

WCA-TV Board Meeting Minutes, November 19,, 2024

Present: **Chris McKenzie, Elaine Mello, David Stokes, Samantha Henry, Robert Romano, James O'Connor, Jen Nicholson(via Zoom), Andrea Santopietro and Samantha Dudley.**

Absent: **George Skuse**

The meeting was called to order at 6:04 pm on 11/19/2024

Handouts:

- Agenda for Nov 19, 2024
- Letter to Auditor
- Treasurer's Report through 11/19/2024
- Programming report for October 2024
- Ockers Technologies quote

Approval of Minutes

No minutes to approve.

President's Report

Chris: Mentioned a concern that incoming FCC chair appointment may affect cable company funding in the future.

Chris spoke to John Airasian and explained our situation, so will hopefully have a proponent for us when our lease conversation gets to the city council level.

Chris, David and Andrea met on election day with the city manager, council president and KP law. They talked about upcoming cable franchise negotiations. The current Comcast contract expires October 2024 and RCN/Astound has not had a signed agreement since 1999. As part of the process an ascertainment meeting will happen with a presentation to the city via the manager, Comcast, RCN and the public to let people know about us and what we do. This will probably be in May 2025. The directors will ramp up a subcommittee to start working on a prestatation for that.

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

Executive Session

David made a motion to go into session to discuss the conversation regarding the lease and was seconded by **Elaine**. Roll call vote was made to enter executive session

Discussion 6:55

David talked about budget prep. The Finance subcommittee will probably meet in the first week in December to look at the next fiscal year budget.

Update by-laws to eliminate term limits (currently maximum of 4 terms of 3 years) and several members are at the limit. Discussion included no other organization having term limits for their members, and limits do not really apply for superintendent nominated staff. The by-laws subcommittee will address and report back to the group.

Action item:

- Question of warranty for Broadcast Pix switcher came up - look into for future updates.

Motion by **Rob** to approve cost for warranty renewal, seconded by **David** and unanimously approved.

Treasurer's Report

- See report in shared drive. Total Current Liabilities are \$15,018.55 in accrued payroll expense. Total checks paid = \$6,581.62

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

Executive Director's Report

- Andrea spoke about the transition of payroll from Paychex to ADP. The transition is still in progress with the 401k being completed by February. They will be keeping Paychex for health and benefits until April, after which Andrea will evaluate other plans.
- Andrea met with new city CIO Maurice Myrie and gave an overview of installs at city hall and will talk to him about getting another webinar Zoom license for supporting multiple live meetings that occur at the same time.
- Upcoming discussions will include fiber connections in spaces around the city to enable live streams from those locations.
- ARPA funded carts are 99% done. They will be delivered within the next week - one cart is awaiting a replacement audio board for the one that was delivered from the manufacturer in a faulty condition.
- Andrea spoke about the annual PSA day on Dec 13th

- Please see Programming docs in shared drive for updates on programming for the last month.

A motion to accept the Executive Director's report was made by **David**, seconded by **Rob** and unanimously approved.

Old Business:

Andrea mentioned that unfortunately, they didn't get the Mass Cultural Council grant, but will continue to pursue other options for grants in the future.

New Business:

Discussion about creating a letter for addressing the public before the public presentation about station next year. This is for subcommittee to work on for future meeting at some point.

Next Meeting

Our next meeting will be December 17th at 6pm in the WCATV Conference Room. The draft budget will be reviewed.

January 21, 2025 meeting - Final budget proposal/approval

Motion to adjourn by **David** , seconded by **James**. Unanimously approved. Meeting adjourned at 7:40pm.