

# Board Meeting November 28, 2022

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November 28, 2022 12:30 PM

## ATTENDEES

Dan Koozer, Verna Reidy, Joe Tyndall, Fawn Dietz, Kevin Corridon, Ray Gruener, David Igl

Note: A quorum is present, and a recording was made.

## AGENDA

### Last Meeting Follow-up

1. Bank Balance
  - a. Checking: \$3780.67
  - b. Savings: \$17,589.92
  - c. Additional Account: \$1,296.81
2. Check signers - waiting for a call or contacting the bank directly.
3. New Macs - two new ones are up and just need final setup; others are sitting on the table and need to be put together.
4. No progress on the technical contact sheet.
5. The county doesn't have the death certificate record after 6 months, need to go to Portland for the state office.
6. Security System - 3 cameras are working; the rest must be set up.
7. Keys - at least 9 doors that need to be rekeyed, information sent back, and waiting for a response.
8. Programming - is better, but some issues still remain.

9. Lights are taken down as they are replaced, a suggestion that they are given away. No vote.
10. Black Magic camera battery pack options were presented. No vote. Cost potential: up to \$1000, proposal expected at the next meeting.
11. LED lights - they are working well; we may want to get more for the "blue wall." No vote.
12. Website - 62 visits, 1200 impressions on Google. Many visits are likely from looking at the new site.
13. YouTube/CableCast request form - electronic version available. Discussed how to do this and if it should be done each time video is submitted.
14. Outreach - Holiday Market potential, looking at scheduling. Suggestions to reach out to homeschool groups, schools, and nonprofits in the area. Potential discussed to create a competition for kids to produce a show about something local (business, event) and get a prize. Add to the next meeting agenda proposals to be submitted.
15. LCOG Contract - says we need at least 20 hours of new programming per month, but CTV has not produced that amount of new content monthly in years. Rewrite and discuss with LCOG. Data will be collected by the next meeting to see how much content is currently being produced. Meet in 1 week to look at the contract specifically.

## **New Business**

- Joe resigned as Board Secretary, and a vote was held to instate a new Secretary. Fawn won the vote with a 4-2-0-1.
- Potential to add scan of mail from the post office. No vote was taken or action discussed.
- The accusation of "not a safe environment" has been made and will be discussed next meeting.
- Set a date for CTV Board Election - February 26, 2023, 7-0-0-0 vote (Fawn made a motion, Joe seconded), February 10, 2023, ballots to be mailed. January 20, 2023, solicit candidates mailing to send. These dates were approved (Kevin made a motion, and Ray seconded) 7-0-0-0

## NOTES

- Request for Board members to provide information for the website per email sent out.
- No vote on meeting minutes from the last meeting.
- Extra meeting on Monday December 5, 2022 at 12:30pm to discuss LCOG contract specifically.

## ACTION ITEMS

1. Contact Bank to settle check signers.
2. New Macs should be set up, and software and other configuration should be needed for all Macs recently purchased.
3. Email Secretary with user names and passwords for new accounts that have been set up.
4. Get the death certificate.
5. Finalize security camera setup.
6. Get doors rekeyed.
7. Work on remaining sound issues.
8. Proposal for Black Magic battery packs.
9. Order approved LED lights.
10. View new online forms for approval.
11. Contact Holiday Market and set a date.
12. Proposals for other outreach options ie, youth contest.
13. Go over LCOG contract and note issues and suggested changes.
14. Proposal for extra items in the studio taking up space.
15. Draft for yearly membership meeting announcement on website.
16. Secretary to draft yearly membership meeting letter for approval by the Board at the first meeting in January.

## NEXT MEETING'S AGENDA (December 12, 2022 at 12:30pm)

- A. Operations
  - a. Bank Statement Report
  - b. Mail Report
    - i. Vote on Scanning Mail

- c. Website Statistics Report
  - d. YouTube Statistics Report
  - e. Bank Signers Update
  - f. Technical Contact Sheet
  - g. Death Certificate Update
  - h. LCOG Update
  - i. "Not A Safe Environment" Discussion
- B. Studio Business
- a. Keys Update
  - b. Junk in Studio
  - c. New Macs Update
  - d. Security System Update
  - e. New LED Lights Order Update
  - f. Disposal of Old Lights
  - g. Black Magic Battery Pack Proposal
- C. Programming
- a. Sound Issue Update
  - b. New Programs Submitted (Hours: Minutes)
- D. Outreach
- a. Holiday Market
  - b. Non-Profit Outreach
  - c. Youth Contest Proposals
- E. Bylaw Discussion