

WCATV Board Meeting Minutes, April 25, 2023

Present: Chris McKenzie, George Skuse, Jen Nicholson, Elaine Mello, James O'Connor, Robert Romano, Samantha Henry, Ninos Hanna, and Andrea Santopietro

** conducted online via Zoom*

The meeting was called to order at 6:01 pm on 4/25/2023.

Handouts:

- Agenda for Apr 25, 2023
- Minutes for Apr 11, 2023 Meeting
- Facilities Subcommittee Report for 4/25/2023
- Comcast Business Proposal (Order# 34979380)
- RCN Astound Business Proposal (Service Order Ref# OP361188)
- WB Mason Quote (#SF00304082) for chairs (\$11,364)
- Re-Stream Recycling Quote (4/14/2023) electronic waste (\$1,624)
- Cablecast quote/annual renewal (5/11/2023, #Q-09668, \$6,000)

Approval of Minutes

Motion to approve the minutes for the Apr 11, 2023 meeting made by **Elaine**, seconded by **George**. Unanimously approved.

President's Report

Chris: Meetings are going long because there's a lot to talk about. The station is in a time of shift, and there are a lot of "big issues" to discuss including bylaws, etc... Efficient reports could save some time, but meetings can be long - but shouldn't be more than two hours. Still, we can't curtail important discussions. Streamlining reports through bullet points, summaries, etc... can lead to better efficiency. It's our responsibility as board members to read the information provided prior to the meeting.

Discussions regarding moving the board meeting such that it doesn't conflict with City Council are ongoing.

Motion to accept the president's report, made by **George**, seconded by **David**, Unanimously approved.

Treasurer's Report

James Andrea made a request to transfer \$100,000 from WSB Savings to Checking as a check from RCN was delivered to City Hall rather than the station. RCN will replace the check if it's not found.

Motion to move forward for the application with M&T bank for a nonprofit business credit card, allowing for James O'Connor to seek credit on behalf of the of the Watertown Community Access Corporation and naming Andrea Santopietro an authorized signer with a credit limit of \$5000 Made by James, seconded by Ninos, Unanimously approved.

Motion to accept the treasurer's report, made by **Elaine**, seconded by **Robert**, Unanimously approved.

Facilities Committee

David:

- 1) Met with Vertex and Ai3 on Thursday 04/13 @ 11:00 AM
- 2) Introduction of site manager for Paul J. Rogan (GC doing the Phillips reno work)
- 3) Our vendors were also in attendance (except Ockers Security, and maybe SAS?), including both Astound/RCN and Comcast
- 4) Discussion about schedule and coordination of timing of tasks
- 5) Walkthrough coordinated with Rogan for our vendors to see last week during April vacation

The assumption is we'll be moving into the new space in early July.

Andrea: Made an appointment with the City Manager to have a conversation regarding the city's request for \$800,000 on Tues 5/16. Facilities comm. will prepare for that meeting

Motion to accept the facilities committee's report, made by **George**, seconded by **James**, Unanimously approved.

Executive Director's Report

Andrea: The walkthrough of the new space was last week, including bidders and Ai3. Chase had a conversation with Andrea after the walkthrough as the vendors had questions about moving furniture and other topics, that caused some concern.

Ockers will be onsite on Thurs; Andrea coordinated access with Paul Rogan.

Quote Approvals:

- **Motion** to authorize Andrea to purchase miscellaneous FF&E with an individual unit cost not to exceed \$500 and a total cost of not more than \$5000, was made by **George**, seconded by **Elaine**, Unanimously approved.
- **Motion** to engage ReStream for a total of \$4,330 for labor and trucking/materials fees (again pending Andrea's conversation with Surplus Tech Solutions and potential subsequent cost adjustments), was made by **David**, seconded by **Elaine**, Unanimously approved.
- **Motion** to engage ReStream for a total of \$4333 for recycling/repurposing additional, pending Andrea's conversation with Surplus Tech Solutions, was made by **George**, seconded by **David**, Unanimously approved.
- **Motion** to purchase 30 Chairs from WB Mason, per their quote #SF00304082,, for \$11,364 was made by **Elaine**, seconded by **Ninos**. Unanimously approved.

- Motion to engage RCN for internet and phone service, as per their quote OP361188, was made by **David**, seconded by **Robert**, Unanimously approved.
- Motion to renew our annual Cablecast service/support agreement (per quote dated 5/11/2023, #Q-09668, \$6,000) made by **David**, seconded by **James**, Unanimously approved.

Andrea: We need to touch base with Dede about signage and access.

Motion to accept the Executive Director's Report made by **David**, seconded by **James**.

Old and New Business

Old business: none.

New business: none.

Next meeting will be May 9, 2023.

Motion to adjourn by **David**, seconded by **James**. Unanimously approved.

Meeting ended at 7:12pm.