

Minutes – BCTV Board of Directors Meeting – July 19, 2017 - FINAL

Respectfully submitted by Lynn Barrett

Board Attendees: Lynn Barrett, Shanta Lee Evans-Crowley (6:08), Cassandra Holloway, Chris Lenois, Jim Verzino.	Location: Room 305, Brattleboro Municipal Center
Absent: Alex Beck, Pauline Dean, , Martin Langeveld	Call to order: 6:06 pm
Administration Attendees: Cor Trowbridge	Called to order by: Chris Lenois
Public Attendees: none	Adjourn: 7:28 pm

Agenda Topic	Motion/Action	Moved	Second	Discussion	Vote
Minutes	Motion to approve the Minutes of June 21, 2017 as submitted.	LB	SE		5-0-0
Communications to the Board				<ul style="list-style-type: none"> -Letter of resignation from Content Manager Jeff Mastroianni. His official last day will be 7/28/17. Cor will distribute job description to board members to share with potential applicants. - In-depth article in The Commons 7/12/17 about video camp. - Photo journal in The Reformer 7/1-2/17 about video camp. 	
Next Meeting	Wednesday, August 16, 2017 at 6:00 PM			Shanta may not be able to attend.	
Public Input				none	
Reports:					
ED Report	Cor Trowbridge reported on the month's activities.			<ul style="list-style-type: none"> -Video camp had new staff this year with camp management experience; useful to plan for next year. - ACM Conference notes: ideas for engaging youth, rebranding away from 	

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				"television" name, October 20 is national "Community Media Day".	
Finance Committee:	Motion to authorize Pieciak & Co. to conduct annual review and prepare FY17 financial statement.	CH	SE	-Review of Monthly P&L at 100% of FY17: revenues 103% of projected; expenses 98%. There will be \$5K of accrued expenses. - Chris Lenois signed agreement with Pieciak & Co. for FY17 financial review as required by BCTV contract with Comcast (alternating annually between compilation and review). Lynn noted the VT Attorney General's website as a resource for nonprofit board obligations.	5-0-0
Old Business:					
Board Restructuring	Motion to adopt Consent Agenda Policy as written.	JV	SE	-Policy allows for one vote on everything included in the Consent agenda, but for each item to be brought up for questioning prior to the vote. - Cor will distribute documents to the board by 5 PM on Monday before the meeting. - Committee reports will be due to Cor on Friday before the meeting. - Reports will be submitted to the shared file of materials for the meeting using GDocs so comments can be made.	5-0-0
New Business:					
Annual Members Meeting Planning				Annual Members Meeting: - Agenda: board elections, member feedback & input, State of the Station report. -In lieu of Sept board meeting, in accordance with bylaws.	

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				<ul style="list-style-type: none"> - Inform members of change from past annual meetings via e-news, letter from board president, options for e-voting and voting by mail, press release. - Location: BCTV Studio - September 26 or 27: Doodle poll to decide - Board Executive Committee to work out details of event and election process. - All board members: send Cor a two-sentence bio for website by August 1. 	
Producer Awards Party Planning				<ul style="list-style-type: none"> - Agenda: State of the Station Report, recognize current producers, engage wider community. - Location: 118 Elliot - November 2 or 9: Doodle poll to decide. Check on 118's availability. - Serve food as budget allows. - Idea to also showcase community video project with a prompt such as "How do you 'Enjoy your Vermont Day'?" or "My Day & Life in _____ town/school/nonprofit." Submissions could be due 10/20 on Community Media Day. - Outreach Committee to decide details. 	
Announcements				none	
Adjournment	Motion to adjourn at 7:28 pm	LB	SE		5-0-0