

CHESHIRE TV BOARD MEETING MINUTES  
Regular Meeting – February 04, 2020  
Masiello Classroom – Heberton Hall

BOARD MEMBERS PRESENT: Joe Bendzinski, Thomas Cook, Andy Hunek, Rob Miliken, Dave Payson, Pat Rainey, Thomas Travers, Jodi Turner

BOARD MEMBERS ABSENT: Ken Colby, Nancy Wilkinson

CTV MEMBER PRESENT: Mark Nelson, Mike Williammee

OTHERS PRESENT: Christine Germano, applicant for board position

Called to order at 5:30 PM

1. Review and approval the January 2020 minutes postponed until the March 2020 board meeting
2. Introduction of Kristina Germano. Kristina Germano is considering joining the Board of Directors
3. Election of Board Secretary  
Discussion: Thomas Travers volunteered to fill the secretary position  
Motion to approve by: Thomas Cook Seconded by: Joe Bendzinski Passed unanimously
4. Executive Director Position outreach, MRD R Meetings and Thrive feedback  
Discussion: The Executive Director job search is expanding in range and in types of advertising platforms. The board will continue to utilize Thrive
5. CTV staff daily operation financial concerns  
Discussion: Staff was informed that the Board is seeking fill the current executive director's position with an Executive Director not an administration assistant. The board will inquire with the city of Keene to extend insurance coverage to CTV employees. CTV employees will pay for the insurance. The board will follow up with the city regarding building access and heating concerns. The board authorized advertising for Videographers  
Motion: Thomas Cook - Reinstitute a petty cash fund. Fund limited to \$ 50.00. With weekly reconciliation by a board member and all disbursements, with supporting documentation recorded on a petty cash log  
Seconded by: Dave Payson Passed unanimously
6. New Business?  
Discussion: Cheshire TV produced training videos  
Motion: Thomas Travers - To host a "Producer's Night" at the Cheshire TV offices at 6:00 PM on Friday April 3. Purpose is to introduce producers to one another, brainstorm, share techniques and ideas. Additional information to be presented by Jodi Turner and Thomas Travers at the March board meeting  
Seconded by: Rob Miliken. Passed unanimously

7. Motion to adjourn made at 7:03 by Andy Hunek , seconded by Joe Bendzinski .  
Passed unanimously
8. Next meeting to be held March 3<sup>rd</sup>, 2020 in the Masiello classroom, Heberton Hall

Respectively Submitted

Thomas Travers

Secretary



BOARD OF DIRECTORS Meeting

Tuesday February 4, 2020

AGENDA

- 1.) Postponed - review and approval of January minutes.
- 2.) Introduction of our planned visitor, Kristina Germano.
- 3.) Election of Board Secretary
- 4.) Executive Director Position outreach, MRD R meetings at 2P, and Thrive feedback - Tom
- 5.) CTV daily operation financial issues – petty cash, under \$500, training PCs, etc. – Tom
- 6.) New business?



Thomas Travers <ttravers25@gmail.com>

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## [ctvboard] February Meeting

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**t.foolery@earthlink.net** <t.foolery@earthlink.net>  
Reply-To: ctvboard@googlegroups.com  
To: ctvboard@googlegroups.com

Mon, Feb 3, 2020 at 2:32 PM

Folks:

Forwarding to you Dave Kirkpatrick's recent e-mail I requested regarding modifications needed to the facility, functionality, etc. I have these as Agenda items but thought you might like to know in advance we'd be discussing them...

TC

**From:** D Kirkpatrick <[dkirkpatrick@cheshiretv.org](mailto:dkirkpatrick@cheshiretv.org)>  
**Sent:** Monday, February 03, 2020 8:37 AM  
**To:** [t.foolery@earthlink.net](mailto:t.foolery@earthlink.net)  
**Subject:** Re: February Meeting

Hi Tom,

A quick reminder of the things we talked about on Thursday:

in order to make the changes we've been talking about and planning on over the past years, I feel Rick and I should be able to execute purchases and installations. Large items will still be approved by BOD but we'll need to be able to buy smaller and misc items directly. Use another bank account for approved purchases, perhaps fund it to (x) for ongoing needs. We waited for a long time and said we'd start building and buying the things once the move was complete. We did this to be sure we had enough on hand to do all things necessary, and we did. Now's the time for the 2nd their items that will make the place nice to work in, and attractive to members. Since July 2019 we've been waiting on furniture, new tripods, computers, window and wall treatment, lights for the studio, etc. Small parts and supplies as well should be easier to get, and having a cash drawer we can make use of would be helpful.

CTV Security should be part of our improvement spending plan, our window in combination with poor design leaves us open and vulnerable to theft. The equipment room is not visible to staff when at our desks or in the studio, everything we own is left accessible to the general public for much of the day. It's not a question of whether something will be stolen, IMO, just what and when. We should get ahead of that.

Members also have equipment wishes and needs requests that have not been acted on, and would make us more attractive to new and existing producers.

\*\*Healthcare Benefits through the city? We'd still pay it but get on their plan. Dave Richards has in the past said he didn't see why not and he may be able to help us with this.\*\*

Thursday MRDT meetings at 2PM going forward, and you will be our go-to for issues.

Building issues with City of Keene:

Top door is not helpful for load in. We'll need keys for the P/T and evening field crews, getting keys from the City has been especially slow and problematic. These are special keys that cannot be produced locally. The way things are, a staffer needs to be able to get up two steps to open or close the business, I'd be concerned about ADA issues leaving the courtyard, our main entrance, gated and locked when the library is closed.

We don't have access to heat controls, and the place has been too cold to work at night and on weekends. We were assured we'd have control.

A reminder that the access to this facility and equipment is part of our perks, this has eroded significantly, including access, the functionality of the studio, and a failure to acquire and repair/replace equipment, again, as we all said all along that we'd do once the move was complete. Things should be getting better for members and employees, not worse.

Regarding hiring employees, rather than one 30 hour person I feel we really need several P/T evening people IMO, as my field crews have been dwindling. We should try to offer something somewhat regular, so people will stick around. These people could grab a day shift or two to fill in hours, learn the daytime drill, and offer us a helper in the studio now and then. Several shows could make use of a clips guy or a cam-op to improve our product if we could plan on having the regular help.

Not sure what I'm forgetting, but this is a start.

Dave Kirkpatrick

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You received this message because you are subscribed to the Google Groups "Cheshire TV Board" group. To unsubscribe from this group and stop receiving emails from it, send an email to [ctvboard+unsubscribe@googlegroups.com](mailto:ctvboard+unsubscribe@googlegroups.com).

To view this discussion on the web visit <https://groups.google.com/d/msgid/ctvboard/008701d5dac8%24b1cbb750%24156325f0%24%40earthlink.net>.