

WCATV Board Meeting Minutes, Aug 1, 2023

Present: **Chris McKenzie, George Skuse, Jen Nicholson, Robert Romano, Samantha Henry, Elaine Mello, David Stokes, and Andrea Santopietro**

The meeting was called to order at 6:03 pm on 8/1/2023.

Handouts:

- Agenda for Aug 1, 2023
- Treasurer's Report for July 12, 2023

President's Report

Chris had a thirty-minute conversation with Sharon Lincoln (lawyer) and gave her an overview of some of the issues that WCATV may be concerned about, including Open Meeting Law, the relationship with the city, our status as a quasi-municipal and/or nonprofit. She has extensive experience, including working with Somerville's access station. Other topics also included bylaws, charter, and upcoming franchise negotiations. The hourly rate is high: \$585/hr for Sharon, her assistant is \$380/hr; the retainer is \$3000. By contrast, KP law is approximately ~\$180/hr.

Open Meeting Law: Chris will craft a question to KP law regarding our responsibilities under MA OML.

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

Treasurer's Report

James, Jen, and Andrea shared a written Treasurer's report with the board via Google Drive prior to the meeting which covered the details of the recent bank fraud. The fraud has been reported to the police; Detective Patricia Grady is assigned to the case.

Going forward, any statements or information sent to our accountant will be sent confidentially through Gmail or otherwise sent without routing or account numbers.

WCATV will get a copy of the police report once complete.

Motion to accept the treasurer's report as delivered by Andrea, made by **Elaine**, seconded by **George**, Unanimously approved.

Facilities Committee Report

David deferred the report from the facilities committee as Andrea will cover most of the construction updates in her report.

Motion to accept the Facilities Committee report, made by **Sam H**, seconded by **Elaine**, Unanimously approved.

Executive Director's Report

Andrea

Phillips construction: Ceiling tiles, flooring, doors, MDF, etc... were expected to be completed but are delayed. A key J&J employee had a heart attack, which has led to significant delays. Spray insulation is also delayed. Chase Terrio (Vertex) initially implied that there's still a chance that we'll make our initial deadlines, though those chances may be slim. Availability issues with the specified flooring necessitated a change to a different (better?) product. The lack of installed flooring is impacting other parts of the project (MDF, set construction). Insulation is expected Thursday, with the ceiling to be installed in the studio next week.

Andrea screen-shared an updated schedule sheet (a living document). A lot of critical work is now scheduled for the week of 8/21st; Rogan has committed to the completion of MDF and studio by 8/21. Set move/reconstruction and furniture delivery have been rescheduled to 8/29-30.

The PR for the radiators has finally been submitted; there's a possibility that this work may not be completed until after we move into the new space. Elaine, George, and others were concerned that delaying the work until after the MDF racks and studio set could expose those to unneeded moisture, heat, and humidity.

Andrea shared pictures of the new space - rooms are in various states of construction.

There have been no recent updates to the published schedule from JJ/Rogan.

George and Andrea are meeting w/ Ockers tomorrow to discuss the Aiphone needs for the space - specifically the integration with the school's Aiphones and doors.

David will bring hazardous waste from the studio to the public collection day on 8/19.

Andrea is planning to have the audio components for council chambers moved to City Hall.

Andrea set up a temporary PO box for the station and will begin changing our mailing address with our vendors. The new information will be published to the WCATV website.

Motion to accept the Executive Director's report, made by **David**, seconded by **Elaine**, Unanimously approved.

Executive Session

Motion to enter Executive Session, to also include Andrea, to discuss negotiations with the city related to payments related to construction reimbursement made by **Sam H**, seconded by **Rob**. Unanimously approved.

Motion to exit Executive Session made by **David**, seconded by **George**. Unanimously approved.

Old Business

none.

New Business

Andrea extended a thank you to Samantha H. for her recent article.

Andrea is having a call with Astound regarding upgrading our broadcast channels to HD

The **Next meeting** will be

- 8/22/2023 at 6pm via zoom

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

Meeting adjourned at 8:15pm.