**CTV BOARD MINUTES - Friday, 11-Mar-2022, taken by Joe Tyndall**

The meeting began at 1:32. Present: Verna, Dan, Kevin, Ray, David, and Joe. Absent: Elandus.

A recording of this Zoom meeting was made by Dan. CTV now has the Zoom Pro software.

Minutes were emailed twice, once with a pdf of **Robert's Rules of Order**. Approved 4,0,2,1.

Status - State registration of CTV corporation (underway - Dan, Joe, David, 2 weeks)

Status - Bank account access (requires State registration, Dan, Joe, David, 3 weeks)

Status - Remote access to the broadcast head-end

Verna had not read the writeup in the agenda and asked that Joe read it for her. A list of options was provided with Splashtop ($100 per year) recommended. Verna wanted Joe to do more research on this. Joe objected. The motion in the agenda to allocate $150 to set up remote access to the head-end computer was tabled (6,0,0,1) until the next meeting so Verna could research remote software including TeamViewer, which Neil Moyer recommended. Vera had read Neil Moyer's response to this agenda item that was forwarded to her by Bill Loud. Note: Upon further review, TeamViewer was in the list of software considered but was not suggested because it costs $1235 per year.

The ongoing low sound problem - some CTV programs play at low volume - most are fine

Joe spoke to this. The problem did not exist until Comcast upgraded the equipment on their part of the signal path (years ago) to prepare for HD broadcast. After the problem emerged, a T-connector was installed at the input to Comcast's Ericsson box giving us the ability to monitor the signal leaving the CTV head-end. On every occasion when the problem was present and Joe monitored the signal at the T-connector, the sound going into the Ericsson box was okay. (Note: Kevin has reinstalled the T-connector. The low volume problem was happening at that time. The sound level from CTV was good.) Verna then read Neil Moyer's email "correcting" Joe's interpretation of a conversation between Joe and Neil. Verna wanted Joe to do more work. Joe said this was pointless until Comcast acknowledges the problem is in their portion of the signal path. Joe and Tom spent many hours talking with Comcast, who refused to accept the problem was at their end. Verna volunteered to spend time at CTV monitoring for the problem. Someone (likely with Neil involved) needs to restart this conversation with Comcast.

CTV being charged for engineering work per conversation with Neil Moyer. CTV operates off $9,500 yearly from the City of Eugene. We have savings, but now that Joe does not have access to the studio, this will quickly be eaten up by engineering fees, especially if Neil does not comprehend the problem accurately. Verna then changed the discussion to contracts. This then evolved into our bank balances. Verna has been looking for contracts in the hanging folders and found recent bank statements. Checking $4347.88. Savings $11,588. Third account $1296.81. Best guess, the mail was put in a drawer at the office without telling folks. Verna then brought up insurance. The Liberty Mutual policy ($780) is paid up. Joe brought up generating a budget. What are the priorities? The PEG grant is also coming in April. Other topics were touched upon.

Bill Loud has requested a tax receipt and to be reimbursed. An email was sent with pictures of the items and prices. These are not receipts as one would attach to an expense report. If these items are donations, the actual receipts should be attached to a note requesting a tax letter. There are also scanned receipts for about $80 in the email for postage for the board election mailings. Again, an expense report with the physical receipts attached is standard practice.

Motion - Bill Loud will not be paid until he submits a detailed accounting (passed 5,0,1,1).

Motion - David will contact Bill to discuss this with him (passed 6,0,0,1).

During the discussion, Verna spoke about a meeting with David Atkin where "off the books" "donations" were discussed. This again raises the issue of unauthorized legal expenditures to be paid for on CTV's nickel where some board members (now former) discuss how to get around other board members that were not invited to the meeting. This is likely a conflict of interest.

Recovery of passwords and account information from Bill. Dan indicated we now have this.

Initiate a review of the CTV bylaws - Issue raised, but the subject was quickly changed.

Initiate a discussion of CTV's future. Ray suggested commercials to motivate new members on our channel and to fix the sound. The discussion ended here.

Kevin made a motion to require new Cablecast Request forms from producers (passed 6,0,0,1). A committee was formed with Kevin, Verna, and Joe to generate a mailing to producers. Kevin will generate a list of producer numbers for programs that might be played.

It's now 3 pm - Next meeting was set for Friday, March 25, 2022, at 1:30pm (passed 6,0,0,1).

Programming - Bill is quitting. Verna delayed setting up remote access for two weeks. Had we installed it this past week, Joe would likely already be programming remotely. Do we have the people to do programming? Who will build the schedule? Verna will sponsor DemocracyNow.

Keys - Dan is searching for who has keys to the studio. Do we want to re-key the studio? Verna says a request is in the pipeline to rekey ($250).

Meeting adjourned at 3:06.

Joe sent copies of **Robert's Rules of Order**. Let's use these to stay on an agenda topic until it is resolved. We also voted to limit talking to one minute (unless more time is voted). Enforcing this will end "filibustering." Also, during a person's time, they are not to be interrupted.