

Minutes of Meeting
March 21, 2005

The annual meeting of the MCT Board of Directors was held at 7548 Standish Place in Rockville, Maryland on Monday, March 21, 2005. The Board members in attendance were:

Theresa Cameron	Bill Larson
Fernando Cruz-Villalba	Nancy Poole
Ginny Gong	Eugene Saunders
John Hansman	Roald Schrack
Merrill Hessel	Paul Silverman
Ginny Hillhouse	F. Noreene Wells
Winnie K. Holbrooke	Francine Wyron
Tom Hoopengardner	John Zakian

Call to order

The meeting was called to order at 7:42 p.m. Richard Turner, MCT Executive Director, and Jane Lawton, Cable Communications Administrator, were also in attendance.

Roll Call

The following Board members, having previously advised of other commitments were excused: Paula Moore and Carla Satinsky.

Two proxies were sent to the board. Paula Moore designated Eugene Saunders to exercise her proxy. Carla Satinsky designated Nancy Poole to exercise her proxy.

Approval of minutes of February 21, 2005

Fernando Cruz-Villalba moved and Paul Silverman seconded a motion that F. Noreene Wells' unexcused absence from the February, 2005 meeting be changed and amended to excused. The motion carried unanimously.

John Zakian moved and Bill Larson seconded the motion to amend the February minutes to excuse the absence of F. Noreene Wells. The motion carried unanimously. The minutes are amended to excuse the absence of F. Noreene Wells.

President's Report

Procedural Disqualification of Proposed By-laws Amendments

Eugene Saunders stated that the Bylaws amendments proposed by Tom Hoopengardner were not being included on the agenda for this meeting because notice to all Board members was not delivered the required 10 day minimum period prior to the meeting.

Tom Hoopengardner moved and Merrill Hessel seconded a motion to appeal the decision from the Chair. This appeal centered around the time and the process by which the letters were delivered to the Board members.

The motion failed to carry with eleven opposed, two in favor and three abstaining.

Ginny Hillhouse reported the minutes of the Executive Committee Meeting of March 21, 2005:

- The meeting was called to order at 6:17 p.m.
- Eugene Saunders, President, Nancy Poole, Immediate Past President, Fernando Cruz-Villalba, Vice President, Ginny Hillhouse, Acting Secretary and Richard Turner, Executive Director were in attendance
- President's Report
 - The Bylaws were discussed in references to the schedule of meetings. The committee reiterated Article 3, Section 1 of the Bylaws which gives the Board President the authority to set regular meeting dates.
 - Jane Lawton, Cable Communications Administrator, will be discussing the down county report and the County Executive's budget as related to MCT and the down county facilities at the March 21, 2005 board meeting.
 - Eugene Saunders described the election procedures and referred to an e-mail sent out February 9, 2005. The members present discussed the Bylaws committee procedures and the anticipated time table for work of that committee. The committee also discussed the Alliance for Community Media Conference to be held in Monterey, California in July.
 - The Executive Committee mentioned the filing of the Financial Disclosure Statement for all Board members.
 - Richard Turner was invited to apply for Leadership Montgomery and the Committee decided to refer consideration to the full board.
- The Executive Committee meeting adjourned at 7:22 p.m.

Jane Lawton – Down County Report

Jane Lawton, Cable Communications Administrator, complimented the Board and the Executive Director on presenting positive and informative information about MCT to the County Council and the County Executive.

Ms. Lawton informed the board that MCT received an increase in the budget and also the opportunity to use the new Mobile Production Van which will be available to all PEG members.

The consultants have completed the two phases of the Down County Multimedia Access Center Study. In Phase I, the needs assessment was a comprehensive assessment of community needs and interest related to the establishment of a community multimedia public access center in the down-county area. Phase II was the feasibility study which included an analysis of the technical, logistical and economic feasibility of providing the services identified in Phase I and provided conclusions and operational recommendations for a facility.

After the consultants finished Phase II they recommended:

- Establishing partnerships for events coverage that address the needs of the down-county area. Potential partnerships include: AFI, the new County Center being constructed in Silver Spring, MCPS – Down County High Schools, the Gilchrist Center for Diversity, Imagination Stage, the Hispanic Chamber of Commerce and Silver Spring Media Producers Interest Group.
- Search for interim space to establish down-county presence by locating a partner to house a portable studio environment, camera check-out, editing multimedia stations for public use. Recommended interim space locations include Montgomery College-Takoma Park, AFI and a new County Center being constructed in Silver Spring.
- The consultants recommended the following sites as potential locations for a permanent down county facility:
 - Montgomery College Cultural Arts Center
 - Work with Park and Planning to secure a relationship with a developer under the County’s mixed-use permitting process
 - New Silver Spring Library
 - Commercial lease properties such as the former District Court Building

Jane Lawton stated that at this time the location for the down county facility has not been selected and the FY06 County Executive’s recommended budget included funding for limited down county programming and outreach.

Standing and Ad Hoc Committee Reports

The Technology Committee met with a gentleman from Massachusetts who was developing a virtual digital bicycle. This is a way of collecting video programming through the internet and redistributing it via the internet. Mr. Turner and a handful of volunteers met with Daniel Krawczyk, Community Programming Coordinator of Lowell (Mass.) Telecommunications Corporation on March 4, 2005, to learn about Digital Bicycling. Digital Bicycling is a collection of legal, technical and organizational arrangements that enables community access producers to share content with other access stations over the internet.

