

**Watertown Cable Access Board  
Minutes  
January 27, 2026**

**6:00 PM  
Topic: Board Meeting**

**6:02 -Call to Order**

**6:01 - Approval of Minutes**

- December 16, 2025

Motion to approve minutes made by George, seconded by David. Approved by the board.

**6:03 - President's Report**

- Officer Elections

Reminder when your term is renewed to go down to city hall and do the oath again, as your votes can be contested if you don't.

Chris gave a heartfelt review of his time on the board starting August 2016 and a look back at his time on the board.

Board Election:

Nominations for president

George nominated David. David gave thanks and spoke about the time he has worked on the budget with Andrea and his wish to work in collaboration with the schools.

Approved by silent vote by the board.

Nomination for vice president

George nominated. Majority vote by the board.

Nomination for clerk

Elaine self-nominated. Majority vote by the board.

Nomination for Treasurer

James nominated. James spoke of his work over the last three years.

Majority vote by the board.

Motion to accept report David, seconded by George. Approved by the board.

### **6:33 - Community Outreach & Fundraising Coordinator's Report**

- Current Outreach Efforts

Evelyn gave a presentation on current efforts.

2 new sponsors - Actor Shakespeare and Branchline.

Evelyn will be coordinating membership, getting new members and fees.

She also talked about the Cabot Family grant (10k) that the board needs to provide work affiliations for the application.

Workshop updates

Evelyn spoke about several ideas for workshops that may be of interest for the community.

Scholarships - \$250 (working on getting a matching grant from a business to increase the amount, if possible)

Exploring space rentals - what can WCA-TV do based on regulations and what are other communities doing?

Donations. emails to donors about doing monthly donations, if possible. Also, talked about roundup.org to encourage people to round up when making purchases.

Motion to enter executive session by Goerge, seconded by Chris. Approved by roll call vote.

### **7:07 - Treasurer's Report**

James went over the report (found in the Google drive) No major issues other than the bookkeeper issue, to be discussed in the by-laws committee report.

David asked about the taxes to the state - Andrea said she got a notification about missing payroll taxes. This needs to be modified in the report to allocate this for tracking purposes.

George noted that this is the first time that the bank balance has dropped below 400k, so something to note. Andrea commented that the next Comcast check won't come in until mid

February, but David said that this is a concern that needs to be addressed in terms of decreasing funds. Andrea does have a month to month tally so we can keep on top of that.

Motion to accept the Treasurer's report with amendment by Sam, seconded by Chris. Approved by the board.

### **7:13 - Reports of Committees**

- Bylaws and Organization Subcommittee
  - Next Steps with Bookkeeper and Other Personnel Changes

James mentioned he missed doing the minutes for the subcommittee meeting. But gave an overview of the subcommittee meeting. Two line items were the quick overview of officer elections and the second was the options for book keeping services. Andrea gave a report to the group regarding replacing JoAnna;

3 options -

Option 1 Hire a bookkeeper (W2)

Option 2 Hire contractor (1099)

Option 3 Hire office manager / bookkeeper.

Chris said that the biggest cons are the amount of hours vs \$ and whether anyone would be willing to do that.

That brought up the 3rd option, which would be to hire a manager who could also do the bookkeeping. The content manager who is leaving will have their tasks re-distributed to other staff, which would allow for this position to assist Andrea..

Andrea mentioned that she had long been considering this option. This would be a PT position, but it would be beneficial in terms of helping Andrea with organizational work.

She also met with JoAnna and James last week and talked about recommendations going forward for the position. JoAnna thought it wouldn't be worth bringing someone in just to do the book keeping, which led to the office manager position. This person could also do reception and have someone here that Andrea could work with. The position would be 24 hours a week

James commented that Andrea already lost Sam as her assistant director, and to take on more bookkeeper work would be too much.

Elaine asked about whether online services could be used, but Andrea noted that this was the best option and that JoAnna had noted she didn't charge for printer ink, travel time, etc. So having someone who can be in the office is a better plan.

George questioned whether the manager title would mean a higher salary, but Andrea said that it had a wider range of salary, so manager title might increase expectations.

It was suggested that the title be Administrative Assistant/ bookkeeper instead of manager.

Having someone on site will be able to track time on what they're working on which will give us a better idea of what parts of the role and tasks are.

The next step is to go back to the subcommittee to create a job description. George mentioned he would like to see the budget adjustment with the loss of Teagan and JoAnna.

