

WCATV Board Meeting Minutes, May 23, 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 6:00 pm on 5/23/2023.

Handouts:

- Agenda for May 23, 2023
- Treasurer's Report for May 23, 2023
- Adobe annual license quote from Yes Computers (quote #215405)

President's Report

Chris: Andrea and Chris met with the City Manager last week. The city's expectations regarding the \$800K listed in Vertex's budget are still unclear. Chris and Andrea explained the amount of funds we've poured into the new studio and the associated move. The conversation remained positive and productive.

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

Treasurer's Report

James read through the highlights of the Treasurer's report for 5/23/2023 as provided prior to the meeting. The text of that report is quoted below.

On May 9, I was contacted by Lee Anne Lussier from Minsk, Gould, Tattrie & Lussier. She is an accountant working on WCATV's current audit. I gave authorization via a link she sent using confirmation.com to confirm our bank balances. The contact info for the firm is Minsk, Gould, Tattrie & Lussier, LLP Certified Public Accountants 105 Eastern Avenue, Suite 210 Dedham, MA 02026 Tel (781) 329-5770 Fax (781) 329-5105.

On May 22, Andrea informed me that she had received her business credit card from M&T Bank.

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

Facilities Committee

David: The subcommittee met with Vertex and Ai3 on Thursday 05/18 @ 11:00 AM; The schedule is still on target for WCATV to move in during the week of 7/3.

- a) We're awaiting an update from Rogan. There's been no interweaving of WCATV subs' (Ockers, RCN, Comcast, etc...) tasks into the schedule.
- b) The heating/radiator issues (Studio, MDF/IDF, and Storage Closet in Training Room) are being sent to Ai3 for design for change order

- c) Window leaks will be addressed
- d) Rough inspections scheduled for this week

School Building Committee meeting on Wednesday 05/17 @ 6:00 PM

- a) Award to Brait Builders (~\$80K over estimate @ 90% design), who also did Cunniff and Hosmer
- b) Award to Wakefield movers, (only ~\$7K over estimate)

Budget update: Andrea and Chris met with the City Manager about the \$800,000 placeholder for the estimated reimbursement from WCATV. Good discussion, no real finalization on the issue. The 90% design docs and the MSBA submittal didn't include the \$800k.

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

Executive Director's Report

New Space: Andrea is taking the lead in coordinating vendor access to the new space. Comcast attempted to coordinate access to the new space but didn't receive a response. Gary from Ockers attempted to coordinate with Paul Rogan, but didn't receive a response. Andrea has confirmed w/ Kevin at Paul Rogan that Comcast and Ockers will be able to access the site next week.

On the security side, SAS has been on site multiple times and is close to ready to go. Ockers has more work to do regarding the Aiphones.

There was a brief discussion of the scheduling/coordination concerns related to Vertex, Paul Rogan, and WCA-TV vendors (Ockers, Comcart, etc...).

Our next team meeting with Vertex will be on Thurs 6/1.

Motion to renew Adobe Creative Cloud (17 licenses) using the 'Shared Device Subscription' through Yes Computers for \$3,983 after trade-in credit of \$1,100 for 5 older iMacs, made by **George**, seconded by **James**, Unanimously approved.

A discussion of the final draft of the ARPA proposal focused on small edits and next steps to meet the deadline.

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

Old and New Business

Old business: open meeting law.

New business: none.

Next meetings will be

- 6/6/2023 at 6pm in person

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

Meeting ended at 7:18pm.