

Minutes of Meeting
May 16, 2005

A meeting of the MCT Board of Directors was held at 7548 Standish Place in Rockville, Maryland on Monday, May 16, 2005. The Board members in attendance were:

Theresa Cameron	Nancy Poole
Fernando Cruz-Villalba	Gracie Rivera-Oven
Ginny Gong	Carla Satinsky
John Hansman	Eugene Saunders
Merrill Hessel	Roald Schrack
Tom Hoopengardner	Paul Silverman
Jim Klimaski	Francine Wyron
Paula Moore	John Zakian

Call to order

The meeting was called to order at 7:43 p.m. Richard Turner, MCT Executive Director, was in attendance.

Roll Call

The following Board members having previously advised of other commitments were excused: Ginny Hillhouse and Marion Hayes Hull.

Carla Satinsky moved and Noreene Wells seconded a motion to excuse them. The motion carried unanimously

Ginny Hillhouse designated Eugene Saunders to exercise her proxy.

Approval of minutes of March 21, 2005

Tom Hoopergardner suggested placing the following statement in the Standing and Ad Hoc Committee Reports under the Technology committee report.

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.

John Zakian moved and Fernando Cruz-Villalba seconded the motion to accept the amendment to place the above statement in the Executive Director's Report. The motion with the amendment carried unanimously.

President's Report

Eugene Saunders welcomed the new board members and requested that each board member give a brief description of themselves for the new members.

Francine Wyron reported the minutes from the Executive Committee Meetings on April 18, 2005 and May 16, 2005:

The meeting on April 18, 2005 was called to order at 7:10 p.m.

Eugene Saunders, President, Nancy Poole, Immediate Past President, Fernando Cruz-Villalba, Vice President, Paul Silverman, Second Vice-President, John Hansman, Treasurer, Francine Wyron, Secretary and Richard Turner, Executive Director were in attendance.

President's Report:

- Resolution of Staff complaint – A staff complaint was resolved through a recommendation from the personnel committee and approval by the Executive Committee.
- New Board Member Orientation – A new board member orientation is scheduled for April 28th at 7 p.m. All board members are invited to attend. Board member, Carla Satinsky and Vernetta Walker from the Maryland Association of Nonprofit Organizations are scheduled to present.
- MCT Board Organization Information Presentations at the May 16, 2005 Board Meeting – Ginny Gong, a representative of the Asian American Political Alliance and Paul Silverman, a representative of the National Philharmonic, are scheduled to present a brief description of the organizations they represent.
- Winnie Holbrook resigned from the Habitat for Humanity of Montgomery County and her position on the board as a representative of that organization has not been determined.

Executive Director Report:

- Richard Turner, Executive Director, presented an update of the activities and developments at MCT over the previous month.
- Financial Statement items of note :
 - Use of more outside labor and less internal salary dollars will require a shift in funds.
 - Departmental budget adjustments will be required-News in particular.
- The restructuring procedure draft was handed out to the MCT Board of Directors. This draft is based on the Employee Handbook. The Executive Committee recommended that Richard Turner should add a notation that the Board of Directors approved the strategic plan and therefore supports the need to restructure.

Old Business

- MCT will be offering one Board Member \$1,000 to supplement their cost to attend the Alliance for Community Media Conference. Richard Turner will send an e-mail to board members absent from the March 21, 2005 meeting informing them of this opportunity.
- MCT will pay only the registration fee for any additional Board Members wanting to attend the conference.
- Richard Turner is in the process of completing the application for membership to Leadership Montgomery.

The meeting adjourned at 8:58 p.m.

The Executive Committee meeting on May 16, 2005 was called to order at 6:30 p.m.

Eugene Saunders, President, Nancy Poole, Immediate Past President, Fernando Cruz-Villalba, Vice President, Paul Silverman, Second Vice-President, John Hansman, Treasurer, Francine Wyron, Secretary and Richard Turner, Executive Director were in attendance.

