

WCAC Board Meeting, Oct 18, 2022

Present: Bob, David, Chris, George, and Andrea

** conducted online via Zoom*

Meeting was called to order at 6:08 pm on 10/18.

Handouts:

- Agenda for Oct 18, 2022
- Minutes for Sept 13, 2022
- Treasurer's report, Balance sheet, and Profit&Loss through 8/31/22
- TechEvolution quote
- Falcon Municipal Captioning Quote

Approval of Minutes

Motion to accept the minutes as submitted for 9/13/22 made by **David**, seconded by **Bob**. Approved.

Note: The minutes for the special meeting on 9/20/22 will be voted/approved at a later date.

President's Report

Chris: We are anticipating more members at next month's meeting as more are expected to be voted in by the committee after subcommittee interviews on Oct 27th. Chris received a new copy of the "bank letter" from George and will visit Watertown Savings Bank later this week.

Motion to accept the President's report made by **David**, seconded by **Bob**. Approved.

Treasurer's Report

Motion to accept the Treasurer's report, as submitted by email, made by **George**, seconded by **David**. Approved.

Interim Executive Director's Report

Andrea: Staffing: Everyone's job titles and responsibilities have been updated. Dan has been nominated for a NorEaster award for his election coverage. Andrea has been in talks w/ an IT company (TechEvolution) to provide on-call 24/7 support. A quote for an initial audit to prepare a contract for managed services came in at \$1,050. Andrea will continue discussions w/ the vendor to regarding the potential ongoing costs.

Andrea is working to schedule a meeting with Ai3 and/or Compass to discuss the new space at Phillips.

Upgrades at city hall are scheduled for 11/2/22; the installation will take ~2wks. Andrea is working on alternate ways to broadcast the few (1 or 2) meetings that are scheduled during the installation window.

Andrea will be meeting w/ Chris McClure (City CIO) to include closed captions on zoom. Our closed captioning service has a zoom-compatible extension ("Falcon"); cost is \$2,999. From the quote: "Falcon is a cloud-based encoder to insert captions directly into the RTMP on the way to end destinations." There was a discussion regarding shared responsibilities for zoom licensing and cost (school, city, station).

Community Media Day is on Thurs 10/20/22 – an annual, nationwide, celebration of the accessibility of community media. This is the 6th year (started in 2017). In addition to the Weekly News, our broadcast will begin at 4:30 and include prerecorded videos, coverage of the girls' field hockey game, and public tours of the studio.

Andrea has been looking into fundraising opportunities, including a donation button on the website, sponsorship (three tiers of annual sponsorships), sponsorships for specific programs, and underwriting for sports broadcasts to be read by commentators.

Motion to accept the Interim Executive Director's report made by **George**, seconded by **Bob**. Approved.

Motion to enter executive session to discuss the Interim Executive Director's report made by **David**, seconded by **George**. Approved

Motion to exit executive session made by **David**, seconded by **George**. Approved.

Motion to craft a letter as an addendum to Andrea's existing contract providing her with the title of Interim Executive Director and an additional biweekly stipend of \$1153.85 through 3/20/23 to include retroactive pay to 9/20/22. The letter will include the option to extend the duration of the interim appointment as well as a fallback to Andrea's previous title barring no other action made by **George**, seconded by **David**. Approved.

Old and New Business

Old business: David heard at the recent school building committee meeting that the HS project costs continue to escalate (millions). Owner's project manager states that the project schedule isn't slipping.

George expressed some concern regarding the scheduling and coordination of the fiber moves associated with the station's move to 30 Common St. Andrea will bring this up with Compass.

New business: none

Next meeting will be 11/15/2023 at 6pm..

Motion to Adjourn by **David**, seconded by **George**. Passed.

Meeting ended at 8:13pm.