

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

Present: **Chris McKenzie, George Skuse, Elaine Mello, David Stokes, James O'Connor, Jen Nicholson and Andrea Santopietro**

The virtual meeting (zoom) was called to order at 6:00 pm on 11/14/2023.

### **Handouts:**

- Agenda for Nov 14, 2023
- Minutes for Apr 25, 2023
- Minutes for Oct 17, 2023
- Treasurer's report through 9/30/2023 for Nov 14, 2023
- WCATV Financial Audit for years ended 12/31/2022 and 12/31/2021

**Motion** to accept the Minutes for Apr 25, 2023 with the addition of David Stokes to the list of attendees, made by **David**, seconded **Elaine**, Unanimously approved.

**Motion** to accept the Minutes for Oct 17, 2023 made by **James**, seconded **David**, Unanimously approved.

### **President's Report**

**Chris:** We're not meeting in person as we still haven't moved into our new space. Contractors are still finishing up and work in other areas of the Phillips continues to impact our space. We've been in this situation for months now; the end date keeps getting pushed further ahead. Final inspection is expected tomorrow. We should draw the line that, if we pass inspection tomorrow, we move in quickly after Thanksgiving (11/27).

In a related note, Chris has been bouncing emails back and forth with the City Manager's office to discuss the potential lease. Once the move is actually underway, there will be a bit more time for discussions.

**George:** During the Nov 1st meeting of the Budget & Fiscal Oversight Committee, they mentioned \$500k to pilot subscriber-based city-wide public internet with the proceeds from the subscribers potentially going to WCATV to offset customer loss. So the city is looking to support us in some way (though I question the true value WCATV may see from this).

**Samantha H:** Will moving in on 11/27 put us in a construction zone? **Andrea:** No, it's in good shape now. **George:** School IT will be moving in soon after, so the first floor of Phillips should look 'better' than it does now.

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

### **Treasurer's Report**

**James** read through the Treasurer's report as submitted. Total cash available: \$651,624.39 as of 9/30/2023, \$612,741.99 as of 11/14/2023. Total Liabilities as of 9/30/2023 are \$15,483.00 in accrued payroll expense. The narrative portion of that report is below.

James and Andrea had some questions about how petty cash worked, and we spoke with Joanna to clarify the process. Going forward, Andrea will request funds via check to replenish what was spent in petty cash, and also deposit any cash income into the bank account, rather than to the petty cash box. The petty cash box should consistently total \$200. I (James) need to withdraw \$32.23 from WSB to replenish the petty cash, as Andrea was not authorized to do so by WSB.

We received drafts of our audit report from LLP Certified Public Accountants Minsk, Gould, Tattrie & Lussier. Both the IRS and Massachusetts have issued an extension until 2/15/24 due to Hurricane Lee. We were advised that "there is no rush to file before 11/15/2023." The draft financial statement is included in the shared drive if anyone wants to review it.

On October 23, A stop payment was made on WSB check #119 to RCN for the amount of \$268.25. They claimed to never have received it, and a replacement check was sent.

On November 6, Andrea and JoAnna's WSB permission settings were updated to be able to view and download bank statements.

On November 8, Andrea requested that \$100,000 be transferred from our savings to our checking account at WSB to cover move expenses. The next Comcast check should be arriving next week and will be hand delivered to us again.

On November 14, I visited M&T bank in Belmont in order to close out the old M&T checking and savings accounts. The paperwork is being prepared and this should be completed within the next week.

I also inquired about the status of the fraud investigations of the three checks totaling \$13,750. I had previously been told in July by M&T bank associate Mera Fenichel (who also set up our new accounts) that everything was moving forward and the investigation would take "one to six months". Mera Fenichel has since left M&T so I was referred to Senior Relationship Banker Andrea Weerasekera. She could not find any record of this investigation. She made a phone call to the fraud department, and confirmed there were no active cases involving this fraud. Andrea W. is going to look into this further to determine what happened, and if necessary prepare new affidavits of fraud that I will have to sign.

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

### **Facilities Committee Report**

**David:** For moving in on Nov 27th, we need to hammer the point home to Chase. Don't hesitate to purchase filtration devices if construction dust is present.

