

Minutes of Meeting  
September 19, 2005

A meeting of the MCT Board of Directors was held at 7548 Standish Place in Rockville, Maryland on Monday, September 19, 2005. The Board members in attendance were:

Theresa Cameron	Gracie Rivera-Oven
John Hansman	Carla Satinsky
Marion Hayes Hull	Eugene Saunders
Merrill Hessel	Roald Schrack
Ginny Hillhouse	Paul Silverman
Jim Klimaski	Marty Wash
Bill Larson	F. Noreene Wells
Paula Moore	Francine Wyrton
Nancy Poole	

**Call to Order**

The meeting was called to order at 7:35 p.m. Richard Turner, MCT Executive Director, Lynn Anne Rimmer, and Jasmine White were in attendance.

**Roll Call**

The following Board members having previously advised of other commitments were excused: Fernando Cruz-Villalba, Ginny Gong, Tom Hoopengardner, and John Zakian.

Fernando Cruz-Villalba and John Zakian designated Eugene Saunders to exercise their proxy vote.

Ginny Gong designated Theresa Cameron to exercise her proxy vote.

Tom Hoopengardner designated Paul Silverman to exercise his proxy vote.

John Hansman moved and Carla Satinsky seconded a motion to excuse them. The motion carried unanimously.

**Approval of minutes of June 20, 2005**

Bill Larson moved and Jim Klimasky seconded a motion to approve the June 20, 2005 minutes. The motion carried unanimously.

**President's Report**

Eugene Saunders announced that Fernando Cruz-Villalba has been very ill and he will decide over the next few months if he will be able to continue his commitment on the Board.

The accounting firm of Stoy, Malone & Co. has been doing our annual audit since the mid 1990s. They recently sent paperwork giving us a choice of doing only the audit for FY2005 or signing a long term contract to have them do the audit for an additional 4 fiscal years. We elected to keep them as our auditors for this year and

Debbie Billings will be putting out requests for proposals to other auditing firms. Later in the year the board will make the choice if we want to keep them as our auditors or select another firm.

Eugene Saunders introduced Marty Wash as the new board representative from Habitat for Humanity. She will be able to vote on the board once a formal written notification is given to the Board by Habitat for Humanity.

Paul Silverman has been appointed as the head of the Volunteer Initiatives ad-hoc committee. Tom Hoopengardner, Merrill Hessell, and Jim Klimaski have also been appointed to that committee.

Eugene Saunders requested Francine Wyron to present the minutes from the Executive Committee Meetings for July 18, 2005, August 23, 2005 and September 19, 2005.

July and August minutes were presented in writing and can be found as an addendum to these minutes. The September Executive Committee Meeting minutes were read aloud.

The meeting was called to order at 6:39

**Attendance** - Gene Saunders, President,  
Nancy Poole, Immediate Past-President  
Paul Silverman, Second Vice-President  
John Hansman, Treasurer  
Francine Wyron, Secretary  
Richard Turner, Executive Director  
-Fernando Cruz-Villalba did not attend as he is ill

**President's Report** –Gene Saunders

- Committee Appointments
  - A new ad hoc committee, the Volunteer Initiatives Committee has been created– Paul Silverman will be the Chair. Tom Hoopengardner is on the committee. More members will be solicited at the full board meeting.
  - Theresa Cameron and Graciela Rivera-Oven have been added to the Information Policy Committee
- Auditor Engagement –
  - Stoy Malone & Co. will conduct the audit for the FY 2005.
  - Bids for future year audits have been requested, Stoy, Malone & Co. included.
  - The Executive Committee determined that the Budget and Finance Committee should review the bids and make a recommendation to the full board regarding the selection of an auditor for future fiscal years.
- Executive Director Performance Review –
  - Executive Committee Conference date will be Wednesday September 28, 2005
- Staff/Board member relations –
  - A memo went out to the staff to clarify the role of the board members and the staff's responsibility to the individual board members. All board members should have received a copy of the letter as well.

