

Minutes of Meeting  
July 21, 2003

A meeting of the MCT Board of Directors was held at 7548 Standish Place in Rockville, Maryland on Monday, July 21, 2003. The Board members in attendance were:

Nancy Poole  
Francha Davis  
Bill Larson  
Fernando Cruz-Villalba

Elif Dogan  
Eugene Saunders  
Carla Satinsky

Also in attendance were Interim Executive Director John Hansman and MCT Board Assistant Dee Willett.

Roll Call

The following Board members, having previously advised of other commitments, were excused: Victoria Brailitsa, Stan Doore, Allen Edwards, Ginny Gong, Rev. Kevin Newcomer, Jim Robinson, Roald Schrack, Noreene Wells, and Stephenetta Benjamin.

Approval of Minutes of Previous Meeting

The minutes of the May 19, 2003 meeting were mailed to each Board member. Several corrections to the budget portion of the minutes were provided by Mr. Hansman. In addition, Ms. Poole noted that Ms. Wells' absence from the meeting was an excused absence. She further noted that without a quorum, the minutes could not be approved.

Budget for FY 04

Mr. Hansman reported on the following items:

Pension  
Equipment Contingency Plan  
Other Adjustments  
Approval of Department and G&A totals, additional expenditures possible if supported by new revenue, and the pension fund correction.

Budget Policy on Delegation of Authority to Executive Director

Treasurer Francha Davis reported that the Executive Committee has recommended that the Board develop and implement a new explicit policy for approval of budget amendments. The policy would provide some flexibility for the Executive Director to transfer allocated funds between departments and/or line items when necessary, with approval from the President and/or Executive Committee, without waiting for a Board meeting for full Board approval. Such a policy would outline the process for approval and the cumulative percentage limit relative to

the budget. The Executive Committee plans to present a draft policy at the September Board meeting. Ms. Davis invited input on the proposed development of the policy and asked that Board members e-mail their comments to her at [fdavis@casamontgomery.org](mailto:fdavis@casamontgomery.org).

#### Interim Executive Director's Report

Mr. Hansman presented the final budget allocations as described in his July 11 memorandum to the Board. He indicated that cutbacks in facility hours were a concern for some access users. Mr. Hansman added that it might be possible to address further the facility hours next year. Although a quorum was not present to officially accept the budget, those Board members in attendance did however give it their endorsement.

Mr. Hansman also reported on personnel changes. Most notably, Randy Debnam, Operations Director, resigned and been replaced by Mathew Pallithanam.

#### President's Report

Ms. Poole reported on the different sessions that she attended at the Alliance for Community Media conference on July 10-12 in Tacoma, Washington. The sessions dealt with new technology, database software to manage equipment and volunteers, and guidelines for hiring an Executive Director.

#### Executive Director Search Committee Report

Ms. Poole reported that 48 applications have been received for the Executive Director position. A first cut on the applicants will be made next week. The group then discussed the qualities that the new Executive Director should have to move MCT forward.

#### Old Business

Gene Saunders is continuing to serve as the Board's liaison to the Digital Video User Group (DVUG). He indicated that the DVUG has suspended meetings for the summer and will resume meeting at a new location in September.

#### New Business

Carla Satinsky reported that she had been contacted by individuals/groups of producers who lobbied the County Council during the budget process this spring. The groups felt that they helped MCT during the budget process and they would like to become more involved with the issues currently facing MCT. Bill Larson suggested contacting the producers/ groups and dividing liaison responsibility to them among the Board members. While it was agreed this might be desirable, for the time being Ms. Satinsky agreed to serve as the Board's liaison to these key constituents of MCT.

Mr. Larson inquired on the policy for airing tapes produced elsewhere on MCT. Mr. Hansman advised him that any Montgomery County resident could sponsor a show on MCT's channels. He volunteered to have Stuart Garfinkle, Programming Director, contact Mr. Larson directly to followup.

Fernando Cruz-Villalba shared that he is working with a group from the Latino community to produce a show that deals with issues facing Montgomery County's Latino community.

decision to continue through to the next phase will then be made. If the County budget allows, phase two may go into effect this summer.

Our working relationship with the County Government and other PEG programmers remains very solid with regular cooperation in areas of programming, training, funding issues and equipment sharing. The PEG Network continues to grow and prosper with a lot of help from the cable office in administrative support. This alliance is now becoming a national model.

Staff morale is very good right now; however, we have lost our Office Coordinator and are working on hiring a replacement.

Blair Lee, Host and Executive Producer of "21 this Week" stepped down due to extended responsibilities with his family business. We are committed to keeping this show on air, and we have a producer who is working on it with substitute hosts. We are interviewing for a new permanent host who will have the time and energy to produce this show.

The Monty awards were held at MCT on November 23, 2002 in studio A. MCT had a record turn out for the awards ceremony. The opening montage of clips from the awards show will be presented at the next Board meeting.

The Board discussed providing reporting of the value of MCT volunteer hours. Various nonprofits are currently providing this as a part of the value of the organization. The Executive Committee will provide guidance in this matter.

#### President's Report

Board President Nancy Poole discussed the following:

March is MCT's annual meeting as stated in the by-laws and is the election of officers. This year the Vice Presidents and Treasurer will be elected. Carla Satinsky has agreed to Chair the Nominating Committee and Noreene Wells also volunteered to serve on the committee. The Nominating Committee will also be responsible for examining the at-large seats and nominating individuals to fill those three seats. Ms. Poole asked if anyone else would like to volunteer. Gene Saunders volunteered to be on the committee. Carla invited the five new Board members attending to give her a call if they would like to participate in on the meetings.

Ms. Poole suggested that at each meeting one of the new Board member give a 10-minute presentation on the organization that they represent and describe how sitting on MCT's Board of Directors will benefit both the organization and MCT. Michelle Wolfe of the Habitat for Humanity volunteered for the first presentation, which will be at the March meeting.