

Minutes of Meeting  
June 20, 2005

A meeting of the MCT Board of Directors was held at 7548 Standish Place in Rockville, Maryland on Monday, June 20, 2005. The Board members in attendance were:

Theresa Cameron	Bill Larson
Ginny Gong	Paula Moore
John Hansman	Eugene Saunders
Merrill Hessel	Roald Schrack
Ginny Hillhouse	Paul Silverman
Tom Hoopengardner	Francine Wyron
Marion Hayes Hull	John Zakian
Jim Klimaski	

**Call to Order**

The meeting was called to order at 7:32p.m. Richard Turner, MCT Executive Director and Rosita Weaver, were in attendance.

**Roll Call**

The following Board members having previously advised of other commitments were excused: Fernando Cruz-Villalba, Nancy Poole, Gracie Rivera-Oven, Carla Satinsky and F. Noreene Wells.

Fernando Cruz-Villalba and Nancy Poole designated Eugene Saunders to exercise their proxy vote.

Gracie Rivera-Oven designated Ginny Gong to exercise her proxy vote.

Carla Satinsky designated John Hansman to exercise her proxy vote.

Paul Silverman moved and Francine Wyron seconded a motion to excuse them. The motion carried unanimously.

**Approval of minutes of May 16, 2005**

Francine Wyron moved and John Hansman seconded a motion to amend the May 16, 2005 minutes to place Richard Turner's statement in the Standing Ad Hoc Committee Reports under the Technology Committee Report instead of under the Executive Director's report. The motion carried unanimously.

Bill Larson moved and Merrill Hessel seconded the motion to amend the May 16 minutes to reflect the attendance of Bill Larson at the meeting. The motion carried unanimously.

The minutes are amended to reflect Bill Larson's attendance at the May 16, 2005 Board meeting.

### **President's Report**

Eugene Saunders requested Francine Wyron to read the minutes from the Executive Committee Meeting on June 20, 2005:

The meeting on June 20 2005 was called to order at 6:16 p.m.

Eugene Saunders, President, Paul Silverman, Second Vice-President, John Hansman, Treasurer, Francine Wyron, Secretary and Richard Turner, Executive Director were in attendance.

President's Report - Eugene Saunders:

- Meeting Schedule - A meeting will not be held in July. If necessary there may be an August meeting.
- Paul Silverman will present his preliminary report on the results of volunteer/member survey at tonight's board meeting.
- Executive Director Annual Performance Review – Richard Turner's anniversary of employment with MCT is October 25, 2005. The review will include interviews with associated parties beginning in September.
- Habitat for Humanity has not yet selected a representative to fill the vacant board seat.

Executive Director's Report – Richard Turner:

- Reorganization was discussed and an organization chart was distributed.

Old Business – No old business

New Business:

- The employee pay increases were discussed, including cost of living and merit increases.
  - The union contract negotiation was discussed.
- Additional discussions on both will take place during the Executive Session.

Announcements: - No announcements

Adjourn: - The meeting was adjourned 7:17 p.m.

### **MCT Volunteer Participation Initiatives**

Paul Silverman gave a preliminary report on the data he has been collecting pertaining to improving the volunteer participation. This data was collected through surveys which were sent to all the certified members at MCT. 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 their surveys, a drawing was held for \$100. The winner was Erik Sutch.

The complete informational tabulation will be presented at the next board meeting.

### **MCT Board Organizational Information Presentation**

John Zakian representing the Montgomery Village Foundation delivered a brief informational presentation on his organization. Theresa Cameron from the Arts and Humanities Council of Montgomery County and Ginny Hillhouse from the Montgomery County Council of PTAs will make presentations at the September board meeting.

### **Standing and Ad Hoc Committee Reports**

The Budget and Financial Committee – John Hansman stated that the budget is still under development. MCT is dealing with a tentative staffing plan, a new departmental organizational structure and estimates for a variety of other operational expenses. The budget expenditures will be clarified when the new departmental structure is put in place and the money is allocated in total to those departments.

The Strategic Planning Committee – Eugene Saunders and the Strategic Planning Committee met with Richard Turner to review progress on the restructuring plan. This plan is moving forward with some delays but no major problems.

The Information Policy Committee – Ginny Hillhouse handed out a research report on clarification regarding information that should be made available to the public regarding the operation of MCT and also a report on the *Standards for Excellence – An Ethics and Accountability Code for the Nonprofit Sector* presented by the Maryland Association of Nonprofit Organizations.

Ginny Hillhouse moved and Theresa Cameron seconded the motion to adopt the recommendations by the Maryland Association of Nonprofit Organizations presented in their Standards for Excellence report.

John Zakian moved and Ginny Gong seconded that the motion be tabled to the next meeting. The motion carried unanimously.

The Technology Committee – Merrill Hessel reported on the following:

- A process is being developed to report defective equipment.
- Staff should attend technology conferences to gather information about production trends and new technology.
- A 30 second PSA was shown pertaining to services that the Washington Ear offers to the vision impaired.
- The committee discussed implementation of concurrent streaming for MCT programs and archiving of programs on the internet.

Merrill Hessel moved and Paul Silverman seconded a motion for the Board of Directors to support technical standards requirements for the submission of programs to be aired by

Montgomery Community Television channels. These requirements are to be defined in a written document developed by MCT staff and approved by the MCT Board Technology Committee. The document is to be reviewed every year and updated in accordance with the changes in technology. The motion carried unanimously

Merrill Hessel moved and Bill Larson seconded a motion that the MCT Board of Directors recognize that equipment and training technology and techniques are rapidly changing. The MCT Executive Director and the Technology Committee are to issue a report on an annual basis to the board on relevant technology developments and provide in this report suggested adoption of these technologies into MCT operation. The motion carried with three in opposition.

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

### **Executive Director Report**

Richard Turner reported on the following initiatives:

- **Outreach:**  
MCT will be partnering with the Capitol PC Users group, Washington Apple Pie and the PEG Network in an outreach effort at the Montgomery County Fair. Volunteers will be helping with PSAs to promote the Fair. MCT will have a booth at the Montgomery County Fair from August 12 to August 20.
- **Fund Raising - Challenge Campaign:**  
The fund raising program is in progress. MCT has raised \$1,680. Unfortunately we will not make the \$30,000 challenge amount proposed by the County Council. MCT will submit the amount that was collected to the County Council.
- **Handouts summarizing new structures and procedures were distributed to the Board Members.**
- **Implement Inventory System:**  
This system will be managed by Facilities. Anything that is sold will be tracked in our database – FACIL.
- **Organizational restructuring:**  
MCT employees were responsive in understanding the logic that was involved in the new structure. The structure is built around a core of individuals who will focus on client services.
- **Organizational Development – Process Analysis -** Different departments met to discuss the remapping of tape submissions, scheduling production technicians, class registration and the redesigning of sub account systems.

### **Old Business:**

No Old Business

**New Business**

John Hansman moved and Tom Hoopengardner seconded a motion to approve the FY06 budget and that the board approves the budget that limits total expenditures to our total revenues the main component of which is the County master contract grant of two million two hundred seventy four thousand dollars. The budget provides a cost of living adjustment of 2.5% per the union agreement. The Board will review the budget when the new departmental structure is complete.

Bill Larson moved and Jim Klimaski seconded a motion to accept the amendment to include retroactively into the 2005 budget the pay increase that is effective on July 1, 2005.

The motion with the amendment carried unanimously.

**Announcements**

No Announcement

**Adjourn**

Tom Hoopengardner moved and Bill Larson seconded a motion to adjourn the meeting. The motion carried unanimously.

The meeting was adjourned at 9:53 p.m.