**Executive Director's Report** – Richard Turner

- Member residency requirement –
  - Richard discussed the issue of verifying county residency. This question came up with regard to one particular member and was solved by sending a certified letter to the address given by the member. The returned certification was deemed sufficient to confirm residency.
- Down county –
  - We are exploring options for a base of operations for the Community Project Manager that will be assigned to down county.
- A location for the Awards Ceremony –

- The search is still on for an appropriate location to house 300-400 people, food service and presentation area.

**Old Business -**

- Union – the union is willing to make temporary accommodations for the change in title of facilities personnel and studio supervisor positions
- Federal bills - to be discussed in the full board meeting
- CPI – to be discussed in the full board meeting.

**New Business -** none

**Announcements –** none

**Adjourn -** 7:16

**MCT Board Organizational Information Presentation**

Ginny Hillhouse requested to postpone her presentation on the Montgomery County Council of PTAs until the next board meeting. Theresa Cameron from the Arts and Humanities Council of Montgomery County gave a brief presentation about her organization.

Ginny Hillhouse from the Montgomery County Council of PTAs and F. Noreene Wells from The City of Takoma Park will present at the November 21<sup>st</sup> board meeting.

**Executive Director Report**

Richard Turner reported on the following:

- Montgomery County Agricultural Fair -  
MCT had a booth at the fair from August 12 to August 20. There were 110 people entered into a raffle for free class registrations. Two winners were chosen but were unable to enroll for the fall classes.

Twenty-six individuals requested information on classes, two individuals inquired about jobs, and two individuals inquired about submitting programs. Follow up calls were made to the individuals interested in classes, but so far no one has enrolled. We will continue to track responses from the Fair.

A discussion was held about MCT possibly attending other community events such as Gaithersburg Old Town Day, Silver Spring Fair, and Kentlands Oktoberfest. Board members with information on any community events will be notifying Richard Turner.

- Leadership Montgomery -  
Richard Turner recently attended a retreat for Leadership Montgomery. He will be participating in Leadership Montgomery the first Wednesday of each month.

**Standing and Ad Hoc Committee Reports**

Public Access Policy Committee - The committee has not met since the last board meeting, but Marian Hayes Hull reported that she has agreed to assist Fernando Cruz-Villalba as Vice-Chair of the committee.

The Budget and Financial Committee – John Hansman reported that the committee met on September 6, 2005. The committee reviewed the departmental breakouts of the FY06 budget.

John Hansman moved and Nancy Poole seconded the motion to approve the FY06 budget by department. The motion passed with one board member abstaining – F. Noreene Wells.

John Hansman moved and Carla Satinsky and Bill Larson seconded the motion that the Board authorize the Treasurer to invest available funds in treasury bills and CDs. Motion passed with one board member abstaining – F. Noreene Wells.

The Technology Committee – Merrill Hessel sent a copy of a committee report to each board member. Richard Turner is putting together an equipment list for '06. The committee is trying to involve producers, technicians and volunteers to find out if there are any specific equipment items that would make their jobs easier. They are trying to set up a Technology Committee meeting within the next two weeks.

The Personnel Committee - Nothing to report.

The Information Policy Committee – Ginny Hillhouse reported that the committee met on August 24, 2005. Some recommendations were made, but Tom Hoopengardner has requested that they be tabled until the next meeting when he can be present.

The Bylaws Committee – Merrill Hessel reported that the committee has not met due to the delay in obtaining the founding documents for MCT. Eugene Saunders is going to contact John Zakian by e-mail this week to request that the committee to move forward and meet while we are still trying to obtain those documents.

The Strategic Planning Committee - Eugene Saunders reported that the committee met last week. Richard Turner has reported that things are moving along smoothly with the Strategic Plan and that things are relatively on schedule. Richard has also asked the committee for additional guidance in setting priorities, so the committee will be very busy working on prioritizing the different tasks included in the Strategic Plan. Eugene expects to have news on the strategic plan at the next board meeting.

