develop and evolve ideas to improve the channels.
- i.* There was a question regarding progress on a proposed partnership with the Bennington Banner. William reported that there hasn't been any progress since the last meeting, but he continues to follow up in hopes of pulling something together.
- j.* Lisa presented a new plan document for the TIAA Retirement Plan as reviewed by our attorney.

MOTION: MARCIA NOYES MOVED TO ALLOW THE BOARD CHAIR TO ACCEPT THE RESOLUTION TO ADOPT THE RETIREMENT PLAN DOCUMENT AS PRESENTED. ALEX BURKE SECONDED THE MOTION. DURING ROLL CALL ALL MEMBERS VOTED IN FAVOR AND THE MOTION PASSED.

- k.* The PPP loan was approved and has been received. Proper reporting and documentation are underway to ensure compliance.

6. NEW BUSINESS:

- a.* There was discussion regarding meeting platforms and how a decision will be made to restart in person meetings. It was decided that they would reevaluate later in July. Lisa will work to identify solutions for online platforms in the meantime.

MOTION: MARCIA NOYES MOVED TO ADJORN THE MEETING. SARAH PERRIN SECONDED. THE MEETING ADJORNED AT 5:07PM.

Respectfully submitted by,
Willy Jones, Secretary