

Montgomery

COMMUNITY TELEVISION, INC.

7548 Standish Place, Rockville, MD 20855

BOARD OF DIRECTORS

(301) 424-1730

Minutes of Meeting November 17, 2003

A meeting of the MCT Board of Directors was held at 7548 Standish Place in Rockville, Maryland on Monday, November 17, 2003. The Board Members in attendance were:

Stephenetta Benjamin
Victoria Brailitsa
Francha Davis
Stan Doore
Ginny Gong
John Hansman
Ginny Hillhouse

Bill Larson
Nancy Poole
Carla Satinsky
Gene Saunders
Roald Schrack
Alice Scipio
F. Noreene Wells

The meeting was called to order at 7:42 p.m. Richard Turner, Executive Director, and Dee Willett, Board Assistant, were also in attendance.

President Nancy Poole welcomed Richard Turner, the new Executive Director.

Roll Call

Board members, Fernando Cruz-Villalba and Allen Edwards, having previously advised of other commitments, requested excused absences. John Hansman moved and Alice Scipio seconded a motion to excuse them. The motion carried unanimously.

Approval of Minutes of Previous Meeting

Bill Larson moved and Carla Satinsky seconded a motion to approve the September 15 meeting minutes as distributed. The motion was approved unanimously.

Auditors' Presentation on FY 2003 Close Out

John Kincaid, auditor from Stoy, Malone & Company made a comprehensive presentation on MCT's financial statement for the fiscal years that ended June 30, 2002 and 2003. The complete statement was distributed in the Board meeting packets. Following his presentation, Mr. Kincaid answered questions, among them, Stoy, Malone's fee for conducting MCT's audit. His reply was \$10,500, which includes audit and preparation of the Form 990 for income tax.

Approval of County Benefit Plan

John Hansman explained that MCT received permission to participate in the Montgomery County insurance plan in the mid-1980s. We are currently required to re-adopt our participation in this plan. The County has allowed us to enroll MCT full-time and part-time employees who work 20 hours per week in the long-term care insurance plan. Noreene Wells moved and Stan Doore seconded the motion to re-adopt participation in the County insurance plan. The motion was approved unanimously.

President's Report

Ms. Poole reminded the Board of the upcoming Monty Awards Ceremony on Saturday, November 22, and the welcome reception for Richard Turner on December 15, and encouraged them to attend both events.

She announced that the dates of future Board meetings have been posted at MCT so that interested members may attend the meetings. Ms. Poole also mentioned the need for a process for non-Board members to have issues included on the meeting agenda. Mr. Turner agreed and expressed an interest in having an ad hoc committee of Board members develop a policy and procedures for individuals requesting a time to speak to the Board. Carla Satinsky stated that the League of Women Voters had drafted new rules for their annual meeting that would be relevant to this issue. She agreed to share the new rules with the Board.

Ms. Poole expressed her gratitude to the Executive Director Search Committee, Gene Saunders, Carla Satinsky, Jim Robinson, and Fernando Cruz-Villalba for giving of their time and effort through the spring and summer to assure the selection of the right Executive Director. She then thanked Mr. Hansman for his support to the Search Committee and MCT as Interim Executive Director. Ms. Poole presented him with a plaque to recognize his "outstanding leadership and superb management during extremely challenging times."

Executive Director's Report

Mr. Turner informed the Board that he will be meeting with the access users, directors, staff and board members. The results of these meetings will help to develop an understanding of the goals and objectives for building a work plan for MCT. The results of the meetings and the work plan will be presented at the next Board meeting.

He reported that he had delegated responsibility to each MCT department for control of its own budget. The department directors will be learning to exert control, reduce expenses, and avoid exceeding their budget allocations.

Mr. Turner further reported that he has been out in the community to meet with policy makers and representatives from the County Cable Office and the National Association of Telecommunications Officers and Administrators.

Mr. Turner reported that Training Director Cintia Cabib submitted an application and received a grant for \$4,900 from the Montgomery County Department of Health to develop three public service announcements in collaboration with the African American Health Program. She is also applying for a Community Empowerment Grant to enable MCT to continue and enhance production of the "Montgomery Mosaic" series.

Tom Robbins, a consultant working on the needs assessment for the down-County access center has been asked to make a presentation at the January meeting.

Mr. Turner reported that digital playback is almost online. There are some minor technical problems still to be worked out, but the new system should be online within a few weeks.

New Business

A work session on the FY 2005 budget submission will be scheduled before mid-December. The Finance Committee and other interested Board members are encouraged to attend.

Adjourn

Ms. Satinsky moved, and Ms. Wells seconded a motion to adjourn the open portion of the meeting. The motion carried unanimously. The meeting was adjourned at 9:25 p.m., and the Board entered closed session to consider human resource issues.