

## **WCAC Board Meeting, Feb 15, 2023**

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

Meeting was called to order at 6:10 pm on 2/15/23.

### Handouts:

- Agenda for Feb 15, 2023
- Minutes for Jan 10, 2022
- Minutes for Jan 17, 2022
- Treasurer's report thru Dec 31, 2022, including P&L, CR, and BS
- JML Studio Lighting quote
- Ockers removal and installation quotes
- Draft WCATV Handbook as of 1/19/2023
- Job Descriptions.pdf

### Approval of Minutes

**Motion** to accept the minutes as submitted for 1/10/23 made by **Elaine**, seconded by **David**. Unanimously approved w/ amendments.

Motion to accept the minutes as submitted for 1/17/23 made by **James**, seconded by **Amanda**. Unanimously approved.

### President's Report

**Chris:** Bank signatories for M&T and Watertown Savings bank have finally been completed. The new debit cards have specific names (Chris and James), which means that Andrea can't use the cards for daily business. Andrea discussed opening a new Paypal account (MasterCard); James will reach out to Belmont Savings to discuss getting a card for Andrea w/ limits on spending and access

We need more frequent meetings to approve processes and spending for the upcoming move and studio construction. Proposed meeting dates are as follows:

- 2/28/2023 at 6pm via zoom
- 3/14/2023 at 6pm in person
- 3/28/2023 at 6pm via zoom

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

### Treasurer's Report

**James:** The treasurer's report was provided. James read through the highlights, which are quoted from the report, below

As of 12/31/2022 we had \$87,429.09 in checking accounts.

The WSB savings account balance is at \$754,089.59 and the M&T Bank Savings Account 0093 has \$214,422.50. Total cash available is \$1,055,941.18.

Total Current Liabilities are \$9,921.28 in accrued payroll expenses.  
Operating account at WSB has \$67,444.09 available.

**Andrea:** We need to decide how studio costs related to the move/construction will be covered. A discussion on the timing of transfers and consolidation of accounts (WSB and M&T) followed.

**George:** As purchases/contracts are "Net 30" upon delivery, there's some leeway on when money needs to be transferred; the more timely concern is board approval of the expenditure.

**Chris:** Next meeting we should strongly consider closing the M&T account and consolidating toward WSB.

**Motion** to accept the Treasurer's report made by **George**, seconded by **Robert**.  
Unanimously Approved.

#### Facilities Committee Report

**David:** Andrea and her team are working on the inventory to determine what moves and what gets recycled or trashed. WHS should reclaim its equipment; Andrea will reach out to principal or CTE coordinator..

A walk-through of the new space is scheduled for next Wednesday, possibly 2pm or 3pm.

Vertex has been given a list of questions (ie: "where is the plug in the hallway?", "can we independently control the radiators?"); we're awaiting responses. Cooling is needed in the MDF. The conference room may be too small for a 8-10 person table. Andrea is working to identify an office furniture supplier. Andrea has scheduled an "inventory day". The next meeting with Vertex is scheduled for tomorrow.

**Motion** to accept the Facilities Committee Report's report made by **Amanda**, seconded by **Elaine**. Unanimously Approved.

#### Bylaws and Organization Committee Report (James, Jen, and Amanda)

**Samantha:** The committee has broken the work down into several areas: new additions, the structure and formatting of the document, and language and terminology. Andrea has added a draft of the handbook to the shared drive.

**Chris:** Feedback and recommendations for the handbook will be helpful to move the station forward.

**Amanda:** The station seems to exist as a quasi-municipal organization; some clarity regarding our status (public or private) would be helpful. There are grants available to private entities for which municipal entities are not eligible.

**Motion** to accept the Bylaws and Organization Committee report made by **Elaine**, seconded by **David**. Unanimously approved.

#### Interim Executive Director's Report

**Andrea with Sam:** Sam has been fine-tuning the FF&E list.

**Sam:** Staff inventory day is scheduled for next Fri. A spreadsheet listing items by existing room for keep/donate/recycle/trash has been created. A similar sheet for needs at 30 Common has also been created. George will provide contacts for free recycling providers (TekCoop and ) to Andrea.

**Andrea:** Ockers quote was discussed and deferred to the facilities subcommittee. JML quote was deferred to subcommittee as well. Andrea and staff toured the AIS furniture showroom (Leominster) and Billerica's studio and liked the options.

SAS is anticipated to continue to provide alarm system monitoring in the new space and will provide a quote for the necessary work. A quote from Ockers for the Aiphone (entrance to new studio space) is also expected.

Staffing: Job descriptions. Andrea recommends that Sam be promoted to the position of Assistant Executive Director w/ an increase in salary of 10% - in line with Andrea's salary when she was appointed to AED.

Andrea recommends that a new full-time position Programming Coordinator be created and recommends an existing part-time staff member be moved into this role. A raise commensurate with the additional hours would bring him to \$37,440.

A discussion of the roles and responsibilities of the proposed positions followed, including the qualifications and experience of the possible candidates. George believed that it was the board's responsibility to approve of new positions, especially if they impact funding, but the responsibility for hiring for those positions, per the bylaws, falls to the Executive Director. Andrea will return with a more detailed recommendation to create and fund the proposed position(s) including their impact on the annual budget.

**Motion** to accept the Interim Executive Director's Report report made by **George**, seconded by **James**. Unanimously approved.

**Motion** to enter executive session was made by **Amanda**, seconded by **David**.  
Unanimously approved.

**Motion** to leave executive session was made by **George**, seconded by **David**.  
Unanimously approved.

Old and New Business

Old business: none

New business: none.

**Next meetings** will be

- 2/28/2023 at 6pm via zoom
- 3/14/2023 at 6pm in person
- 3/28/2023 at 6pm via zoom.

**Motion** to Adjourn by **Robert**, seconded by **David**. Passed.

Meeting ended at 8:12pm.