

CHESHIRE TV ZOOM BOARD MEETING
Regular Monthly Board Meeting – October 6, 2020

UNAPPROVED

MINUTES

BOARD MEMBERS PRESENT REMOTELY: Steve Hooper, Jodi Turner, Ken Colby, Kristina Germano, Dave Payson & Pat Rainey

BOARD MEMBERS ABSENT: Andy Huneck, Robert Milliken, Mike Williammee

QUORUM: Yes (6)

CTV MEMBER PRESENT: Lee Perkins, Kryston Clouse & James Bemis

OTHERS PRESENT: Robin Snow

Meeting called to order by Jodi Turner, Board Chair at 5:30 PM

1. Tabled approval of September 1, 2020 Board Minutes
2. Tabled approval of September 28, 2020 Special Closed & Sealed Board Minutes - Motion
3. Status of Executive Director
 - a. Termination of Interim Executive Director, Tom Travers 9/28/20
 - b. Search continues – Acquiring assistance of Aptiva HR
4. Operational Updates - Executive Director's Operational Update from Tom Travers

OU - Old Business

Nexus ordered from Valley Communications Systems, Inc (\$ 22,624.38) Installation by Access AV (\$ 5,674.00) for a total of \$ 28,298.38

Network Public wireless access point operational. NAS in installed. Initiated file uploads and mapped drives

2020-2021 Budget Completed

2019- 2020 Annual Report - Report is drafted, waiting the audit results. The Town of Swanzey and City of Keene were notified that the budget is completed and will be forwarded along with the annual report once the audit report is completed by our accountants.

High speed computer arrived and in operational in the training room

Video Transfer – no activity since last month. New England Art Reproductions will start an advertising campaign. We can expect an increase in business

Countertop installation in training room on hold

Bulletin board slides updated by Alex Fleming

Facil update. Much of the database is inaccurate and obsolete. Therefore, the information reported in the annual report is inaccurate. a. Daily backups now performed

Snapshot. Weekly statistical reporting of key operational data

Website. Procedures in place to have website updated weekly

Team Viewer. Lee Perkins access to team viewer have been terminated

OU - New Business

Executive Director. A prospective candidate toured the station and has submitted a resume

New Hire. Hired Alex Fleming a former Cheshire TV intern. Alex started full September 21st. Alex has Nexus experience

Health Care coverage. Contacted Pilgrim Healthcare for an insurance quote. Claremont TV is covered by Pilgrim Health care and the station recommended them

Thanksgiving Program. Cheshire TV is producing a community “thank you” program. Residents are asked to say what they are thankful this year. Mayor George Hansel is on aboard to provide the opening and closing thank you, The Keene Library is interested as well as the Monadnock Board of Realtors. Peter Kelleher will edit the footage. The program is to be broadcast Thanksgiving Day

Membership. Membership has increased by 50% since the end of July from 33 members to 50. No system in place to contact expiring member or producers. No system in place to contact new members.

Producers. Peter Kelleher is developing a historical series and has picked up Kris Roberts, Pastor Michael Hall. In addition, Peter is producing “Truth in the Midst of Lies”, “Why Jesus”. Peter will also be inserting the opening and closing credits for a returning producer, Christian Life Fellowship (CLF)

Remote Broadcast. Initiated review of the Tricaster Mini system. The Tricaster Mini simultaneously records, streams and broadcasts from field location(s). The Tricaster mini connects to the studio’s TC-1 through our network. The live broadcast feed goes into the studio’s TC-1 then into the Nexus. Approximate cost is \$ 10,000.00. The Tricaster Mini will replace the existing, outdated TV in a box system. This planned purchase is within the current year’s equipment purchase budget of \$ 66,000.00

SAU 29 School Board meetings Full school board meetings commence in October, The SAU is looking for the station to cover the meetings. This will be a 4 – 5-person operation. Volunteers Aaron Potter and James Bemis have been contacted and are available

Inventory. Otto has started inventorying the station's inventory. Worksheets have been prepared and sorted by physical location

5. Transfer of Treasurer Responsibilities – Transition in Process
6. Thrive/ Aptiva HR – Assistance w/Staff and Executive Director Search
7. Insurance – We Continue to uncover & research
 - a. Workman's Comp
 - b. Cablecast Liability
 - c. Commercial Insurance/ Liability Insurance for Board
 - d. Health Insurance – Pilgrim Healthcare
8. Cheshire TV mission statement/vision Updates – Kristina G, Andy H & Mike H – Tabled until 2021
9. Establish & Confirm Committees & Election Officials - **Motions**
 - a. Inspectors of Elections – Joe Bendzinski – *Motion made for Joe to be accepted as Inspector of Elections for 2020 voting in new Board Members made by Dave Payson, 2nd by Ken Colby*
Passed Unanimously
 - b. Nomination Committee – Jodi Turner, Robert Milliken & Dave Payson - *Motion made Jodi, Robert & Dave to act on the Nomination Committee for 2020 made by Kristina Germano, 2nd by Ken Colby*
Passed Unanimously
 - c. Discussion on timing of Board Election – Start Date begins 90-days prior to Annual Meeting date
 - i. Date & location established & Inspector of Elections named
 - ii. 60-Days prior – Nomination Committee established & nominations opened
 - iii. 30-Days prior – Inspector of Elections Oversees – Email to Members stating applicants and deadline for entries/ Notification of Annual Meeting on CTV Channels
10. This year's Annual Meeting - Tuesday, October 20, 2020 – Zoom – Reminder
 - a. This year we are looking for three new Board Members
 - b. Informed by Lee Perkins that due to our lack of following procedures we must start over.
11. New Business – None seen
12. Closed Session – CTV Board – Sealed upon completion – **Motions**
 - a. Motion made to go into closed session by Dave Payson. 2nd by Kristina Germano
Passed unanimously
 - b. Motion made to seal the minutes of the closed session by Kristina Germano. 2nd by Ken Colby
Passed unanimously

c. Motion made to come out of the closed session by Ken Colby. 2nd by Steve Hooper

Passed unanimously

13. Motion made to change the date of the next meeting from Tuesday November 3, to Tuesday, November 10, 2020 at 5:30pm on Zoom, due to Election Day by Kristina German. 2nd by Ken Colby

Passed unanimously

14. Next Regular Monthly Meeting – Tuesday, **November 10, 2020** – Zoom (Due to Election Day)

15. Meeting adjourned at 6:38pm

Respectfully submitted by Jodi Turner, Board Chair
in the Absence of our Secretary 10/7/20