**Motion** to accept the Facilities Committee Report, made by **Jen**, seconded by **Samantha H**, Unanimously approved.

### **By-Laws and Organization Committee Report**

**Samantha H:** The Policies and Procedures document (NEW\_DRAFT W/ NOTES\_ WCA-TV Policies and Procedures.docx), with notes, is in the Shared Google Drive. A full-board discussion on some of these notes is needed. There are a few portions that need to be further edited to reduce redundancies (ie: Code of Conduct). We need a completed draft by Dec 5 (as that's our next orientation workshop). A short discussion of potential edits ensued. George wondered whether some mention of student safety (CORI, etc...) might be needed.

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

### **Executive Director's Report**

#### **Phillips**

Andrea shared new photos of the WCATV space at Phillips. Valves (with access panels) have been added to some of the existing radiators. WB Mason will be replacing a table top as the one we ordered was based on incorrect measurements for the space. Vertex or Rogan will be covering the cost of replacement.

The initial punchlist walkthrough that Andrea created with Ai3 two week's ago was not shared with contractors or Vertex until today.

David: One of the levers that the city still may have is the payment schedule w/ both Vertex and Ai3. As we transition into occupancy, warranty of the work becomes important.

Ockers is training Andrea on the Aiphone and keyfob systems tomorrow. SAS has already provided training on the alarm systems, including the first floor of Phillips

Walkthrough with "Signs by tomorrow" is tomorrow at 10am. JML lighting is tentatively scheduled for mid-December.

#### **Projects:ARPA**

Andrea presented our (hybrid/virtual) proposal to the City Council last week. The Committee agreed to recommend the cost of the two carts in our proposal (totaling ~\$82k); an official recommendation to the City Council will be made at a subsequent committee meeting.

#### **Projects:John Ryan Arena**

The renovations to the arena are close to completion. Andrea visited the space w/ Gary from Ockers to scope the additional work necessary to broadcast from the arena, including a temporary solution. Per Gary, it doesn't look like it'll be a lot of work – mainly cabling to the new, smaller, press area and installation of a cabinet. ~\$1100. Andrea already approved Ockers to do the work.

#### **Staff**

Andrea is planning a staff appreciation day, potentially combined with the holiday party. She'd like to take the staff for a full-day event at an entertainment complex or similar – possible December 18th. An intern may cover the scheduled events.

Another need is “Professional Development Week”: Learn new equipment, reacquaint with older equipment, etc... Aiming for the first week in January; details are still up in the air. Samatha H offered to assist with planning as she has experience coordinating similar events.

### **Programming**

YTD through October: Total programming hours: 626:40:30 (24% increase from 2022), already surpassed total hours from 2022. Total programs: 514 (18% increase from 2022, 5 programs away from surpassing 2022 programs). 20 gov, 17 edu, 16 pub; Less gov and edu, more pub; First month that we produced less gov programming than last year

VOD:

Total views of programming produced in October: 2192; Average views per video: 41

Most views: School Committee Forum - 617 (most of all time, next highest was governor's council debate (450), then Watertown Plan Kick-Off (443), and City Council Debate (217)

Most live viewers at one time: 76 (Watertown Square Area Plan Public Launch Event)

Social media: Dan posted a reel on instagram with a snippet from the Watertown Square meeting and currently it has 184,610 views, 4,228 likes, 183 comments, 589 shares, and 336 saves.

### **Fundraising/Outreach**

The first of two orientation workshops took place at the Library. The second one is upcoming. Other workshops are scheduled.

Sam D. has been doing research into grants and has identified several potential opportunities, esp. some that may cover the cost of closed captioning.

Sam D. is reaching out to existing sponsors for renewal. A larger push for sponsors will take place once the new studio is complete. Sam D. has compiled a list of potential sponsors and has drafted letters for

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

### Old Business

George: we should continue the discussion regarding our posting of meeting minutes to comply with Open Meeting Law.

New Business

Elaine: Robert, Jen, and Elaine are up for reappointment at tonight's city council meeting.

George: A few councilors commented on the "equipment noise" during the ARPA presentations. Perhaps a letter to remind that the noise is temporary would alleviate concerns.

The **Next meeting** will be

- 12/19/2023 at 6pm

**Motion** to adjourn by **Samanta H**, seconded by **David**. Unanimously approved.

Meeting adjourned at 8:03pm.