

CHESHIRE TV BOARD MEETING MINUTES  
Regular Meeting – April 07, 2020  
Zoom Meeting : Host – Thomas Travers

BOARD MEMBERS PRESENT: Joe Bendzinski, Ken Colby , Andy Hunek, Rob Miliken,  
Dave Payson, Thomas Travers, Jodi Turner

BOARD MEMBERS ABSENT: Thomas Cook , Pat Rainey, , Nancy Wilkinson

CTV MEMBER PRESENT: Dave Kirkpatrick, Mark Nelson

OTHERS PRESENT: None

Called to order at 5:34 PM

1. Review and approval the January 2020 minutes  
Motion to approve: on hold
2. Review and approval the February 2020 minutes  
Motion to approve: Jodi Turner, Seconded: Andy Hunek, passed: unanimously
3. Nomination of Thomas Travers as temporary executive chair and Jodi Turner as temporary executive vice chair until October 2020  
Motion to approve: Jodi Turner, Seconded: Ken Colby , passed: unanimously
4. Resignation of Nancy Wilkinson, city of Keene appointee, received April 06, 2020
5. Nomination Kristina Germano to the Board: Motion to approve: Jodi Turner, Seconded: Dave Payson passed: unanimously
6. Review , discussion and approval of the Quarterly financials for the period ending March 31, 2020. Discussion: Several deposits not posted to software accounting system. Several invoices not submitted to accountant for processing. Recommendation: tighter review of financials.  
Motion to approve: Jodi Turner, Seconded: Andy Hunek, passed: unanimously
7. CTV operational update while Mark Nelson was absent due to vacation and covid-19 self-quarantined in New York state
  - a. The station is closed to the public. Limited on-site staffing. Staff is wiping equipment
  - b. Rick is handling office responsibilities: Deposits, mail, scheduling programs, studio
  - c. Dave is recording outside shoots and some studio work
  - d. Conan processing video transfers, Mark to follow up of schedule
  - e. Joe Bendzinski is making deposits and verifying payroll

- f. Dave Payson and Jodi Turner conducting weekly CTV meeting with staff
  - g. Mark monitoring voice mails and payroll
  - h. Discussion of a Production Crew subcommittee
  - i. Discussion Rob Milliken to network office computers. Most computers already updated to Windows 10
  - j. Results of the March 11, 2020 physical inventory. A review of check –out policies and adherence to current policies. Post COVID-19 check-in, check out policies discussed
  - k. The Nexus system. Access AV is no longer an authorized vendor for Nexus. Mark has contacted 3 vendors. The system may be operational by the May 2020 board meeting
  - l. Executive director search placed on hold during the COVID-19 pandemic
  - m. Re-affirmed Mark Nelson is the Executive Director of Cheshire TV
  - n. Discussion concerning part-timers vs robotics, remote tripod controls, board involvement in recording put on hold
  - o. Approved high speed computers update. Joe Bendzinski unable to provide a completion date. He has been unable to obtain parts. Mark Nelson will obtain bids from 2 local companies to build systems. Joe Bendzinski to provide a completion date.
  - p. Staff participating in the New Tek certification training
  - q. Staff request for insurance/eye screening through the City of Keene - on hold
8. Producer’s Night previously approved, On hold until further notice
9. New Business: Review mission Statement and Vision of Cheshire TV
10. Motion to adjourn made at 6:34 PM by Jodi Turner , seconded by Thomas Travers .  
Passed unanimously
11. Next meeting to be held May 5th, 2020. Zoom meeting is to be hosted by Thomas Travers

Respectively Submitted

Thomas Travers

Secretary

CHESHIRE TV – Finance Report  
April 7, 2020

Members Present

Joseph Bendzinski  
Thomas Travers  
Andy Huneck – Excused

The meeting was called to order on March 31, 2020 at 5:30PM.

The Treasurer that all time cards were reviewed thru March 31, 2020. To the best of my knowledge, time cards appeared to be accurate and correct.

Although CTV has been closed. FTE and necessary PTE's are being paid.

The committee reviewed the following documents for Jan – April 31, 2020. (third quarter)

Profit and loss statements for Jan, Feb March and for the quarter  
Balance Sheet – March 31, 2020

In summary, the following was shown for the quarter:

Profit and loss

Total Income – 26,874.32\*  
Total Expense – 41,908.79  
Net Income – (15,034.47)

Balance Sheet

Contingency Fund	32,662.47*
Equipment Replacement Fund	6,031.11
Petty Cash	194.15
Scholarship Fund	1,106.63
General SBW Checking	135,714.42
Total Bank Accounts	175,708.78

- It is evident that because Mark is on vacation all income and expenses are not being forwarded to Lynn Rust accountants. I deposited 18,154.25 in contract and franchise fees on March 12, 2020 which is not reflected in our reports and 14, 150 from Keene is not showing for February. A total of 32,304.25. That would give a quarterly income of 17,269.78 less unreported expenses. Which I believe will be in the 3 to 4 thousand range
- Contingency fund cannot be dropped below 10,600.00

This quarter appears to leave CTV in an excellent condition in net income. Taking in income and projected expenses at 4000.00 would leave a quarterly income of 13,269.78 or approximately 4423.26 per month net income

In comparison I ran our income for the same period in 2019. At that time our quarterly net income was 759.09 or 253.03 per month

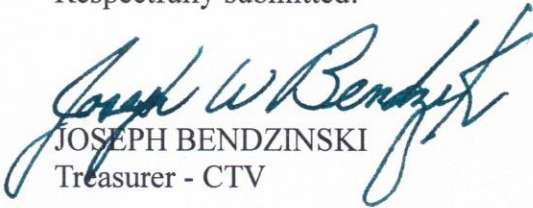
Financial documents have been presented to the board via zoom meeting. Those not present can request the documents from the treasurer.

New Business

No requests have been submitted to the finance committee from the board.

Again thank you to the committee members for their time and participation.

Respectfully submitted:

  
JOSEPH BENDZINSKI  
Treasurer - CTV