

## **WCAC Board Meeting, Jan 10, 2023**

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

*\* conducted online via Zoom*

Meeting was called to order at 6:05 pm on 01/10/23.

### Handouts:

- Agenda for Jan 10, 2023
- Minutes for Dec 13, 2022
- Treasurer's report thru Nov 30, 2022

### Approval of Minutes

Motion to accept the minutes as submitted for 9/20/22 made by **Ninos**, seconded by **David**. Approved.

### President's Report

**Chris:** The bylaws state that officers of the board must be members of the board for years before getting elected. As only four current board members have been on the board for more than a year, this complicates the election of officers. A discussion of potential changes to the bylaws followed. Jen mentioned that the bylaws contain "one or more vice presidents"; a discussion of whether more than one vice president is currently needed.

A meeting next week over zoom will take place to vote on a change to the bylaws to allow board members with less than a year of service

Chris nominated himself for the position of president; no other nominations were made. The vote for Chris was unanimous.

Ninos nominated himself for the position of vice president; no other nominations were made. The vote for Ninos was unanimous.

George nominated himself for the position of clerk; no other nominations were made. The vote for George was unanimous.

No eligible board members were nominated for the position of treasurer.

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

### Treasurer's Report

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

{insert}

**Motion** to accept the Treasurer's report made by **Elaine**, seconded by **Samantha**.  
Approved.

#### Facilities Committee Report

**David:** The newly formed facilities committee met twice last week (David, George, and Elaine).

Bids for the Phillips Bldg renovations have been released and final bids are expected by the end of next week. The project schedule (Compass/Vertex) shows Feb thru June for construction, with fit-out thru July, but the schedule currently lacks detail.

Compass presented an estimate of the construction costs alone are estimated at \$2mil. David spoke w/ Mark Sideris, who expressed her belief that all initial construction costs (walls) would be covered by the town. Mark is working to confirm this with others. The subcommittee will switch to biweekly meetings w/ Compass to gain more clarity on the schedule. Andrea is waiting for the final quote from Ockers. Other items to be funded through FF&E need to be identified. A walk-thru of the space is tentatively scheduled for late Jan or early Feb.

The Phillips building is slated to get an emergency generator; there may be potential to provide WCATV with backup power as well. There's also a plan to install fire suppression at Phillips, which may impact the studio.

**Andrea** met with Gary from Ockers on Fri of last week and is expecting a quote within the next week. The quote will include the removal and reinstallation of our equipment, and installation of new network infrastructure (switches and cabling), and audio equipment. The quote also includes outfitting the second studio as a 'hot set' for minimally-staffed productions. Andrea mentioned the need for hybrid meetings (zoom room).

**Motion** to accept the Facilities Committee report made by **George**, seconded by **Ninos**.  
Approved.

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

**James:** Initial focus is on the bylaws; a Google doc of edits to the bylaws has been created and will be provided to the board. Once the bylaws review is complete, a presentation and vote on new bylaws will take place. The committee will then review other policies and procedures of the corporation.

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

### Interim Executive Director's Report

**Andrea** will send the invite to the next meeting with Vertex/Compass to the facilities subcommittee. Andrea is attempting to get in touch with Uniset (studio set vendor). Got in touch with SAS security who mentioned that the Phillips has existing security panels that might be usable otherwise they can spec new. JML lighting will handle studio lighting; a quote for installation of a pipe grid (if not included in the project) and movement/installation of our existing lighting in the new place.

Programming: {insert: Andrea, please send the total hours of programming for inclusion here}. We've increased our public channel programming. Student-produced programming hasn't been tracked but is significant. That collaboration will continue even when the HS is in its swing space at the Middle School. David mentioned that on-demand programming can be hard to find. The difference between the three channels is not always obvious. George mentioned the Screenweave (FireTV) and CableCast (Android) apps. Andrea explained that the WCATV team is working to resolve some issues with that platform before publicizing them as options.

Budget: Compared to 2022, there's a 1% increase in Comcast subscriber fees and an 11% decrease in RCN's. Aiming to get ~\$5,000 in sponsorships in '23 (currently @\$1100). Workshops are a new option for funding. Expected expenses include yearly fees (services, licenses, consumables, etc..). The live365 subscription will be canceled; radio shows will move solely to Soundcloud. Andrea shared the budget for 2023 with anticipated expenses totaling \$583,305 and an expected \$25,800 profit

**Motion** to accept the Interim Executive Director's Report report made by **Robert**, seconded by **David**. Approved.

**Motion** to enter executive session was made by **David**, seconded by Elaine. Approved.  
**Motion** to enter executive session was made by **Elaine**, seconded by Samantha. Approved.

### Old and New Business

Old business: none

New business: "Bylaws and organization committee" and "Facilities committee" will be discussed next month.

**Next meeting** will be 1/17/2023 via zoom.

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

Meeting ended at 8:12pm.

