

MCCI Board Meeting Notes
July 12, 2012 - 6:00 PM - MCTV Studio

Present: Mik (p) AnneH (t) KristiB (c)
 MikeL DonnaF CKelly Veronica

Staff: Dean Cindy Owen

Guests: _____

Start Time: 6:03

1. Approve minutes—Motion to accept passed.

2. Treasurer / Business report—

- Balances: Capital balance--\$21,000, Checking--10,000, Operating--45,000. We just finished qtr., expecting check from Comcast for about \$27,000, total is \$10,000 lower than last qtr but that's to be expected at the end of the month. 2011 Stipends went over for Don Clegg and others. 1099s should have been done but former bookkeeper did not do them. **From now on, hire all irregular helpers as employees.** Can call it a stipend but pay through payroll so we pay appropriate matching taxes. Track taxes with stipends.
- Annual report is almost done and **Mik will meet with Anne to get it finished.**

3. MCTV Business

- Staff Report—Reviewed with positive feedback.

4. MCCI Business

- EDIC / Proposal update: Request for final proposal by August 1—the EDIC's RFP guidelines can be easily met as we have a lot of the content.
 - a. Mik printed estimates, will get **Dean to write up rest of estimates.**
 - b. Kristi talked to Peter James, Atty. Peter would review a town proposal for us, probably for non-profit discount.
 - c. Encourage EDIC to get Town Counsel Koppleman on board to create a P&S.
 - d. Mik talked to Mark Abramson and got a residential P&S from him.
 - e. Mike: **Motion made to hire Atty. Peter James.**

Discussion—Peter could take a look at the RFP before we rewrite our proposal?

Anne: Need to rewrite a realistic capital budget and an operating budget. There are people at town hall who are not confident about the budget we submitted to them. The numbers on our website are not very good. We have to take the budget to the next level, look at what we proposed for our operating budget. Can we really afford this? What will we be financing versus paying cash for? Has to be sustainable. Board has not been attending to enough of the daily business. Annual report not done. Policy documents not done. A lot of unfinished business.

Mike: We have been leasing at 34 Second St and doing a good job even with corners cut. Digging out of bad situation. There hasn't been any malfeasance.

Q. of group: Can we afford to move into the building and can we fulfill the requirements of the RFP?

Mike: **Motion made to end discussion failed.**

Further discussion. Work through issues from last year and have really good financials going forward. Veronica offered to help with that. **Motion clarified to state that Peter James could be a “point person” for the RFP and P&S process, sort of a project manager, but need to find out cost of his labor.**

Motion passed to hire Peter James to be point person for process with EDIC. Kristi will communicate with Peter James.

Created Cumby’s Subcommittee: Veronica, Kristi, Mik, Kelley. Meet Mon. at 5:30 PM. (Dean will try to be there.)

Mik asked for pulse of group on whether to pursue project. Board members mostly in favor though Anne reiterated that we have to finish cleaning up our fiscal documentation and information and Mike stated that when we look at our weaknesses he feels we are undermining the organization though we are doing great.

- i. Secure Business Financing Workshop on July 24—Kristi to attend.
 - CAC Meeting Report—Selectman Mark Fairbrother is questioning contract Section 6, obligations of the cable access provider, stating that there are lots of things that we don’t do. The only thing we are not doing is making quarterly reports, which CAC said we no longer need to do (verbally). MF questioned why there have not been annual reviews at CAC. Rest of CAC had great things to say about us. Chris of EDIC did tell the Selectboard that we would be doing an annual report. Anne proposes we send CAC a monthly report with staff reports, monthly financials with budget to actuals, and MCCI minutes, instead of a narrative quarterly report. Dean says according to CAC’s meeting today we have to do quarterly reports.
 - Soapbox Derby update—committee is meeting and accomplishing tasks.
 - Policy Docs update—Anne went through 2010 minutes to review changes proposed for station and personnel policies. Anne had to recreate the policy documents as the originals with board’s changes highlighted could not be found.
 - Producers’ Group Update—Fridays 5 PM starting 7/27—Donna will check it out with her schedule. Provide refreshments. **Motion made to allot \$30 for refreshments for about 10 people passed.**
 - Find more board members
 - Mik and Mike 11-year anniversary on the board—Congratulations made.
5. Upcoming events committed to by MCTV: not discussed.
 6. Other items: for next time—viewer opinion survey results (assess and decide how to publicize)
 7. Reminders
 - Next Board meetings:
 - i. Thursday, August 9, 2012 - 6:00pm
 - ii. Thursday, September 20, 2012 - 6:00pm
 - iii. Thursday, October 4, 2012 - 6:00pm
 - iv. Thursday, November 1, 2012 - 6:00pm
 - v. Thursday, December 13, 2012 - 6:00pm
 8. Finish Time: 7:14 PM