

Minutes – BCTV Board of Directors Meeting – February 16, 2022 - FINAL

Respectfully submitted by Bob Gammon

Board Attendees: George Anthes, Lynn Barrett, Alex Beck, Bob Gammon, Leah Goodman, Garret Harkawik		Location: Zoom			
Absent: Marty Cohn, Reggie Martell		Call to order: 6:24 PM			
Staff Attendees: Cor Trowbridge		Called to order by: Alex Beck			
Public Attendees:		Adjourn: 7:34 PM			
Agenda Topic	Motion	Moved	Second	Discussion	Vote
Public Input					
Schedule Next Meeting				The next meeting is confirmed for March 16, 2022 at 6:15 PM via Zoom.	
Communications to the Board				- 1/5/22: Reformer article: Housing project at Municipal Center hits 'bit of a lull'	
Consent Agenda	Motion to accept all items in the Consent Agenda.	LG	LB	- 12/15/21 Minutes - Executive Director's Report - Finance Committee Report: at 58.9% of fiscal year. See detailed discussion about the Projected Budget. Garret asked about the new Yamaha microphone-speaker system.	6-0-0
Old Business					
Municipal Center Renovation/Relocation Update				- Alex reported on next steps for the two spaces identified as possibilities for temporary or permanent relocation. There is a third potential space to be investigated. - Because the Municipal Center renovation project has been delayed, there is decreased urgency in taking action. - Alex will be going on leave in March-April and will delegate tasks to Cor or other board members.	
New Business					
Personnel Committee	Motion to enter into Executive Session to discuss a personnel matter at 7:00 PM. Motion to approve the Personnel Committee's	GA	AB	The executive session was dissolved at 7:10 PM The family leave request was approved.	5-0-0 5-0-0

	recommendation to approve a Family Leave Request.					
Quickbooks Administrator	Motion to Authorize Helena Leschuk to be primary Quickbooks administrator	GA	AB		Helena Leschuk was authorized to be BCTV's primary Quickbooks administrator.	5-0-0
Projected FY22 Budget					<p>Cor reported on January Financials and submitted a Projected FY22 Budget. Highlights:</p> <ul style="list-style-type: none"> ● Income: <ul style="list-style-type: none"> ○ L6: Cable income from the former SVC territory is the biggest change, at \$27K higher than anticipated, even though Q4 payments decreased (by \$1K) from the previous two quarters. ○ L8: Donations exceeded goal of \$5,000 due to a few large donations ○ L18: Fees from meeting coverage will exceed budget by \$5K ● Expense: <ul style="list-style-type: none"> ○ L35&L36: Increased Dental and Health Insurance costs (\$3250) due to additional staff member joining plan as of 2/1/22. ○ L48: Telephone rates for POTS lines remain unpredictably high (\$100-150/mo) regardless of usage. Helena will initiate change to fiber (\$70/mo). ○ L50: Conference budget of \$2500 covers cost of ACM-NE regional conference in Providence (end of March), but not national ACM conference in Chicago (end of June). Estimated cost: \$4000. ● Board input: <ul style="list-style-type: none"> ○ Additional conference expense is acceptable to add to the budget if staff are available to attend. 	
Announcements						
Adjourn	Motion to adjourn at 7:26 pm	GH	LG			5-0-0