

## **WCA-TV Board Meeting Minutes, Oct 29, 2024**

Present: **Chris McKenzie, George Skuse, Elaine Mello, Jen Nicholson, Robert Romano, Jim Vershow, David Stokes, Samantha Henry and Andrea Santopietro.**

Absent: **James O'Connor**

The meeting was called to order at 6:10 pm on 10/29/2024

### **Handouts:**

- Agenda for Oct 29, 2024 ([Google Doc](#))
- Minutes for Sep 17, 2024 ([PDF](#))
- Treasurer's Report through 9/30/2024 for 10/29/2024 ([Google Doc](#))
- The Case for WCATV.docx ([Google Doc](#))
- Services Included in Lease ([Google Doc](#))
- Program Category Breakdown ([Google Sheet](#))
- 24-10-08 ESSM Committee Report ([PDF](#))
- Paychex vs ADP ([Google Slides](#))

### **Approval of Minutes**

A **motion** to accept the Minutes for Sep 17, 2024 was made by **David**, seconded by **Jim**, and unanimously approved with a correction that David and Samantha H. arrived late.

### **Executive Session**

A **motion** to enter Executive Session, to include the executive director, to discuss strategy related to ongoing negotiations with the city, was made by **David**, seconded by **Robert**, and unanimously approved via roll call vote (Rob, Samantha, David, Jim, Chris, Elaine, Jen, George).

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

### **President's Report - Chris**

Three members of the board were recently reappointed by the City Council following recent interviews. A meeting with the city manager is scheduled for Nov 5th.

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

### **Treasurer's Report**

Board members read through the Treasurer's report as submitted. The corporation's current liabilities are ~\$15,019 in accrued payroll expenses. We are currently in the process of changing the paypal account owner from Andrea to James. Andrea will still have access, but it makes sense that the account owner is in the name of the treasurer. The annual audit is ongoing; drafts are expected soon.

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

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

Staff: Sam Dudley gave birth on Wed Oct 23rd and is now on maternity leave. She'll be returning in mid-January. Staff will temporarily cover her responsibilities during her absence.

Staff: ADP for Payroll, HR, time & attendance. Andrea shared a comparison of the costs of Paychex vs ADP ([Google Slides](#)) and recommends migrating to ADP from Paychex due to both Paychex's lack of customer support and ADP's reduced annual cost.

Motion made by David, and seconded by Robert to approve of Andrea's recommendation to migrate from Paychex to ADP. and unanimously approved.

Projects: City hall first-floor meeting room upgrades, including equipment to run hybrid meetings, were installed by Ockers (paid by town). Similar upgrades for a meeting room at Parker are also planned. We're still awaiting network switches to connect to the new ComTract cable.

Outreach: Faire on the Square was a success despite the rain. WCATV live-streamed for at least four hours, including several interviews with several prominent community leaders, and coverage of the chili cookoff and apple pie contest.

Outreach: Watertown Citizens for Peace, Justice, and the Environment held one of their monthly meetings in our studio. Andrea gave them an overview of the studio and the services we offer. A PSA day for their group will be offered at some date in the future.

Outreach: Networking events include...

Sam recent attended the cultural leaders and business coalition coffee connect meetings (prior to her maternity leave).

Fundraising: We were not selected for the Press Forward grant; they received many more applicants than they expected, and

We applied for the next round of WCC Grants, including for a a summer camp for summer 2025.

Programming: Program category breakdown and September highlights

A **motion** to accept the Executive Director's report was made by **George**, seconded by **Robert**, and unanimously approved

**Old Business**

Services to include in lease

Bylaws and Organization subcommittee to examine term limits

**New Business**

Changes to meeting structure

**Next Meeting**

Our next meeting will be Nov 19, 2024 at 6pm in the WCATV Conference Room.

**Motion** to adjourn by **David**, seconded by **George**. Unanimously approved.  
Meeting adjourned at 8:29pm.