Richard Turner will be trying to increase the amount of information in his weekly updates to the Board. He has received a request that as we begin to place individuals in new positions, that we distribute a new organizational chart. An organizational chart for the web site including pictures and titles of staff is being implemented.

Eugene Saunders reminded the members of the Board who have not had their pictures taken for the wall at MCT to please do so. Lynn Anne Rimmer will be coordinating a time to have the remaining Board members photographed.

### **MCT Volunteer Participation Initiatives**

A Volunteer Initiatives Committee was just created this evening. Paul Silverman reported that there has been substantial progress on the Volunteer Survey since the June meeting. The survey responses resulted in 39 pages of data and charts. A report was prepared to guide readers through those results and was transmitted to all Board members. A list of the recommendations presented in the report was distributed to the Board. Richard Turner prepared a thorough response to each recommendation listed in the report, and Paul Silverman prepared a document giving feedback on Richard Turner's responses.

One of the results of the Volunteer survey is that the Monty Awards are being reinstated this year. The possibility of hiring a full-time Volunteer Coordinator was also raised. Richard Turner's opinion is that with the new organization of MCT, the interests of the volunteers will be met without hiring a volunteer coordinator.

### **Old Business:**

No Old Business

## **New Business**

John Hansman reviewed the discussion from the last board meeting about the budget, specifically pay increases for the staff. The previously negotiated union agreement states that on July 1 there would be a 2.5% cost of living adjustment for union members. It has been a longstanding practice to give the same cost of living adjustment to other staff. Richard included in his budget a 3.9% adjustment for the staff on the grounds that the CPI actually had been 3.9% from the March to March period.

Carla Satinsky moved and Ginny Hillhouse seconded the motion to approve the 3.9% pay increase for staff. Bill Larson moved and Francine Wyron seconded to amend the motion to make the pay increase 4%. The motion with the amendment carried with two abstentions - Eugene Saunders and F. Noreene Wells.

Carla Satinsky moved and John Hansman seconded the motion to select November each year as the month on which to base the budget decision regarding the CPI pay adjustment. The motion carried unanimously.

Francine Wyron moved and Carla Satinsky seconded the motion to make the MCT staff pay increase retroactive to September 1, 2005. The motion carried unanimously.

Richard gave a briefing on the subject of public policy. He suggested that the Board elect the IRS rules as a method of determining the amount of advocacy and lobbying we can do. MCT should join advocacy organizations that support efforts addressing the concerns of public access, and should adopt a position for the organization in opposition to the federal bills that would have a negative impact on public access.

Carla Satinsky moved and Nancy Poole seconded a motion to support the advocacy groups at the level of funding, approximately \$5500, as proposed by Richard Turner. The motion carried with one abstention – John Hansman.

John Hansman moved and Bill Larson seconded the motion to elect the IRS rules and file form 501h as presented by Richard Turner. The motion carried unanimously.

Paul Silverman moved and Jim Klimaski seconded the motion to adopt an organizational position to oppose federal bills having a negative impact on funding and support for public access. The motion carried unanimously.

## **Announcements**

No Announcements

## **Adjourn**

The meeting was adjourned to Executive session at 10:03 p.m.

## **ADDENDUM I**

### Executive Committee Meeting Minutes July 18, 2005

#### **Call to order – 7:00**

#### **Attendance**

Gene Saunders, President,  
Nancy Poole, Immediate Past-President  
Fernando Cruz-Villalba, Vice-President

Paul Silverman, Second Vice-President  
John Hansman, Treasurer  
Francine Wyron, Secretary

#### **Executive Director's Report – Richard Turner**

Richard Turner was absent due to illness, but submitted a report which is summarized below

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#### **Outreach**

Specific outreach activities include:

- Development of a new corporate/channel identity and promotions campaign
- Direct mail fundraising campaign exceeded expectations raising \$3,702.96
- Based on results from the Client/Member survey, the Member and Volunteer Advisory Committee made the recommendation to have a video awards program this year. Planning is proceeding.
- Planning and organizing for a concerted outreach presence at the Montgomery County Agriculture Fair.

