

WCATV Board Meeting Minutes, Sep 19, 2023

Present: **Chris McKenzie, George Skuse, Jen Nicholson, Robert Romano, Samantha Henry, Elaine Mello, David Stokes, Andrea Santopietro, and Samantha Dudley**

The meeting was called to order at 6:04 pm on 9/19/2023.

Handouts:

- Agenda for Sep 19, 2023
- Minutes for July 18, 2023
- Minutes for Aug 1, 2023
- Minutes for Aug 22, 2023
- Minutes for Sep 5, 2023
- Treasurer's Report for Sep 19, 2023, including P/L and Balance Sheet Comparisons for July 2023
- Ockers quote for exterior Aiphone work at Phillips (#79637, \$4700.44)

Acceptance of Minutes

Motion made by David to amend the minutes for Sep 5 2023 to include a list of those that were present (Chris, Sam H, Sam D, David, James, Elaine, Jen, Rob, Nino) and to redact the minutes for executive session, seconded by Robert. Unanimously approved.

Motion to accept the minutes for Sep 5 2023 as previously amended, made by **Elaine**, seconded by **James**. Unanimously approved.

Motion to accept the minutes for Aug 22 2023 as presented made by **Elaine**, seconded by **Robert**. Unanimously approved.

Motion to accept the minutes for Aug 1 2023 as presented made by **George**, seconded by **Elaine**. Unanimously approved.

Motion to accept the minutes for July 18 2023 as presented made by **James**, seconded by **Elaine**. Unanimously approved.

President's Report

Chris: Much of my report will actually be covered in other people's reports this evening. WCATV's usage of the existing space at WHS while the decommissioning process gets underway presents a problem. The level of frustration we're feeling borders on helplessness. It's not just about keeping us online, but about keeping our staff safe and feeling secure. But, while our situation is less than ideal, it's temporary.

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

Treasurer's Report

James: read through the Treasure's report, as shared with the board prior to the meeting.

Highlights of that report include:

Total cash available: \$677,584.17 as of 9/19/23

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

Checks disbursed in August: # of checks: 8, Total = \$85,276.83

An update to M&T accidentally depositing and then debiting \$7,850.00 to our account. This was a "mistake provisional credit" on their end. Emails documenting this issue can be found in the shared drive. The check fraud investigation is still ongoing.

On August 31, 2023, Andrea requested that \$100,000.00 be transferred from our savings (new) to checking (new) at WSB, as the Comcast franchise fee payment had not yet arrived. Comcast mailed a second check on or around September 5, 2023, which was still not arriving. So, Andrea reached out to Comcast again and they offered to come by and hand deliver a check. On September 18, 2023, Andrea ended up receiving the second check in the mail, but she is waiting to see if that check has been voided or if it can be deposited.

Permission settings on Andreas M&T profile were updated so she can pay bills from the account. She didn't have permission to pay off the M&T credit card balance. I had to manually add the credit card to our online account, and that is still awaiting approval. As a result, we will be late with our most recent M&T credit card payment (balance \$464.45). I tried to make a phone payment today, but was not able to stay on the line to wait for a customer service rep (their online phone payment system isn't automated).

Andrea alerted me that there seems to be a \$2 monthly service charge on our (new) M&T checking account. We previously had a monthly service fee of \$3.

David asked whether the station ever received the first (original) check from Comcast. **Andrea** said no, they instead delivered a duplicate.

James asked whether we have a new address yet. **Andrea** said no, that's still in process.

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

Bylaws Committee Report

Samantha D: **Andrea** and I met with the committee to discuss proposed changes to the station's policies and procedures. The committee has the updated document and will present it to the board at a future meeting for further discussion and edits.

Motion to accept the Bylaws Committee's report, made by **Elaine**, seconded by **Ninos**, Unanimously approved.

Facilities Committee Report

David deferred the report from the facilities committee as **Andrea** will cover most of the construction updates in her report.

Motion to accept the Facilities Committee report, made by **Sam H**, seconded by **Elaine**, Unanimously approved.

Executive Director's Report

Andrea: Budget update: Year to date

total income thus far: 367,527.64

total (operating) expenses thus far: 379,122.76

However, we're still waiting for the third Comcast check, which we usually have at this point in the year. We're in good shape (for the moment).

