

MCI Executive Board Meeting
April 20, 2016 6:15 P.M.

Attending: Mike Langknecht, Veronica Phaneuf, Dana Faldasz,
Staff: Dean Garvin, Roy Rosenblatt

- 1 Annual Meeting Planning
- 2 Board development
- 3 Roy's Responsibilities

Annual meeting

May 18, 6:00 P.M. will be the date of the annual meeting.
Board members should invite others to the annual meeting
Mike will look into food options, approximately with an
approximate budget of \$100.00.

The Annual meeting should be posted at Town Hall, advertised
in the Montague Reporter and publicized on the MCTV, posted
on MontagueMA and current users can be notified by email.

The adds, postings etc. should include a notice that individuals
should RSVP. Mike will organize food, including cups, plates,
etc. Notices will go out by the first of May

The Agenda for the Annual Meeting will be:

1. An introduction and yearly report by the President (with
copies of the current annual report)

2. Election of officer
3. Establishing goals for the year
4. Describe board requirements and member responsibilities
5. Schedule of meetings for the year
6. Email sign up sheet for those attending.

Roy will contact Montague Reporter to include a legal notice
Legal notice, and will submit the notice to the Town, the CAC
and post on MontagueMA.

1. Board Development –
Next steps – priorities are to recruit individuals to attend
annual meeting or next quarterly meeting.

Board members should be recruited by current board
members which should include individuals with legal,
business or fundraising experience.

2. Quarterly report – any questions, comments, any trends?
Capital equipment purchase was a camera.
The Board should develop a plan for use of capital funds for
the next fiscal year. Budget will detail the expense of major
events

3. Station Policies
The station needs to update its Indemnification
for all users of the station. The Statement should be
reviewed and approved by Town.

All insurance policies need to be reviewed to ensure they comply with contract requirements.

Motion to adjourn by Veronica

Without objection the meeting was adjourned`