#### **Training**

- New rounds of Field and Studio classes began
- The Field classes have incorporated the non-linear editing systems.
- New FCP only classes have been scheduled and anticipate being at full capacity.
- Training released the annual dues renewal letter and member information form. Staff is currently working to compile the returned forms and update the Facil database.
- A summer youth training program that targets Hispanic youth was conceptualized.

#### **Production Facilitation**

- Equipment from FY'05 purchases continues to arrive
- Staff is working on an installation plan for the new switcher in Control A.
- Reservations for studio and field equipment are being done using Facil.
- A self-service transfer or dub station is under construction to facilitate transfer of archived analog tapes to digital formats including DVCPPro and DVD.

#### **Production Services**

- Another program was produced with the Gilchrist Center
- The youth sportcaster camp returned for another summer training.
- The AAHP grant video is in post-production.

#### **Distribution**

- Programming issued series renewals for channel 19 and began to inform presenters and producers about upcoming changes to the channels including content theme blocks and the transition from analog tape formats to digital.
- Programming is now generating all new channel programming logs in Facil.
- We are still working on some of the steps to complete the electronic transfer of logs from Facil to our playback system. This should be resolved shortly.

#### **Administrative**

- Final steps toward implementation of Facil
- Restructuring into the Client Services and Technical Support Services Departments
- Implementation of the strategic plan.
- Specific activities include:

- Continued work in inter-departmental groups to evaluate and redesign work processes
- Facil start-up: videotape library, program logs, reservation system reports, supplies purchasing
- Recruitment for a new AA is underway to replace Maria Moss who resigned
- Recruitment for new positions - Community Project Manager and Community Project Manager-Team Coordinator
- Dee Willet was transferred to a new position as Scheduler. The position of Receptionist was eliminated consistent with the strategic plan reorganization
- Administrative staff activated the automated attendant feature on our phone system on a 24/7 basis.

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The following items were discussed in response to Richard's report:

- In order for the executive committee to monitor restructuring process through the next couple of months, Richard should provide a weekly report to Gene Saunders indicating major projects for that week.
- Expedition of planning for Richard Turners annual review.
- John Hansman gave an update on budget planning
- Restructuring

**President's Report – Eugene Saunders**

- Stoy, Malone & Co. has been asked to conduct the FY 2005 audit. Debbie and Richard will be obtaining quotes from two other firms for FY 2006 & beyond.

**Old Business -**

- Survey results – Paul Silverman distributed the results of the volunteer survey.
- Authorization of the report –Executive committee action – The report is authorized and Paul Silverman is authorized to distribute it accordingly.
- Instruction to the Executive Director to respond in writing – Paul Silverman will draft a request that asks Richard to respond. The response should offer priorities on the recommended initiatives, implementation of recommendations and budget implications.
- Also discussed –
  - Expansion in future surveys to volunteers/members who are not necessarily certified
  - Expansion of MCT's member networking initiatives – The executive committee is directing Richard and staff to make available a list of those volunteers who consent to be listed. Once said list is developed, the volunteers should then be notified that the list is available.
  - Hiring of a volunteer coordinator – volunteers need an advocate and support for networking.
  - Restoration of the Monty awards for Excellence – Staff is planning and will staff the volunteer recognition event. Volunteers, a Steering committee composed of Paul Silverman, Marian Merewitz and Karen Gee will assist in planning the judging, categories and awards. There is some concern about volunteers calling potential judges; this could be a conflict. Could staff take this on?
  - Other suggestions - Awards for excellence based on a scale, less of a competition.
    - Ask for nominations instead of entries this way anyone can nominate any program
  - Explore new training initiatives and diversify what we teach.
  - The items discussed were only a representation of the study's recommendations. All recommendations in the report warrant further discussion.

