

WCATV Board Meeting Minutes, July 18, 2023

Present: Chris McKenzie, George Skuse, Jen Nicholson, James O'Connor, Robert Romano, Samantha Henry, Elaine Mello (6:20), David Stokes (6:24), and Andrea Santopietro

Ninos Hanna

Meeting was called to order at 6:14 pm on 7/18//2023.

Handouts:

- Agenda for July 18, 2023
- Minutes for June 6, 2023
- Minutes for June 20, 2023
- Minutes for July 12, 2023
- Treasurer's Report for July 12, 2023
- Facilities Subcommittee Report for July 18, 2023

Approval of Minutes

Motion to approve the Minutes for June 6, 2023 made by **Sam H**, seconded by **James**. Unanimously Approved.

Motion to amend the minutes for June 20th to replace the word "owed" with "requested" in the first item of the Executive Director's Report made by **George**, seconded by **James**. Unanimously Approved.

Motion to amend the minutes for June 20th with the list of participants: "Chris, Ninos, David, Elaine, Jen, Rob, Sam H (late), Sam D and Andrea" made by **George**, seconded by Robert, Unanimously Approved.

Motion to approve the Minutes for June 20, 2023 as previously amended made by **George**, seconded by **Elaine**. Unanimously Approved.

Motion to approve the Minutes for July 12, 2023 made by **Sam H**, seconded by **Rob..** Unanimously Approved.

President's Report

Chris most of the important items will be covered by others or discussed in tonight's executive session. The bank fraud is concerning. We should discuss the need for legal counsel. While Chris has investigated some leads, there have been no standout candidates. KP law handled the last Comcast negotiations. Sam H will reach out to Berkman Klein center and John Gannon for potential leads.

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

Treasurer's Report

James read through the Treasurer's report, which was previously shared with the board via Google Drive. The highlights of our financial position are quoted below.

As of 5/31/2023 there is \$259,944.82 in checking accounts.

The WSB savings account balance has a balance of \$454,355.41 and the M&T Bank Savings Account has a balance of \$214,511.22. Operating (checking) account at WSB has a balance of \$239,959.82. The M&T checking account has a balance of 19,985.00 There is a petty cash balance of \$200.00. Total cash available is \$929,011.45.

Total Current Liabilities are \$15,018.55 in accrued payroll expenses.

WCATV is continuing to deal with some very substantial bank fraud of our accounts at both Watertown Savings Bank and M&T Bank. The report also includes a more thorough description of the recent bank fraud at both M&T Bank and Watertown Savings Bank.

Paperwork will need to be completed by Chris and George in order to open new WSB accounts. Chris already completed the M&T paperwork online via docusign.

George asked whether the Watertown Police have been notified. **Jen** will file a police report.

Chris noted that there was a fraud event at WSB that he was notified of on July 13th.

Rob asked whether there are procedures in place to limit account information being sent to the accountant. **Andrea** responded that processes have been modified, but further discussions might be helpful.

David asked James to get copies of the fraud reports from M&T and WSB.

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

Facilities Committee Report

David read through the highlights of the Facilities Subcommittee report as shared via Google Drive prior to the meeting. We're holding to the August 28th move date, with the cutover of fiber occurring the week prior. Coordination meetings with Vertex have increased to weekly.

David and Andrea had a conversation with the Superintendent on Monday 7/10 @ 4:00 PM about how things will work after move-in (before/after school starts on 9/5), and after Lowell

moves into their new school in October 2023. Most issues were resolved, and a few were routed to appropriate parties for follow-up. Another meeting with Dr. Galdston is expected.

Motion to accept the Facility Subcommittee report, made by **George**, seconded by **Elaine**, Unanimously approved.

By-Laws and Organization Committee Report

Sam H reported that the committee met briefly before today's board meeting. The committee has no formal report for tonight.

Motion to accept the By-Laws and Organization report, made by **David**, seconded by **George**, Unanimously approved.

Executive Director's Report

Andrea

Staffing: Raises went into effect this week; performance reviews were completed and conveyed to staff.

Projects: Our insurance needs to be updated to cover the new space. We need to have a new mailbox installed to allow for more streamlined mail delivery. The post office suggested getting our own unit number. Packing for the move to Phillips continues; there have been three packing days thus far. Ockers will provide an exact date for the pack-and-move of our equipment (hopefully after the last City Council meeting on 8/15).

Met w/ Jonathan from JML to ensure that the grid would fit under the constraints of a drop ceiling. He had some concerns w/ ductwork. We expect a response from Nate from Vertex regarding movement of the ductwork. Jonathan also surveyed the existing space; our grid sits at about ten feet. Jonathan explained that the points for the grid were already set assuming no drop ceiling. There will be an increased cost (several thousand dollars).

Ockers security has done their prewiring; other tasks are in progress.

With our updated schedule, the equipment recycling pickup will be scheduled for the last week in August. David offered to bring our hazardous waste to the next collection day.

A couple of weeks ago, Andrea reached out to Astound to upgrade us to HD channels. Our agreement is an Open Video Sharing (OVS) agreement. Andrea met with the Astound rep and City CIO (Chris McClure); Astound will determine what our equipment needs are and should provide that at no cost. Andrea expects a follow-up with their technical operations manager.

The Ryan Arena will be renovated which will impact our feed; the impacted components have been temporarily removed; Ockers will need to come out to rewire that space (at cost).

Fundraising: Andrea and Sam D met with “Foundation Search” (funding research) which may allow us to identify sources of some grant funding. Cost is \$6k/yr or \$10k for 5 years.

Chris mentioned that a subcommittee for Fundraising and Support would be helpful.

Programming: Through June: 336+ hrs, 8% increase from 2022. <<insert actual statistics, per Andrea>>. Most VoD views ever: Watertown Middle School graduation.

Legislative: A four-hour-long hearing on H74 and S34 was held. The committee will consider for several months; the discussion might continue in September. The bill would make MA the first state in the US to tax the streamers (Netflix, Hulu,) to be dispersed to Municipality (40%), Access stations (40%), State (10%). City Manager Proakis provided a letter in support of the bill. MassAccess will provide an update in an upcoming meeting.

Motion to accept the Executive Director’s report, made by **Elaine**, seconded by **James**, 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 **George**, seconded by **Elaine**. Unanimously approved.

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

Old Business

George noted that we still need to discuss our compliance with Open Meeting Law and requested the that public posting of our board meeting minutes be added as an agenda topic to an upcoming meeting.

New Business

Andrea proposes the 1st and 22nd as August meeting dates; both via zoom.

George suggested we investigate adding Google Translation (text) to our website, including the VoD stream pages hosted by CableCast

The **Next meeting** will be

- 8/1/2023 at 6pm via zoom

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

Meeting ended at 8:52pm.