

WCA-TV Board Meeting Minutes, June 18, 2024

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

Absent: **Robert Romano, Samantha Henry**

Vacant: **One seat**

The meeting was called to order at 6:10 pm on 5/21/2024

Handouts:

- Agenda for June 18, 2024
- Minutes for May 21, 2024
- Treasurer's Report through 4/30/2024
- Equipment Upgrades Project (Google Sheet)
- Employee Raises (Google Sheet)
- ADA Planning Workbook 2024_DRAFT /
ADA Access Plan for Watertown Cable Access Corp (Google Doc)
- Estimates for Rent (Google Sheet)
- KP Law Letters dated 6/4/2024 and 6/11/2024 re: "Open Meeting Law/Public Records questions"
- Quotes
 - Municipal Captioning (#Inv-101758) for CableCast Closed Captioning (500 hours) for \$3515
 - Yes Computers (#225754) for Adobe Creative Cloud CC MLP Named Renewal 12Months Level 2 for \$5069.35
 - Ockers (#004618) for mobile carts, as per ARPA grant request

Approval of Minutes

A **Motion** to accept the Minutes for May 21, 2024 was made by **James**, seconded by **Elaine**, and unanimously approved.

President's Report - Chris

Jim Vershbow has applied to be a member of the WCA-TV board and is going through the appointment process.

We received two letters from KP Law related to Open Meeting Law and Conflict of Interest. Board members should read these and come prepared to discuss next month.

The meeting with the city manager went well; the manager has proposed that WCA-TV's lease payment be a percentage of the franchise fees received from RCN/Astound and Comcast. The manager suggested 6-7% (\$35k-\$40k to begin). The manager did mention a desire to

implement a PEG access fund. A key part of WCATV's strategy regarding the amount of the lease is to maintain a financially viable corporation. The support of the city, the community, and potentially the state, is critical to our survival. The decline in revenues, coupled with the recent demand for rent/lease payments, will stretch our resources. The mural is our commitment to a long-lasting venture.

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

Treasurer's Report

James read through the Treasurer's report as submitted, the narrative portion of which is quoted below. Current liabilities are ~\$15,000 in accrued payroll expense:

On May 24, Margaret Chrusciel at KP law replied to my question regarding reimbursement for legal fees from M&T bank, stating "I do not think seeking fees from the bank is worthwhile in this situation as it would entail spending additional money on the frontend and the chances of success are low. I know it can be a frustrating feeling, and I am happy to discuss it further if you have questions."

On May 28, a check for \$737.00 for the Marshall Home Fund grant was deposited into our WSB checking account.

On June 3, a check for \$82,328.00 from ARPA was deposited into our WSB checking account.

On June 12, I closed out our checking and savings accounts at M&T Bank and deposited the checks into our WSB checking and savings accounts. Our previous statements at M&T are not available to view online, and I will contact them to have this issue resolved.

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

Finance Committee Report

David: The finance committee recently met to touch base regarding the budget and the impact of the proposed lease payments.

Accessibility Report

Elaine drafted an ADA Access Plan with Andrea and Sam D. They've highlighted specific areas where input from the board is likely needed.

Sam D and Elaine met with Teagan (WCATV's webmaster) to add two new pages to WCATV's website: "Accessibility" and "Getting Here".

A **Motion** to accept the Accessibility Coordinator's report was made by **David**, seconded by **George**, and unanimously approved.

Executive Director's Report

Staff Raises

Andrea provided an overview of the "Employee Raises" spreadsheet (as shared prior to the meeting).

Equipment Upgrades

Andrea presented the "Equipment Upgrades Project" spreadsheet (as shared prior to the meeting). Andrea noted that much of our field equipment is over 5 years old. The existing inventory system has some gaps (acquisition date, etc...) that staff were able to fill in with research. The new camera model (Panasonic HCX2) allows for direct connections to the network (both ethernet and wireless). The total for the proposed "upgrades", almost all of which are really replacements for obsolete and failing quality equipment, is \$8,850.96.

ARPA monies

The ARPA funds have been deposited in the account.

A **motion** to spend the ARPA funds as per Ockers' updated quote, was made by **Elaine**, seconded by **David**, and was unanimously approved.

Purchasing/Quote approvals

A **motion** to engage Municipal Captioning (per #Inv-101758) for CableCast Closed Captioning (500 hours) for \$3515, was made by **Elaine**, seconded by **George**, and unanimously approved.

A **motion** to renew Adobe Creative Cloud subscription for 13 licenses (this is a reduction of licenses from last year) through Yes Computers (per quote#225754) for \$5069.35 was made by **George**, seconded by **Elaine**, and unanimously approved.

Mural Opening

The mural "unveiling" was a good event with 20+ attendees. Elodia Thomas made \$500 donation to the station.

A **motion** to accept the Executive Directors report was made by **George**, seconded by **James**, and unanimously approved

Assistant Executive Directors Report

Sam is following up on a few new sponsorship leads. Workshops are in full swing! Summer youth camp is already half full (8 of the 16 slots are already reserved),

We received a \$7500 grant from the Watertown Community Foundation (the highest amount available).

We applied for two grants recently:

1. Press Forward, national nonprofit, \$100k over two years (Sam, Dan, and Andrea worked on the application). The application required a multi-year plan.
2. Mass Cultural Council. The MCC determines grant amounts based on applications. We won't hear anything about these from the sponsoring organizations until the Fall.

A **motion** to accept the Asst Director's Report was made **by** Elaine, seconded by **George**, and unanimously approved.

Executive Session

A **motion** to enter Executive Session, to include the Executive and Assist Director, to discuss ongoing negotiations with the city, was made by **James**, seconded by **Elaine**, and unanimously approved via roll call vote (David, James, Chris, Elaine, Jen, and George)

A **motion** to leave Executive Session was made by **Elaine**, seconded by **James**, and unanimously approved via roll call vote (David, James, Chris, Elaine, Jen, and George)

A **motion** to grant 2% raises to the Executive Director, Assistant Executive Director, News Director, Director of Gov/Edu Media, Programming Coordinator, Content Manager, Videographers (2), and Intern was made by **David**, seconded by **Elaine**, and unanimously approved.

A **motion** to approve the purchase of equipment as per the "Equipment Upgrades Project" spreadsheet from B&H and Amazon, totaling 8850.96 was made by **Elaine**, seconded by **David**, and unanimously approved.

Next Meeting

Our next meeting will be July 16th at at 6pm in the WCATV Conference Room.

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