

WCA-TV Board Meeting Minutes, Dec 17, 2024

Present: **Chris McKenzie, George Skuse, Elaine Mello, Robert Romano, Jim Vershbow, James O'Connor, David Stokes, Samantha Henry and Andrea Santopietro.**

Absent: **Jen Nicholson**

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

Handouts:

- Agenda for Dec 17, 2024 (Google Doc, [link](#))
- Minutes for Oct 29, 2024
- Minutes for Nov 19, 2024
- Treasurer's Report through 11/30/2024 for 12/17/2024 (Google Sheet, [link](#))
- WCATV Budget 2025_DRAFT (Google Sheet, [link](#))

Approval of Minutes

A **motion** to accept the Minutes for Oct 29, 2024 and Nov 19, 2024 was made by **David**, seconded by **Elaine**, and unanimously approved.

President's Report - Chris

We'll be forming an adhoc committee in preparation for our ascertainment hearing. Our annual elections for board officers will take place in January.

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

Executive Session

A **motion** to enter Executive Session, to include the executive director, to discuss strategy related to negotiations for cable licensing, was made by **Elaine**, seconded by **Samantha**, and unanimously approved via roll call vote (Chris McKenzie, George Skuse, Elaine Mello, Robert Romano, Jim Vershbow, James O'Connor, David Stokes, Samantha Henry).

A **motion** to leave Executive Session was made by **Elaine**, seconded by **David**, and unanimously approved via roll call vote (Chris McKenzie, George Skuse, Elaine Mello, Robert Romano, Jim Vershbow, James O'Connor, David Stokes, Samantha Henry).

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.

The Comcast franchise fee check for Q3 was received (\$91,941.31).

On December 17, Andrea informed the treasurer that Massachusetts recently raised the threshold amount that requires non-profits to have a full financial audit from \$500,000 to \$1,000,000, which is based on gross revenue. Since our projected revenue for this year is under \$500,000, we may not even be subject to a financial review, since that threshold was also raised from \$200,000.

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

Finance Subcommittee Report

The finance subcommittee met to review the budget and offered suggestions on formatting and content.

Discussion of Draft 2025 Budget

Andrea provided a sheet-by-sheet, line-by-line, explanation of the draft budget (see link).

A motion to approve the budget for 2025 was made by Rob, seconded by Elaine, and unanimously approved.

Action Items

A motion to amend 3.a.ii of the WCATV Policies and Procedures to end with "*All reservations are at the discretion of the Executive Director or their designee*" was made by George, seconded by Elaine, and unanimously approved.

A motion to approve Ockers' "Watertown-Protek Warranty Studio Quote (#008614)" pending clarification of the term start and end dates in the quote, for a total of \$5340 was made by **Elaine**, seconded by **David**, and unanimously approved

Executive Director's Report

The ARPA-funded portable carts have arrived! However, while the racks are technically "portable", they are bulkier and heavier than expected.

A follow-up meeting with Ockers and City IT recently took place (utilizing the city-provided ComTract fiber); the project is expected to begin in January.

WCATV will hold FC Academy over Feb vacation in collaboration with the Watertown Recreation Dept. The rec. dept. is looking to collaborate with Belmont to increase enrollment.

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

Old Business

None.

New Business

Next year is WCATV's 20th anniversary.

Next Meeting

Our next meeting will be Jan 21st, 2024 at 6pm in the WCATV Conference Room.

Motion to adjourn by **David**, seconded by **Elaine**. Unanimously approved.
Meeting adjourned at 8:17pm.