The Bylaws Committee will present a complete preliminary draft of their recommendations for amendments to the Bylaws at the May 16, 2005 board meeting. This draft needs to be in writing and distributed to the Board.

The Personnel Committee met with Richard Turner and reviewed the changes in the organizational structure at MCT. The Personnel Committee also heard an employee's complaint. This committee is in the process of delivering its recommendation. The committee will be reviewing policies in the Employee Handbook for possible modifications and changes.

The Nominating Committee recommended three At-Large members. The At-Large members are selected to bring special skills and diversity to the board.

The Nominating Committee recommended Marian Hayes Hull, Jim Klimaski, and Gracie Rivera-Oven for At-Large seats.

The Nominating Committee recommended: for First Vice President, Fernando Cruz-Villalba; Second Vice-President, Paul Silverman; Secretary, Francine Wyron and Treasurer, John Hansman.

Eugene Saunders opened the floor for other nominations for First Vice President.

John Zakian moved and Bill Larson seconded a motion to close the nomination and one vote be cast based on the recommendation of the Nominating Committee for First Vice President. The motion carried unanimously.

Eugene Saunders opened the floor for other nominations for Second Vice President.

John Zakian moved and Bill Larson seconded a motion to close the nomination and one vote be cast based on the recommendation of the Nominating Committee for Second Vice President. The motion carried unanimously.

Eugene Saunders opened the floor for other nominations for Treasurer.

John Zakian moved and Bill Larson seconded a motion to close the nomination and one vote be cast based on the recommendation of the Nominating Committee for Treasurer. The motion carried unanimously.

Eugene Saunders opened the floor for other nominations for Secretary.

John Zakian moved and Bill Larson seconded a motion to close the nomination and one vote be cast based on the recommendation of the Nominating Committee for Secretary. The motion carried unanimously.

Eugene Saunders stated that the Chair entertained a motion to accept the number of three as the number of At-Large seats to be voted on. A motion to select three At-Large members was accepted by acclamation.

John Hansman gave a brief background description for each of the At-Large nominees: Marian Hayes Hull, Jim Klimaski, Gracie Rivera-Oven.

Eugene Saunders opened the floor for other nominations for the At-Large seats.

Tom Hoopengardner offered for nomination Jeff Pledger.

Merrill Hessel offered for nomination Toby Beach.

The results of the roll call for the At Large seats were: Marian Hays Hull, Jim Klimaski and Gracie Rivera-Oven were elected to the three At-Large seats.

Executive Director Report

Richard Turner reported on the following items:

- The County Executive's Budget was released and MCT received a 6.3 per cent increase.
- MCT is restructuring the Administration Department and is also in the process of hiring a Human Resources coordinator.
- There will be a company wide meeting on Friday, March 25, 2005. A survey will be developed to help identify input and feedback from the staff.
- Paul Silverman, Marian Merewitz, and Carl Jennings are members of an informal committee which will design future surveys and set up a process for volunteers to express their opinions.
- A Public Forum Meeting was broadcast live on March 2, 2005. The topics covered included the Final Cut Pro Implementation, the Strategic Plan and Equipment Planning for 2005-2006. A feedback session was held for individuals in the audience and by phone. Several members of the Alliance for Community Media were present to discuss what's in the future for public access policy.
- A Nonprofit day will be held on May 4, 2005 at the Gilchrist Center.
- MCT has offered its production services for Maryland Arts Day at the Capitol and Montgomery County Chamber of Commerce Safety awards. A client is interested in our production services to develop a new series on housing.
- Field training classes will begin the first week of May 2005.
- A grant from IBM enabled MCT to purchase a chroma key screen and stands.
- MCT is involved in developing a direct mail fund raising campaign.

Theresa Cameron moved and John Hansman seconded a motion to approve of Richard Turner's application to Leadership Montgomery and to pay the cost if he is accepted. The motion carried unanimously.

New Business

Eugene Saunders discussed staff and Board member attendance at the Alliance for Community Media Conference to be held in Monterey, California, July 6-9, 2005.

Tom Hoopengardner moved and John Hansman seconded a motion to pay \$1,000 toward the participation of the Board President and registration fees for additional board members who want to attend.

Since Eugene Saunders is undecided about attending the conference the Board decided to amend the motion.

Noreene Wells moved to amend the motion to read that MCT would pay \$1,000 towards the participation of one Board member and the registration fees for the other Board members who want to attend. The motion carried unanimously.

Tom Hoopengardner suggested adding two additional committees, volunteerism and disabilities. Also he discussed moving the July meeting to June due to frequent low attendance in July.

At this time Eugene Saunders is not prepared to appoint new committees and he will wait to decide on moving the July meeting to June.

Eugene Saunders reminded the Board to file their Financial Disclosure Statements with the County Ethics Commission by the April 15, 2005 deadline.

Adjourn

Paul Silverman moved and Roald Schrack seconded a motion to adjourn the meeting. The motion carried unanimously.

The meeting was adjourned at 10:37 p.m.