President's Report

- The July 18, 2005 meeting has been moved to June 20, 2005.
- Appointments to Standing and Ad Hoc Committee:
 - Marian Hull appointed to the Public Access Policy Committee.
 - Jim Klimaski and Gracie Rivera-Oven appointed to the Bylaws Committee.
 - Michael Boblitt and Jeff Pledger appointed to the Technology Committee.
- Winnie Holbrook has resigned from the Habitat for Humanity of Montgomery County organization and the MCT Board of Directors. A new representative from the organization has not been appointed.
- Gracie Rivera-Oven is interested in attending the Alliance for Community Media Conference on July 6-9, 2005.
- The Bylaws Committee progress is delayed until the committee receives the original IRS tax status submission.

Executive Director's Report

- Budget Request Status – The Management and Fiscal Policy Committee of Montgomery County recommended an extra \$64,000 to support MCT's Down County initiative. There are still votes pending that could reverse this recommendation on Wednesday.
- Fernando Cruz-Villalba requested Richard Turner to verify the filing of the Maryland Personal Property Form for MCT.
- Budget Report – John Hansman discussed the issues of reorganizing the budget format. Richard Turner is working with a consultant to restructure the accounting reporting method. He will

also speak to Amy Wilson in the cable office. Mr. Turner hopes to have this new structure in place by the beginning of the new fiscal year.

- Tom Hoopengardner requested a licensing agreement for putting our programs on the web. Richard Turner's concerns include MCT's current distribution agreements, MCT's music rights agreement and legal issues related to our Bylaws.

The meeting adjourned at 7:20 p.m.

MCT Board Organizational Information Presentation

Ginny Gong representing the Asian American Political Alliance and Paul Silverman representing the National Philharmonic delivered a brief informational presentation on their organizations. John Zakian and Noreene Wells will make presentations at the June 20th meeting.

Standing and Ad Hoc Committee Reports

The Budget and Financial Committee – John Hansman stated that this year MCT's expenditures are below budget. The big issue is transporting the accounting system to support the departmental reorganization that has already been presented and discussed. Also the finance committee will be trying to have a meeting on the week of June 11, 2005. The committee needs to meet at that time to look at the new drafted budget. By that date, MCT should have the final word from the county on the budget.

The Technology Committee – Merril Hessel reported that the committee discussed instituting procedures to handle the problem areas (missing bulbs, etc), upgrading MCT's technical standards for submitting programs, disability issues, streaming and other distribution technologies and reviewing new and future technology in programming.

The Bylaws Committee – John Zakian reported that the committee met twice and is looking for a copy of the original IRS tax status submission.

The Public Access Policy Committee, Personnel Committee, Information Policy Committee, and the Strategic Planning Committee had nothing to report at this time.

Executive Director Report

Richard Turner reported on the following areas of initiatives:

- Member Volunteer Advisory Committee was formed to act as an advisory committee to staff and volunteers. In order to improve the volunteer experience at MCT a survey was designed with the help of Paul Silverman, Tom Hoopengardner, Roxanne Dinh, and Marian Merewitz. The survey will be mailed to about 400 current certified members. This feedback will help to add input for new initiatives in the volunteer area, in particular the Award Ceremony. To give incentive for members to return the survey, there will be a drawing for \$100.

- A fund raising plan has been developed and is in the process of being implemented. A letter will be mailed to a list of 3,800 individuals who have had prior contact with MCT such as individuals presenting programs, classes, Non Profit day, etc. All the information has been put into the FACIL database.
- Marketing firm Enten and Associates was hired by the County Government by the PEG Network to provide marking to the PEG network. MCT will be using them to evaluate and improve our identity in branding with the networks, channel station identity and corporate identity. Recommendations from this company will be presented at the June 20 meeting.

Old Business:

Gracie Rivera-Oven will be receiving up to \$1,000 in reimbursement to attend the Alliance for Community Media Conference to be held in Monterey, California, July 6-9, 2005.

Merrill Hessel congratulated Richard Turner on the orientation program presentation and the literature that was given to the board members.

New Business

Bill Larson would like an updated list of committee members.

Adjourn

Merrill Hessel moved and Jim Klimaski seconded a motion to adjourn the meeting. The motion carried unanimously.

The meeting was adjourned at 9:33 p.m.