**New Business –** There was no new business

**Announcements –** Francine Wyron will not be able to attend the October 17, 2005 Executive Committee meeting.

**Adjourn –** 10:00

## ADDENDUM II

### Executive Committee Meeting Minutes August 23, 2005

#### Call to order – 7:06

**Attendance** - Gene Saunders, President,  
Nancy Poole, Immediate Past-President  
Paul Silverman, Second Vice-President  
John Hansman, Treasurer  
Francine Wyron, Secretary  
Richard Turner, Executive Director

#### Executive Director Report - Richard Turner

- MCT Restructuring –
  - Appointment of two directors will announced as soon as contracts are completed
    - Don Katzen to Technical Support Services
    - Cintia Cabib to Client Services
  - Recruitment for Community Project Managers continues
  - Job description updates are underway for Facilities/Media Resource Technician and Studio Supervisor positions.
  - Union position descriptions are being discussed and submitted for union approval. Discussions with union with regard to union/non-union positions are ongoing.
  - Volunteer/professional production designation as it pertains to the union contract would still require that a volunteer produce and hold the copyright if MCT plans use volunteer crews with or without professional staff.
  - In all, 6 staff positions are currently open
    - Community Project Managers, Community Project Manager Team Lead
    - Media Resource Technicians
  - Per MCT's personnel policy, positions have been opened only to internal candidates thus far. In the event the positions cannot be filled internally they will be opened to external applicants.
- Richard suggests that we move forward with CPI salary increases at 4% total, therefore adding an additional 1.5% to the 2.5% already approved. This matter is tabled and will be referred to the full board with a recommendation to make it retroactive to September 1.
- MC Fair – results are being determined from the fair.
- MCT Financials
  - Reports have been sent to finance committee,
  - Departmental breakout has been drafted and will be discussed at the next finance committee meeting.
  - New departmental allocations have been completed.
- Other Operational and Planning Issues –
  - Update on the Work Plan and Priorities
  - A block programming plan has been completed and will be implemented in October. A five-day advance submission before broadcast rule is in the process of being implemented.
- ACM Conference Report & National Political Lobbying Issues – a written report on the conference will be issued for the September Board meeting.
  - Alliance for Community Media, Alliance for Communications Democracy and NATOA memberships were discussed. This would mean \$4700 increase in membership funds to upgrade memberships/join these organizations.
  - In order to participate in lobbying activities MCT will need to file an election with the IRS as an organization that participates in lobbying and the funding of lobbying.

- The Executive Committee unanimously recommends that we follow Richard's recommendation for joining ACM and NATOA. Two committee members recommended MCT join ACD, two others recommended waiting to see what happens with the bills in question, one member abstained.
- The Executive Committee recommends that MCT take an official position in opposition to certain pending congressional bills and will bring the matter up at the September Board meeting. In the meantime, Richard will send out an informational email to members about the legislation.

**Volunteer Initiatives Report - Paul Silverman**

- Paul reviewed the discussion from the July EC meeting, from which Richard was absent due to illness.
  - Expanding MCTs networking initiatives - listserv, Hands on News, possible social engagements
  - Volunteer Advocate appointment
- Richard distributed copies of his response for later discussion

**President's Report – Eugene Saunders**

- Merrill Hessel and Tom Hoopengardner have offered assistance on the website – Richard will send an email to invite their participation.
- Executive Director Performance Review Procedures
  - To be completed by October 1, 2005
    - Each EC member will interview 2-3 people + give his/her own opinion
    - Objectives and goals for the next year should be determined and presented to Richard Turner
    - Richard Turner is to receive the results of his performance evaluation

**Old Business – No old business**

**New Business – No new business**

**Announcements – No Announcements**

**Adjourn - 9:45**