

# Board Meeting December 11, 2022

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December 11, 2022 12:30 PM

## ATTENDEES

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

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

## AGENDA

### Last Meeting Follow-up

#### A. Operations

- a. Motion to postpone meeting minutes Yes- 5, No- 0, Absent- 1.
- b. Bank Statement Report no report is available at this time due to tech issues on the bank's website.
- a. Mail Report
  - i. No David Igl had tech issues when we covered this and wasn't available to give a report. He will report at the next meeting.
  - ii. Vote on Scanning Mail. Yes- 5, No- 0, Absent-1
- b. New Members
  - i. David DeRienzo spoke about his history and experience. He wants to help at CTV and offers to volunteer, potentially as a board member.
- c. Website Statistics Report - 1500 impressions, 48 clicks from search, 92 users overall in the last 28 days.
- d. YouTube Statistics Report - none to report. CTV needs signed releases from producers before starting.
- e. Bank Signers Update - Kevin signed, which was supposed to be the final hurdle; Dan will get ahold of the manager for additional documentation requirements.

- f. Technical Contact Sheet -no change.
- g. Death Certificate Update - David contacted and hasn't heard back from the state vital records
- h. "Not A Safe Environment" Discussion- table it to focus on other pressing matters, Yes- 6, No- 0.

#### B. Studio Business

- a. Keys Update - A letter was received from the facilities manager of 4J since the last meeting, the response was sent, and we are now waiting for their response. Objection to the content of the letter sent on behalf of the CTV board.
- b. Junk in Studio - Kevin to work on it over winter break.
- c. New Macs Update - Kevin is unsure of what we need to do, David D. will come to the studio over winter break to assist and transfer files. PCs will not run DaVinci Resolve; submit a proposal for new PCs. New Macs come with the function to save files in a format to go between Mac and PC.
- d. Security System Update - all 4 cameras are working. They are in the office, equipment room, edit bay, and back wall of the head end room. The request was made to put one in the studio.
- e. New LED Lights Order Update - Lights need to be ordered; Kevin volunteered to do this.
- f. Disposal of Old Lights - The board discussed the potential donation options, but LCOG must be contacted before donating if they were purchased with that funding.
- g. Black Magic Battery Pack Proposal - No proposal available, will create one soon.

#### C. Programming

- a. Sound Issue Update - One issue has been corrected by replacing the Erikson box. The second issue was from problems transferring to the current system, potentially due to the over-compression of the files. However, we have the originals to reload, and Verna and Kevin to meet to download from the original; David D has experience in this and volunteered his assistance.
- b. New Programs Submitted (Hours: Minutes)- programs monthly:  
Requested Note: the metrics of hours alone aren't the most important to track, although they are what LCOG requests.
  - i. 2021 Programs Submitted
    - 1. January 10

2. February - 8
3. March - 5
4. April - 14
5. May - 22
6. June - 9
7. July - 12
8. August - 15
9. September - 7
10. October - 11
11. November - 8
12. December - 1

ii. 2022 Programs Submitted

1. January - 14
2. February - 3
3. March - 4
4. April - 9
5. May - 14
6. June - 7
7. July - 4
8. August - 4
9. September - 3
10. October - 17
11. November - 10
12. December (as of the 11th) - 4

D. Outreach

- a. Holiday Market - Shout Out booth for the 17th with John Duran from 9-4.
- b. Non-Profit Outreach - proposals not submitted
- c. Youth Contest Proposals - proposals not submitted

E. Bylaw Discussion

- a. Motion to Have a Lawyer Review All 3 Bylaw Versions
  - i. Yes- 4, No- 1, Abstain- 1

[New Business](#)

- Membership Forum Proposal and Discount

- Will discuss this at the next meeting after everyone has read the proposal that was sent. A brief synopsis of the hosted community form and membership website plugin was given.
- Censorship on the Website/Rules for Moderation
  - It was agreed to turn off the comments until we have a consensus on how to moderate the website.
- Motion to Remove Voting Member
  - The motion was tabled with a vote of 6- Yes, No-0.
- LCOG Discussion
  - Dan wants to work on Fawn's version of the LCOG letter but suggests including Joe's as a historical opinion.
  - It was suggested that the problems don't need to be at the forefront but should be present. Include aspirational information, a vision plan for CTV, and more.
  - The board discussed the actions of the previous board, and Joe detailed his issues with Neil Moyer.
  - Motion to use the proposed version of Fawn's letter with further editing. Vote Yes -5, No-1.
- Next meeting was set for December 19 at 1230.
- Ray Gruener resigned via email on December 8, 2022.
  - Motion for David DeRienzo to become a board member. The vote was 6-Yes, No-0.
- Dan motioned to adjourn the meeting, which was approved with a unanimous vote of Yes- 6, No- 0.

## NOTES

- Request for a discussion on how the votes are recorded.
- Discussion on the vision of CTV and how we will get there was requested.

## ACTION ITEMS

1. Proposals needed - Black Magic battery packs, PCs for video editing, non-profit outreach, youth contest outreach,
2. Order new LED lights
3. Sign CTV up for mail to be scanned
4. Contact the bank

5. Contact LCOG about the donation of old lights
6. Contact the state vital records office
7. Get new Macs set up
8. Work on clearing space in studio
9. Reload programs with the sound issue
10. Get estimates from lawyers to review bylaws
11. Read proposals submitted
12. Read and review the submitted LCOG letter and suggest edits

## **NEXT MEETING'S AGENDA (December 19, 2022 at 12:30pm)**

### **A. Operations**

- a. Bank Statement Report
  - i. Primary:
  - ii. Savings:
  - iii. 3rd Account:
- b. Mail Report
  - i. Important Letters:
  - ii. Update: Sign up for Scanning Mail
- c. Website Statistics Report
  - i. Users:
  - ii. Clicks from Search Engine:
  - iii. Impressions on Google:
- d. YouTube Statistics Report
  - i. Views:
  - ii. Followers:
  - iii. New Followers:
- e. New Programs Submitted
  - i. Programs (this month in #):
  - ii. Programs (this month in hh:mm:ss):
  - iii. From Producers (# of producers submitting programs):
- f. New Members
  - i. New Members (this month in #):
  - ii. Contact/Volunteer Requests:
- g. Bank Signers Update
- h. Technical Contact Sheet
- i. Death Certificate Update

### **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
  - h. Require Programs Submitted via AirTable
  - i. Require Equipment Checkout via AirTable
- 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. Contracts and Legal Documents
- a. Mission/Vision for the future of CTV
    - i. Goals
    - ii. Orientation
    - iii. Potential Scorecard
  - b. Bylaw Discussion
    - i. Lawyer proposals
  - c. LCOG
    - i. Edits needed
    - ii. Motion to send
- F. Tabled Discussions/New Business
- a. "Not A Safe Environment"
  - b. Vote to Remove John Duran (voting member)
  - c. Submitted Proposals:
    - i. Website Community via Discourse Hosting
    - ii. Website Plugin via MemberPress
    - iii. PCs for editing
    - iv. Youth Contest
    - v. Video sales of Events
    - vi. Website sales of Print on Demand
    - vii. New Cameras to Purchase
    - viii. Free memberships for certain members/organizations