

Feb 20, 2024 | 📺 WCA-TV Board Meeting

Attendees: Andrea Santopietro Christopher McKenzie David Stokes Jen Nicholson
Robert Romano Sam Dudley Elaine Mello

Meeting called to order at 6:10pm.

Approval of Minutes

- David made a motion to approve the minutes from December 19, 2023 and Elaine seconded. Passed unanimously.

President's Report

- Open meeting law - Christopher reviewed the city's meeting covering this topic that was held earlier this month. Another meeting on public records and conflict of interest may be scheduled in the future. Christopher read a letter that he wrote to Attorney Fair and Attorney Reich seeking advice on how Open Meeting Law applies to our organization. The attorneys responded that they are reviewing the questions and will get back to us. A discussion on how our status as a nonprofit corporation affects the interpretation of Open Meeting Law in terms of how our board is formed and functions.
- Board vacancy - Ninos has departed after four years on the board and Christopher notified the City Manager's Office. The process to appoint a new board member has started.
- Subcommittee structure - Jen is stepping down from the By-Laws subcommittee and Rob is joining. Christopher is forming a Budget subcommittee and has recommended that David, Elaine, and Rob (formerly of the Facilities subcommittee) participate on this new subcommittee. David discussed creating a more formal process for budgeting moving forward.
- A motion to accept the President's Report was made by Elaine and seconded by Rob. Passed unanimously.

Treasurer's Report

- In James' absence, Christopher shared the Treasurer's Report, which included 19 checks totaling \$66,274.42. David asked how much is left to be paid from the buildout, which Andrea had calculated as \$13,780.35. Christopher also provided an update about the bank fraud situation. James provided documentation requested by Margaret Chrusciel from KP Law, who is in the stage of collecting additional information. Lastly, the RCN cable franchise check was deposited into our WSB checking account in the amount of \$98,075.31. A motion to report the Treasurer's Report as presented by Christopher was made by Elaine and seconded by David. Passed unanimously.

Reports of Committees

- By-Laws and Organization Subcommittee - Christopher presented that he met with the group on 2/20/24 and they worked on the Policies and Procedures document. Elaine recommended adding the copyright and year as a requirement. The issue of copyright is also going to be brought to our attorney. David offered some wordsmithing suggestions. Christopher stated that the document is in a position to be approved with the understanding that non-substantive changes to punctuation and grammar may be made. Rob made a motion the Policies and Procedures be accepted as presented and it was seconded by Elaine. Passed unanimously. Elaine made a motion to accept the subcommittee report as presented by Christopher and David seconded. Passed unanimously.

Executive Director's Report

- 2024 budget presentation - Andrea shared the program-based budget that David assisted in creating. The categories in this budget-preparatory document include Public, Educational and Governmental Programming in addition to Workshops, Social Media, Administration, and Fundraising. The information is broken down by full time and part time personnel salary/benefits and non-personnel/OTPS. David shared that using this kind of tool allows for "what if" scenarios that will provide more granularity to interpreting our budget. Andrea shared another document on income and expenses that contained additional tabs with more detailed breakdowns for expenses, revenue, and projects. Total income is budgeted to be \$551,885.00. Total expenses are projected to be \$579,666.00 for a deficit of \$27,781.00. David discussed that considerations must be made for capital improvement plans moving forward. Andrea shared how helpful the program-based budget exercise was and thanked David for his help. A motion to accept the budget as presented with the stipulation to adjust one salary amount was made by David and seconded by Elaine. Passed unanimously.
- Facility updates - Potential to have a mural painted on the studio hallway and the planning process is underway with the artists. Andrea inquired about the budget for the project.
 - Grand opening - Timeframe for an event was discussed with the target being the first week of April.
 - Punch list item updates: double hallway doors will be replaced with fire-rated metal doors, window wall leak (in process), power in studio B (installed), key (due to arrive), cleanliness and spaces that need a final clean (should be happening this week)
- A motion to accept Andrea's report was made by Elaine and seconded by Rob. Passed unanimously.

Assistant Executive Director's Report

- Event updates

- Professional development - Sam and Dan recently ran a Professional Development for best practices for field equipment, control room, and equipment overview.
- Workshops - Our first workshop in the new space is scheduled for Monday, February 26 and four workshops will be run in the spring. Podcasting in particular is expected to be well attended.
- Spring events - One additional spring event we will be hosting an upcoming meeting of Watertown cultural leaders on Thursday, April 25 at 10am. WCAC will also be hosting a May meeting of the Watertown Business Coalition.
- Member Brian Manning was welcomed back last week.
- Legislative updates - MassAccess has reached out for a push to call MA legislators about the proposed steaming bill. It was noted that Steve Owens has been supportive.
- Proposed employee title change - Sam is recommending that Dan's title be changed from News Director to Studio Manager. Questions were raised about whether the title accurately reflects a move up the ladder and what salary changes would accompany it. Consideration to have a dual title that encompasses both will be made and Dan's feedback will be asked. The consensus of the board is supportive of ensuring his job title and salary reflects his professional responsibilities. Motion to accept Sam's report was made by Rob and seconded by Elaine. Passed unanimously.

Old Business

- Our previous meeting agendas and minutes with live links are now available on our website.

New Business

- None

Adjournment

Motion to adjourn was made by Elaine and seconded by Rob. Passed unanimously. Meeting adjourned at 9:02PM.

Next meeting is March 19, 2024 @ 6:00PM.