George made a motion to approve the subcommittee, seconded by Sam. Approved by the board.

### **7:32 - Action Items**

- Schedule Next Meeting of the Bylaws and Organization Subcommittee
- Vote to Approve Quote from Ockers Company for Broadcast Pix Warranty Renewal

Sam suggested setting up the next meeting after the board meeting to save time.

Ockers quote - dates are wrong (needs to be modified.) George noted we need specificity of coverage. This was budgeted for in our budget.

Motion to approve quote was made by George, seconded by Chris. Approved by the board.

### **7:37 - Executive Director's Report**

- General Organization Updates

Andrea went over staffing changes (Teagan)

Website update - (originally planned by Teagan) Plan to move off of GoDaddy to Wix or other hosting service. They've already started a free trial of Wix. The heaviest lift will be on the build out which Andrea will work with Dan on updating. A lot of content can be migrated. The goal is to get that done by May before the renewal with GoDaddy.

Elaine suggested maybe recruiting a high school student to help as part of a collaboration with their program with CTE.

Business Coalition - meeting happened at Atilier Sociale studio on Main St, so it was good to check that place out. They are planning a non-profit focused event next month at Branchline. She is meeting with them tomorrow to help strategize with them to help us out going forward.

MassAccess annual meeting - today virtually. There were a number of legislators and staff involved in the call which was great. Still no progress on the streaming bill, which is still in Ways & Means committees. James asked about whether there was an email list or forum where people could post and Andrea said there is one that she has posted in the past.

Meeting with the WMS principal - and wanting to collaborate with students to get interest in what we do. She also asked about what will happen to the equipment currently used in the temporary high school. He didn't know about it, so she'll look into it further. She'll also look at

previously donated equipment to the library and work with the librarian there. They're planning for a spring presentation. Also made a note about the robotics team.

George made a comment about a line item to move equipment to the new high school. There is not a line item for new equipment, so the assumption is most of it is moving over.

High school field trip to the studio. This was posted on social media and it was a lot of fun. This may lead to more work like maybe a podcast class. Matt mentioned Mike Reilly would be really interested in doing that in the future.

Andrea mentioned a meeting with the city manager about Zoom - There will be a switch to webinars for all meetings in the future. The city will be purchasing 20 webinar accounts for committees. There will be some training involved to help people be self-sufficient and hopefully protect meetings from Zoom bombing in the future.

Professional Development - training planned in March for the team.

Phillips power outage - didn't happen last week, so may happen in the future - George said that likely it will happen during February vacation. The main goal is to connect the container farm to better power. Working back from February vacation, it might be the week before that. But he assumes it will be during the vacation. This is also probably the same week of our regular meeting, so that might need to be moved again.

WBC - Watertown Open podcast 2/24

Teen workshop is planned for April vacation.

Andrea also spoke about the replacing of cameras - Panasonic HC-X2100 to replace old cameras. George mentioned this should come out of the equipment account for tracking.

Andrea recommends using the old cameras for workshops with kids or training sessions.

Chris made a motion to accept the report, seconded by James Approved by the board.

Rob recommended that the board approve \$6,273 for three cameras, seconded by Chris. Approved by the board.

### **8:08 - Old Business**

- Fundraising Subcommittee

Andrea wants to keep this subcommittee going to help Evelyn fundraise. David said that there is a lot of guidance that is needed especially with our future fiscal needs. He asked that committee set up a regular meeting, and would like to have a 3rd member. Sam mentioned that she could switch off the by laws and over to the fundraising. To be discussed at the next meeting.

### **8:11 - New Business**

- Board Chair Training Meeting Recap

David attended with Andrea since Chris was unable to go. He gave an overview of how things should work (Roberts rules) - this doesn't mean we have to do the letter of it all, but as a guideline for meetings. He'll work with Andrea to tweak the agenda to match the rules. They also received a packet on open meeting laws and we'll continue to keep improving what we do. One thing is that we need to approve the exec session minutes and when those items are closed, they need to be posted with regular minutes for public consumption in order to be compliant with the rules.

Elaine recommended people look in the google drive folder under Archived minutes for Executive session minutes and asked whether it would be better to be less precise in terms of quotes so that when they're released, they are more generic. David will give a more formal update at a future meeting.

- Thank you, Chris!

### **8:24 - Future Meetings**

- February 24, 2026
- March 17, 2026

Chris made a motion to adjourn, seconded by George. Approved by the board.

### **8:17 - Adjournment**