Chris noted that operating the expenditures YTD are lower than in previous years, though the costs for the Phillips projects certainly offset that.

Projects: Phillips Update

Andrea shared photos of the construction progress at Phillips. Work on floors, ceilings, walls, windows, radiator removal, etc... continues. **George** noted that the wall-mounted AC units in the IT space weren't slated for removal and needed to be added to the scope. **Andrea** will contact Vertex to ensure that any window ACs will be removed and window screens replaced if/as needed.

MDF: Installation of the fluorescent light fixture in the MDF covered everything in dust. Kevin (onsite) was unsure of what happened and said "nobody cleared it with me." **Andrea** spoke to Nate, who took his own photos and then forwarded those via email to Paul Rogan and Chase & Christy @ Vertex.

George recommends emailing Gary at Ockers to ask whether the dust will impact the equipment's warranty in any way. If it will, then we need to notify Vertex in order to maintain some form of warranty.

Andrea and **Samantha D.** had a follow-up meeting w/ Chase and Laurie from Vertex last Friday. Laurie will provide updates to Andrea and staff daily. Chase invited Andrea to attend weekly meetings with Braitt but Andrea has yet to receive a zoom link for the same. Chase will following up with Rogan Co. and DPW regarding dates of completion.

Another meeting w/ Chase/Vertex took place yesterday. There are basically two or three staff in the WCATV office (WHS) at this point; others are working from home. Some staff are struggling with connectivity issues related to home internet connections so going fully remote isn't realistic. Another option is to relocate staff to a temporary location. If not Phillips, then where? Parker? A meeting between Andrea, Chase, and Dede has yet to be scheduled.

September 29th is still the anticipated date of completion, but Vertex doesn't seem confident of that date. The furniture delivery is now scheduled for the end of October (10/24-26). We're being charged a storage fee of ~\$1600. Vertex hopes to charge this to Rogan.

Gary (Ockers) had network engineers scheduled for Thurs, but found cables and mounts were moved. They spent the entire day fixing/remounting cables and brackets. Ockers talked w/ Vertex and sent them the bill following that conversation.

Recycling and e-waste collection is happening the first week of Oct. Laurie from Vertex is coordinating with each company to ensure access to the High School site.

Andrea is planning to start the migration of the phone system from 50 Columbia to 30 Common. During the anticipated downtime, calls will be routed to mobile phones.

The public forum for the High School project last week was a forum for neighboring residents to ask questions about how the project will impact them. A discussion of other channels available to us, beyond Chase@Vertex, ensued.

Elaine: If WCATV was a for-profit organization, how much money would we be losing to not have functioning offices or broadcast facilities for months?

Andrea: Everyone on staff is doing their absolute best. There was a situation today where Braitt removed a sidewalk today near the studio@WHS, potentially without a permit.

David has heard that "Braitt is moving at breakneck speed and has received some sort of special permit from the town". They have an aggressive schedule that may still be impacted by supply chain issues or surprises that arise during demolition and construction.

Chris: None of this is OK; this is growing toward something that we can't continue to work around.

Projects: Quote Approval

Motion to engage Ockers quote for exterior Aiphone work at Phillips per quote #79637 totalling \$4700.44) made by **George**, seconded by **David**. Unanimously approved

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

Assistant Executive Director's Report

Community Outreach: Sam D. and Dan H. attended a volunteer night at WPL (along with five or six other organizations). Some high school students, many freshmen, attended. Some newsletter signups as a result.

Sam D. attended the cultural leaders meeting (roundtable) at the Armenian Education Center and spoke about the upcoming move, our new location, and upcoming workshops. Sam D. reserved rooms in WPL and City Hall to run some free workshops in the coming months. She hopes to partner with HATCH to offer another workshop. Excitement for the new space among the other attendees, especially for the new podcast space, might lead to increased community involvement and content.

Faire on the Square is this coming weekend; two scavenger hunts are planned. New merch items have arrived despite shipping problems. A prize wheel and raffle are also planned. A green screen for short videos of participants will be available.

Sam D. received the WCF Grant Application form from Sam H. and is working to complete a grant request.

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

Old Business

none.

New Business

none.

The **Next meeting** will be

- 10/17/2023 at 6pm via zoom

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

Meeting adjourned at 7:52pm.