

## **WCA-TV Board Meeting Minutes, April 23, 2024**

Present: **Chris McKenzie, George Skuse, Elaine Mello, James O'Connor, Samantha Henry, Andrea Santopietro and Samantha Dudley.**

The meeting was called to order at 6:06 pm on 4/23/2024

### **Handouts:**

- Agenda for Apr 23, 2024
- Minutes for Mar 19, 2024
- Treasurer's Report through 2/28/2024
- CableCast Invoice (28293-INV) for \$6,000
- KeyCode Media quote (#JC233856) for \$5,165.77
- Letter from KP Law to M&T Bank dated 4/12/2023

### **Approval of Minutes**

A **Motion** to accept the Minutes for Mar 19, 2024 was made by **Elaine**, seconded by **Samantha H**, and unanimously approved.

### **President's Report**

**Chris:** The opening was great! We're still waiting for a reply from the city regarding the lease. The ARPA agreement has been edited to reflect the correct dates, but the document still references some insurance that the corporation doesn't carry.

A **Motion** that Andrea Santopietro, as Executive Director of the corporation, be and hereby is authorized to affix the Corporate Seal, sign, and deliver in the name and on behalf of the corporation the ARPA Program grant agreement; and also to seal and execute, as above, any insurance documents necessary to comply with such agreement, all in such form and on such terms and conditions as she, by the execution thereof, shall deem proper, pending the removal of the requirements for professional, and potentially automobile, liability insurance was made by **George**, seconded by **Robert**, unanimously approved.

A **Motion** to accept the President's report was made by **Samantha**, seconded by **Elaine**, and Unanimously approved.

### **Treasurer's Report**

**James** read through the Treasurer's report as submitted, the narrative portion of which is quoted below:

On April 1, an employee retention credit was deposited to our WSB checking account in the amount of \$36,073.06

On April 12, Margaret M. Chrusciel of KP Law mailed a second letter to M&T Bank demanding reimbursement for the fraud charges that occurred last year, as there was no response to our previous letter. They have been given a deadline of 14 days to respond. The follow up letter is attached to this report.

On April 16, our first quarter comcast check was deposited to our WSB checking account in the amount of \$100,327.27.

A **Motion** to accept the Treasurer's report was made by **Elaine**, seconded by **George**, and unanimously approved.

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

#### **Grand Opening Recap**

We had an awesome grand opening; Andrea thanked all who were able to be there. Attendance was easily over 100 people. It was a good opportunity to highlight everything that we do. We received two donation checks from the public totaling \$150.

#### **Facility Updates**

The key cores have been installed, but there's still work to consolidate keys. Locks will be added to the double doors in the hall. The mural is still in progress; the background is basically complete. The mural should be done by next week.

The Monday before the opening, Andrea had conversations with a painting contractor, including a walk-through. They've painted some of the doors, touched up some of the problem areas, and repainted some of the wall's that Rogan's painters has done a poor job on. Andrea had reached out to Chase@Vertex regarding the same, but never heard back. Total cost for the job was \$2200.

A curtain to cover the radiator in Studio B is needed. Jonathan from JML will provide a quote for a portable (backdrop) solution.

Signs By Tomorrow is working on exterior signage package for the Marshall St. parking lot (logo and text).

Andrea had a conversation with the Phillips custodian (AJ) who explained that he shouldn't be cleaning our space during his normal hours.

#### **Project Updates**

We received one scholarship applicant: Ima Massey. In her application, she spoke of "exploring human identity through film". Overall, it's a very strong application. Submissions closed on April 12. Ima will receive the full award amount that was budgeted (\$2000).

We'll be migrating our membership/volunteer, workshop, and inventory management software from RueShare back to Isaac. There have been issues with RueShare's functionality. Isaacs has seen significant improvements over the last few years. The data was transferred over a month ago; go-live with Isaac will be next week. Costs are comparable.

### **Zoom Changes**

There have been two recent instances of zoom intrusions; Zoom meetings are more vulnerable to unwanted intrusions than webinars. City IT staff are encouraging committees to transition to the webinar format.

### **Quotes**

**Motion** to renew our annual CableCast contract per (28293-INV) for \$6,000 made by **George**, seconded by **Elaine**, unanimously approved.

**Motion** to renew KeyCode Media's LiveView per quote (#JC233856) for \$5,165.77 made by **James**, seconded by Samantha, unanimously approved.

### **Upcoming Events**

Cultural Leaders will be meeting onsite on Thurs. April 25th. 28 people are expected (including WCATV staff). Our Watertown Helps Out project will be digital archiving on May 4th. Looking to inventory our archives of DVDs, tapes, etc... The Business Coalition's "Coffee Connect" will be on site later in the May.

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

### Assistant Director's Report

**Sam:Sponsorships:** Sam has reached out to a number of businesses over the past few weeks, but no visible interest yet.

**Orientation Workshop:** Three volunteers signed up to attend next week

**Workshops:** A shortened summer workshop calendar will run in June to make time for the Summer Camp in July and a new Sports Broadcasting workshop in August.

### **Policy Updates:**

David Gauthier: The streaming bill's deadline was April 8th. On April 5th, he wrote that the bill was extended to May 6th; it wasn't the outcome that they were looking for, but he still feels positive. "In just a couple of weeks we'll know whether we are moving forward or starting from scratch."

### **Grants**

We're applying for WCF's "Institutional Support" grant (\$7500). Our application for the Walmart local community grant is due by May 15h (for Closed Captioning). We're applying for a Mass Cultural Council operating grant. The process is lengthy and complex. The smallest grant amount is \$6k/yr. The due date is mid-June. There are a number of accessibility requirements, including an accessibility plan and coordinator.

Elaine volunteered to be the Accessibility Coordinator for WCATV

**Motion** to accept the Asst. Director's report made by **Elaine**, seconded by **Samantha H.** Unanimously approved.

**Motion** to enter executive session to discuss our updated RCN/Astound agreement to include our Andrea and Samantha D, made by Elaine, seconded by James

Roll call: Elaine, James, Robert, Samantha, Chris, and George. Unanimously approved.

**Motion** to exit executive session made by Elaine, seconded by James.

Roll call: Elaine, James, Robert, Samantha, Chris, and George. Unanimously approved.

**Motion** to change Dan Hogan's title to Director of News and Studio Operations at an annual salary of \$54,000 as of today with no retroactive payments, made by Elaine, seconded by Robert. Unanimously approved.

#### **Old Business:**

**James:** Bylaws committee needs to meet again. Chris is going to propose a working draft at the next meeting.

#### **Next Meeting**

Our next meeting will be May 21st at 6pm in the WCATV Conference Room.

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

Meeting adjourned at 8:28pm.