

WCA-TV Board Meeting Minutes, August 7,, 2024

Present: **Chris McKenzie, George Skuse, Elaine Mello, Robert Romano (via zoom), David Stokes (via Zoom), Samantha Henry, Jen Nicholson (via Zoom), Andrea Santopietro and Samantha Dudley.**

Absent: **James O'Connor**

Vacant: **One seat**

The meeting was called to order at 6:04 pm on 8/7/2024

Handouts:

- Agenda for Aug 7, 2024
- Treasurer's Report through 8/7/2024
- KP Law Open Meeting Law, Public Records Access Response.
- KP Law - Conflict of Interest Email Response
- Programming report for May & June 2024

Approval of Minutes

No minutes to approve.

President's Report

Chris: Still attempting to set up a meeting with Mark and George - due to summer schedule, it might make sense to try and set this up for September.

A new board member was announced - Jim Vershbow has been approved by the City Council and he will be at our next meeting in September.

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

Treasurer's Report

As **James** was not present, the group referred to the report in the meeting folder.

Current liabilities are ~\$15,000:

On June 20, a deposit of \$7,750.00 was made to the WSB checking account. This was our institutional support grant from the Watertown Community foundation, as well as \$250 worth of workshop dues.

On June 27, a deposit of \$42,200.00 was made to the WSB checking account. This was our Comcast capital payment for this year.

On July 10th, a payment of \$4,000.00 was made to the M&T credit card. Currently, payments need to be made by phone, as the M&T website won't allow me to add an external method of payment. I need to visit a branch in person to see if this can be resolved.

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

Assistant Executive Director's Report

- Fundraising - Still waiting to hear back from some potential sponsors, but hopes to hear back on sponsorship soon.
- Workshops - Still waiting for some people who are on vacation to do podcasts, but the Summer Youth camp went very well. They had a great group who did a murder mystery variety show.
- PSA Day for non-profits - had a few groups coming in to record their own PSAs and had a good showing.
- Memberships, Policies and procedures: Sam D recommended adding a senior membership with a lower cost (\$25 fee) for workshops. Also proposed a change for organizational memberships with a group workshop fee. In discussion, it was decided to change to a yearly \$250 fee that covers workshops. There was a question of how to track this, and possibility of having a group liaison for tracking membership to a group who attends workshops. **David** recommended having a cap per year - ie, up to 10 workshops. **Elaine** made a motion to accept changes to the policy with **Sam H** seconded and motion passed.
- Legislative Update - **Sam D** updated news on the streaming bill which was withdrawn for this legislative season. The legislature is on break until the Fall but it feels like this is an uphill battle.

A **motion** to accept the Assistant Executive Director's report was made by **Elaine**, seconded by **Sam H**, and unanimously approved.

Executive Session - motion to enter Executive Session made by **Sam H**, and seconded by **Elaine**, and unanimously approved.

Executive Director's Report

- Staff - **Andrea** announced that there was a videographer position open. The current plan is to use an intern to fill in on this position as a paid internship. It was recommended that Andrea check on how benefits would work.
- Projects - **Andrea** also mentioned that they were joining the Crowdsourcing Boston project, which is a collaboration with other facilities to do a scene from a movie. This year was Home Alone.
 - Andrea also talked about her meeting with Senator Brownsberger, meeting with other local communities in his district to discuss the streaming bill. He did say he would look into identifying other funding strategies for the local access channels.
- Comcast Contract renewal. This is still a year off, but its time to start thinking to think about it. **Andrea** has reached out to others who have recently gone through the renewal process to get advice on the process. She will work on the next 10 year plan.
- WHS Equipment Install - Looking to plan for the locations of drops and camera locations such as the Black Box theater, Gym, Auditorium and the WHS studio. George mentioned that there are three pieces to consider - places for drops (whether dedicated to WCATV or shared infrastructure) and whether dedicated drops would be installed by construction crew or Okers (or whatever installer is chosen for this project.)

Facility Updates

Andrea wants to meet with the by-laws subcommittee to work on updating job descriptions.

- Website - is working on a minor overhaul of the website.
- Signage - New sign is installed over door in the back parking lot, which is WCATV's official entrance. Work is still being done on the Spring St signage and should be done in a few weeks.
- The official name for the new art mural is "Beauty Behind the Screen."
- Server Room AC issues. System is working now but will continue to monitor. Alarms monitored by SAS. There's still a question of warranty and who should be repairing this system since it is a new install.
- Custodial Services: Getting quotes from cleaning companies as support from the school's custodial services has not been as expected.

Programming

See the "Programming May and June 2024" document

A **Motion** to accept the Executive Director's report was made by **George**, seconded by **Sam H**, and unanimously approved.

Old Business:

Elaine brought up the recent Accessibility guide and asked **David** about previous note about making changes to Executive Director's response to request for accommodations response time. The group agreed to look at the next meeting to see if and what changes might be needed.

New Business:

Andrea mentioned hearing that RCN has been refusing to wire new construction buildings in town and whether it might be good to add into the upcoming RCN contract negotiations to add in requirements expected for both services for new buildings.

Next Meeting

Our next meeting will be September 17th at 6pm in the WCATV Conference Room.

Motion to adjourn by **Elaine** , seconded by **George**. Unanimously approved. Meeting adjourned at 7:55pm.