

MCCI Board Meeting Agenda
November 1, 2012 - 6:00 PM - MCTV Studio

Present: Mik (prez) AnneH (trez) KristiB (clez)
 MikeL DonnaF CKelly Veronica

Staff: Dean Cindy Owen

Guests: _____

6:05 PM

1. Approve minutes—August Board minutes approved, October minutes approved.
2. Treasurer / Business report
 - Capital balance: just received quarterly check, don't have report. (Anne not here.) Discussed treasurer's lack of attendance at last 2 meetings and lack of financial info that Board members have. Didi Almeida of the Brick House is supposed to come to our meetings from time to time and could make reports. We need to approve a 2013 budget at the next meeting. By the Dec 13th Board meeting, Veronica wants to find out budget versus actual figures and draft a budget for 2013. Also, the treasurer needs to do the last 2 quarterly reports of the year.
Motion made to appoint Veronica to be the budget subcommittee approved.
3. MCTV Business
 - Staff Report
 - Comprehensive technology request—Kelley did not make a report, Owen has been out sick, **Dean, Owen and Kelley directed again (this was requested at the October meeting) to work together to create a comprehensive technology report, due by December 13.** Board will authorize purchase of new mikes and switcher for Town Hall to improve audio as soon as it can review the report and make priorities. Veronica will gather relevant budget information.
 - Website progress—finish by Dec. 13 mtg.**
 - Debate filmed
 - Create outreach & development budget and activity plan rest of 2012 and 2013 by early Dec., two scenarios, with new building and without—give to Veronica ahead of time.**
 - Staff should provide input on what the budget should be for next year before the Dec 13 meeting, Veronica to bring draft budget to prompt discussion.**
4. MCCI Business
 - Committee deadlines: Board supports giving staff the authority to act if committee deadlines pass without committee action/board approval within the parameters of work approved for the fiscal year/work generally agreed upon (Cindy's note: *we should have stated, agreed upon within MCTV's action plan. Need to come back to this topic and define action plan and who is responsible for creating it.*)
 - Committee / project budgets: Each "department" or type of work at MCTV should have a budget for certain types of/amounts of expenditures: outreach, fundraising, technical, admin, etc. The budget should be on MCTV's computers and in the hands of every staff and board member with a budget narrative explaining what's allowable in each line item for the year.

- ❑ CAC update—their attorney is looking at the contract.
 - ❑ EDIC / Proposal update—Selectboard tasked EDIC to get estimate to fix roof and not remediate mold. EDIC wants to have a joint meeting with us. EDIC did not have a quorum for their Selectboard/EDIC joint meeting. MCCI to write open letter and explain our position. Mik will draft.
 - ❑ Quarterly Reports, Annual Report, etc—see Treasurer’s report.
 - ❑ Policy Docs update--none
5. Upcoming events committed to by MCTV:
- ❑ Not discussed
6. Other items
- ❑ Not discussed
7. Reminders
- ❑ Next Board meetings:
 - i. Thursday, December 13, 2012 - 6:00pm, January 10 at 6 PM, February 7 at 6 PM
 - ❑ Fundraising / Sponsorship Committee: Cindy to contact again with specific questions

Adjourned at 7:25