CATV Board Meeting Minutes for April 17, 2018

In attendance: Peggy Allen, Michael Murray, Margaret Jacobs, Dan Maxwell-Crosby, Karen Zook, Julia Griffin, Donna Girot (Executive Director)

5:30 pm Meeting called to order

Board member introductions. Dan Maxwell-Crosby, Karen Zook and Julia Griffin were welcomed to the Board.

Officer Confirmations: Peggy Allen

The Board discussed a proposed slate of officers and sought volunteers. Peggy Allen moved and Mike Murray seconded the following nominations for officers:

- Chair: Peggy Allen
- Vice Chair: Mike Murray
- Treasurer: Margaret Jacobs
- Secretary: Julia Griffin

The motion passed.

Anniversary Update: Peggy Allen

Peggy Allen provided a quick overview of the accomplishments of the past year, largely thanks to the leadership of new Executive Director Donna Girot. They included:

a. Wrote comprehensive Employee Handbook;
b. Hired and trained new staff (4 of 5 employees);
c. Wrote Employee Code of Conduct for Interaction with Minors;
d. Conducted a comprehensive equipment audit;
e. Adjusted insurance coverage to match equipment value;
f. Updated sparse studio equipment to include sound booth, lighting system, audio system.
g. Armed studio with security system w/o increase in contract fees;
h. Redefined accountancy expectations so board reports more accurate;
i. Improved audio output of Comcast channels 8 & 10;
j. Improved quality and quantity of station content;
k. Researched area rents & signed a long-term building lease;
l. Created a CATV-produced platform talk show to foster open & diverse communication
m. Established CATV Vision & 3- year business plan.

Three-Year Goals – With Focus on 2018

The following are Donna’s primary goals for the coming year:

- General Office Procedures and Administrative Projects
  Bylaws – review and update
Continue to network to find new Board members - largely accomplished but continue to keep eyes open.

Inventory all locations for replacement value of equipment for insurance purposes.

Review processes and form for: Camps & Clubs, Field Kit usage; training, website content, request submittal.

Continue to monitor status of Comcast v. VT PUC lawsuit and negotiation of VT Franchise Agreement with Comcast – network with other VT PEGS.

Develop update plan for office computers and software

Finalize format for Board financial reporting

Finalize rental agreement with Tip Top landlord.

Finalize 401kd plan

- **Marketing**

  Community outreach – events and social media

  Website update – site upgrades, clean-up, overhaul with donation button

  Improved branding at Tip Top building entrance and CATV office entrance.

- **Educational Programs**

  Refine camp curriculum – review and refresh

  Create tutorials for use by studio users

  Compile video and audio stock footage and soundtrack

- **Archival Management**

  Focus on better organizing archival material utilizing web and technology resources.

  Internet archives.

- **Technical Systems Updates**

  Equipment upgrades in Lebanon, Hanover, live broadcasting from Hartford Town Hall

  Comcast improvements

  System assessments, documentation and repairs.

- **Content Development**

  Develop and share content with other PEGS

  Better marketing of content as it is improved
Julia Griffin moved and Karen Zook seconded a motion to adjourn the meeting at 7:10 pm. The motion was adopted.

Next Board Meeting: June 12, 2018

Anniversary Updates: Peggy Allen

Peggy Allen provided a quick overview of the anniversary updates to date. Special thanks to the leadership of new Executive Director Donna Griffin. They included:

1. Write comprehensive Employee Handbook.
2. Hired and trained new staff (2 new employees).
3. Write Employee Code of Conduct for Interns from career services.
4. Conducted a comprehensive campus survey.
5. Updated insurance overview for active students.
6. Updated student internship contracts.
7. Conducted student focus groups on topics from above.
8. Redefined responsibilities of department to avoid conflicts.
9. Improved communication of current commitments.
10. Increased quality and quantity of calendar meetings.
11. Updated areas back to campus to improve access.
12. Created a CATV program platform for the students.

Three-Year Goals - With Focus on 2018

The following are Donnie's primary goals for the coming year:

- General Office Procedures and Manufacturing Progress
- New equipment and update