

## **WCATV Board Meeting Minutes, March 14, 2023**

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

*\* conducted online via Zoom*

Meeting was called to order at 6:01 pm on 3/14/2023.

### Handouts:

- Agenda for Mar 14, 2023
- Minutes for Feb 15, 2023 Meeting
- Minutes for Feb 28, 2023 Meeting
- Treasurer's Report through 1/31/2023, include BS, P&L, CR, and proposed new format
- Ockers Quote #GP3416R2, mainly thru MA OFF50
- AIS Furniture Quote (3/14/23, 9:56 AM)
- Uniset Quote #2337 (3/6/2023) re: set breakdown, move, reassemble
- SAS Quote #E23-018 (3/6/2023)
- Keycode Media Quote#JC226537v1 for LU600
- MGT&L Letter (2/14/2023) re: Audit through 12/31/2022
- Payroll Comparisons (Google Sheet)

### Approval of Minutes

**Motion** to approve the minutes for the Feb 15, 2023 meeting made by **Elaine**, seconded by **George**. Unanimously approved.

**Motion** to approve the minutes for the Feb 28, 2023 meeting made by **Elaine**, seconded by **George**. Unanimously approved.

### President's Report

**Chris:** WCA and Watertown News announced our selection of Andrea as our new Executive Director. Asst. executive director position and candidate(s) will be discussed in executive session.

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

### Treasurer's Report

**James** read through the highlights of the Treasurer's report through 1/31/2023 as provided prior to the meeting. Part of that report is quoted below.

As of 1/31/2023 there are \$91,764.05 in checking accounts.

The WSB savings account balance has a balance of \$704,089.59 and the M&T Bank Savings Account 0093 has a balance of \$214,422.50. Operating account at WSB has a balance of \$71,779.05. There is a petty cash balance of \$200.00. Total cash available is \$1,010,476.14.

Total Current Liabilities are \$9,921.28 in accrued payroll expense.

A total amount of \$165,724.25 was approved for the first round of Ockers purchases from their quote, as well as two quotes from JML Lighting. This amount was approved with pending price adjustments due to state bid contracts (specifically for the Ockers quote).

JML has asked for 50% deposits up front for each quote, which will be taken out of the \$50,000 amount that was transferred in January when we had a low balance.

**James** also showed some potential alternative formats for the monthly Treasurer's Report.

**Andrea** asked whether online banking at M&T was set up yet; **James** responded no.

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

#### Facilities Committee

**Elaine:** Facilities committee has had regular meetings with the construction team. The construction permit is still in flux. March 20th is the expected start date for construction. Elaine created a GoogleSheet ('WCATV Move') documenting the timeline for construction. The expectation is that move will likely take place mid-July. Next committee meeting is Thurs.

**Andrea:** Ockers may move just the broadcast equipment themselves (for expediency's sake).

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

#### By-Laws and Organization Committee

**Samantha:** The committee met last night to discuss the steps forward, including ensuring the recently approved amendments are all accounted for in the bylaws. Work on the handbook has started. A discussion on the organization and filing of minutes ensued.

**Motion** to accept the bylaws and organization committee's report, made by **George**, seconded by **Elaine**, Unanimously approved.

#### Executive Director's Report

**Staffing:** Andrea gave an analysis of the impact of the recent and proposed promotions on the budget ('Payroll Comparisons' GoogleSheet).

Motion to approve the Asst. Executive Director position at \$46,923.66 made by Robert, seconded by Elaine.

Motion to approve the Programming Coordinator position at a salary of \$37,440.00, with the elimination of the Community Engagement Coordinate, made by Elaine, seconded by Robert.

*Projects:* LiveU 600: Dan Hogan gave an overview of the LU600 Portable Broadcast Unit. Enables live streaming from remote locations other than Victory Field or John Ryan Arena (ie: parades, breaking news, press conferences, and community events). The station currently uses a free application (OBS Studio), but it's "only good in very controlled environments, requires a lot of extra equipment, and needs electricity". LiveU includes CloudConnect functionality. A discussion of the benefits followed. Samantha mentioned that grants may be available to cover the cost.

**Motion** to acquire a LiveU600 with associated services per the provided quote from KeyCode with hardware costs of \$12,857.14 and annual service costs of \$2,857.14 made by **Ninos**, seconded by **Elaine**. Unanimously approved.

*Projects:* Phillips Update

*Projects:* Quote Approvals George: See notes above in handouts <<insert>>

*Quote Approvals:*

- **Motion** to engage AIS Furniture per their quote dated 3/14/23, 9:56 AM, without some chairs as specified by Andrea, for \$44,398.75 was made by George, seconded by Ninos. Unanimously approved.
- **Motion** to engage Uniset Quote per their quote #2337 (3/6/2023) re: set breakdown, move, reassemble for \$9998.00 was made by George and seconded by Elaine. Unanimously approved.
- **Motion** to engage SAS per their Quote #E23-018 (3/6/2023) for the \$5995 base cost, with add'l hi temperature alarm options as priced, totaling, \$6390 was made by George, seconded by Ninos. Unanimously approved.
- **Motion** to engage MGT&L per their letter (2/14/2023) regarding the annual Audit through 12/31/2022 for an estimated cost of \$10,300 was made by George, and seconded by Samantha. Unanimously approved.

*Scholarships*

Two \$1000 scholarships will be offered to graduating WHS students.

*Programming*

Deferred

*Legislative Update*

Protecting Community Television Act was reintroduced.

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

Executive Session and subsequent discussion(s)

**Motion** to enter Executive Session to discuss the Assistant Executive Director search, to include Samantha Dudley, made by **George**, seconded by **James**. Unanimously approved.

**Motion** to exit Executive Session made by **Elaine**, seconded by **Ninos**. Unanimously approved.

**Motion** to offer **Samantha Dudley** the position of Assistant Executive Director as outlined in the "Assistant Executive Director Responsibilities", document shared by Chris, with an annual salary of \$46,923.66 and employment terms outlined in a letter of appointment, as drafted by Chris and subject to further revision, made by **George**, seconded by **Robert**. Unanimously approved.

Old and New Business

Old business: M&T suggested a nonprofit business card for Andrea.

Motion to move forward nonprofit business credit card listing Andrea as a signer with a credit limit of \$5000

New business: none.

**Next meetings** will be

- 3/28/2023 at 6pm via zoom
- 4/11/2023 at 6pm in person

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

Meeting ended at 9:30pm.