

# Minutes – BCTV Board of Directors Meeting – May 10, 2023 - FINAL

Respectfully submitted by Bob Gammon

Board Attendees: George Anthes, Lynn Barrett, Alex Beck, Marty Cohn, Bob Gammon, Reggie Martell (on bike!)				Location: Zoom	
Absent: Leah Goodman, Garret Harkawik				Call to order: 6:05 PM	
Staff Attendees: Cor Trowbridge				Called to order by: Alex Beck	
Public Attendees:				Adjourn: 6:55 PM	
Agenda Topic	Motion	Moved	Second	Discussion	Vote
Public Input				None	
Schedule Next Meeting				June 14, 2023 at 6:00 PM via Zoom.	
Consent Agenda	Motion to accept all items in the Consent Agenda.	MC	BG	<p>As submitted:</p> <ul style="list-style-type: none"> <li>• Minutes of 4/12/23</li> <li>• Executive Director’s Report</li> <li>• Monthly Financial Reports at 83.3% of fiscal year.</li> </ul> <p>Discussion:</p> <ul style="list-style-type: none"> <li>- Graduation sponsors from previous years have renewed.</li> <li>- Contact law office about bequest.</li> <li>- HD channels are coming - huge milestone for BCTV! Confirm they will be included in Basic Cable package.</li> <li>- Marty noted that follow up is needed to offer WRCC Filmmaking students free memberships to BCTV, as discussed at the previous meeting.</li> </ul>	6-0-0
Old Business					
Membership Fee Restructuring				<p>Cor presented a proposed Membership Fee structure that would maintain income while increasing access by lowering fees. Individual and Nonprofit memberships will be offered. George noted that the purpose of membership is to provide engagement, commitment, and value to BCTV users. The fees will be effective by 7/1/23 and rolling memberships (ability to join at any time of year) will be offered.</p>	
New Business					
Policies Update	Motion to accept the proposed changes to	MC	GA	Cor proposed a slight modification to the policy recently added to the Employee Handbook requiring sexual harassment training for employees. Because the training is not offered on an	

	the Employee Handbook.			<p>individual basis, new employees will take the training when it is next scheduled. Changes proposed:</p> <p>The executive director will research and schedule harassment training for current <u>full-time</u> employees every two years, <del>and require it as part of onboarding for future employees.</del> <u>New full-time employees will be required to take the first training scheduled in the two-year cycle.</u></p> <p>Part-time employees will be invited to join the training.</p>	
FY24 Draft 1 Budget				<p>Cor noted that FY23 was financially successful, even though cable fees from the Brattleboro territory declined significantly for the first time. Cable fees from the SVC territory were significantly higher than budgeted, BCTV benefited from a legislative appropriation granted to all VT PEG stations, and our earned income exceeded expectations.</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>- Adding vision insurance: find out whether VSP or Delta Dental Vision is a better value.</li> <li>- Mileage - budget for the federal rate to increase 1/1/24.</li> <li>- Cor will review salary surveys before finalizing wages.</li> <li>- Marty suggested hiring a marketing/development assistant.</li> </ul> <p>Draft 2 Budget will be presented for a vote at the June meeting.</p>	8-0-0
E.D. Annual Review - initiate process.				<p>Alex outlined the steps to be taken for the annual review of the Executive Director:</p> <ul style="list-style-type: none"> <li>- Cor will submit her self-evaluation to Alex, who will forward it to the entire board for board feedback. She will also submit a proposed contract for review.</li> <li>- The Personnel Committee will meet to review feedback and synthesize responses into a summary.</li> <li>- The review will be conducted at the June meeting and the contract voted on.</li> </ul>	
Executive Session				none	
Announcements					
Adjourn	Motion to adjourn at 8:44 pm	MC	LB		6-0-0