

Minutes – BCTV Board of Directors Meeting – June 21, 2017 - FINAL

Respectfully submitted by Lynn Barrett

Board Attendees: Lynn Barrett, Pauline Dean (exited 7:15), Alex Beck (via Hangout), Cassandra Holloway (entered 6:08 & via Hangout) , Martin Langeveld, Chris Lenois, Jim Verzino.	Location: Room 305, Brattleboro Municipal Center
Absent: Shanta Lee Evans-Crowley	Call to order: 6:04 pm
Administration Attendees: Cor Trowbridge	Called to order by: Chris Lenois
Public Attendees: none	Adjourn: 7:31 pm

Agenda Topic	Motion/Action	Moved	Second	Discussion	Vote
Minutes	Motion to approve the Minutes of May 17, 2017 as submitted.	JV	PD		6-0-0
Communications to the Board				-Letter of thanks and donation from Evening Star Grange in Dummerston for Memorial Day service recording.	
Next Meeting	Wednesday, July 19, 2017 at 6:00 PM			Pauline and Alex will not be able to attend.	
Public Input				none	
Reports:					
ED Report	Cor Trowbridge reported on the month's activities.			-Strolling of the Heifers on PBS: went smoothly, considered a success by both organizations. - No decision yet by PSB on Comcast CPG appeal. - Graduations went live directly to the server – a new functionality that worked well and was easier on staff. - Video camp enrollment is light compared	

Agenda Topic	Motion/Action	Moved	Second	Discussion	Vote
				to past years. Perhaps move to August.	
Finance Committee:	Motion to authorize expenditure of up to \$2500 on website fixes in June, to be accrued to FY17.	ML	JV	<ul style="list-style-type: none"> -Review of Monthly P&L at 92%: revenues over projected; expenses on budget. -Net income higher than anticipated. - Website upgrade project is basically done, but there are quite a few bugs and fixes remaining. Want the site to look and function as well as possible and not wait to fix things over the next year. 	7-0-0
Old Business:					
Website update/ Graphics				<ul style="list-style-type: none"> - New website was launched 5/31 at 10:30 PM. - New logo designed for web application. - Phone number on footer has hyperlink and is hard to read. Phone is also listed on Contact page. - Cor will contact Jessica to get invoice and request other application designs. 	
Board Restructuring	Motion to adopt new meeting structure for a four month trial period.	JV	ML	<ul style="list-style-type: none"> - Resumed discussion of changing board meeting structure to improve efficiency and facilitate more committee work: -Retain monthly meeting schedule. - Board packets will be emailed ahead as “Read-Only” material. In the beginning of the meeting, the materials in the packet would be approved as a “Consent Agenda” after any questions are answered. Following this, topics for full board discussion are identified and prioritized. - First half of the meeting consists of this business meeting, with the second half of reserved for Committee work, either at that 	7-0-0

Agenda Topic	Motion/Action	Moved	Second	Discussion	Vote
				<p>time or another time.</p> <p>-Agenda will include reporting for each committee as a standing item.</p>	
New Business:					
Equipment Committee	Motion to approve the FY18 Capital Budget, with latitude to make changes to address issues expressed and any others that may arise.	ML	JV	<p>- Top priority for FY18 Capital Plan is to replace the editing suites with four new iMacs.</p> <p>- Jim expressed the need for a Windows option for those who work on PCs. Board members agreed that having a PC suite or laptop improves BCTV's accessibility to all users.</p>	7-0-0
Executive Session: Personnel Committee – E.D. Review	<p>Motion to enter into executive session to discuss a contractual matter.</p> <p>Motion to renew the Executive Director's contract as of July 1 at a 32 hour workweek, with a cost of living increase consistent with other staff.</p>	<p>JV</p> <p>ML</p>	<p>PD</p> <p>AB</p>	<p>The board entered executive session at 7:05 pm.</p> <p>Executive session was dissolved at 7:15 pm.</p>	<p>7-0-0</p> <p>7-0-0</p>
Annual Meeting Planning				<p>Cor proposed changing the format of the Annual Meeting for this fall, as follows:</p> <ul style="list-style-type: none"> - Hold Annual Members Meeting as delineated by BCTV Bylaws in lieu of the September board meeting. Agenda items: Board election, adoption of Financial Statement, approval of any bylaw changes, and discussion of any issues or questions raised by members. - Schedule separate celebratory event for 	

Agenda Topic	Motion/Action	Moved	Second	Discussion	Vote
				Producer Awards and recognition at a later date, such as nearer the holidays. -Separation of the two events (which have been combined for the past 10 years) will clarify the purpose of each event. - Chris asked if e-voting would be possible to encourage participation in the board election. -Decision about this to be made at the July meeting.	
Announcements				none	
Adjournment	Motion to adjourn at 7:31 pm	CH	AB		6-0-0