

Board Meeting Minutes - November 20, 2006

A meeting of the MCT Board of Directors was held at 7548 Standish Place in Rockville, Maryland on Monday, November 20, 2006. In attendance were:

Marion Hayes Hull	Paula Moore
Merrill Hessel	Nancy Poole
Ginny Hillhouse	Eugene Saunders
Jim Klimaski	Jonathan Walker
Bill Larson	Noreene Wells
Sharon Levine	Francine Wyrton

Call to Order

The meeting was called to order at 7:35 p.m.

Also in attendance were:

Richard Turner, MCT Executive Director
Alysia Thaxton, Board Assistant
Kimberly Watkins, MCT Community Project Manager Team Coordinator
Mark Inzelstein and Janeen Gelbart, Indiggo Associates

Roll Call

The following board members asked to be excused from the meeting:

Fernando Cruz-Villalba
Theresa Cameron
Haig Ellian
Ginny Gong – Proxy to Theresa Cameron
Carla Satinsky

Ginny Hillhouse moved and Bill Larson seconded a motion to excuse the above members from the meeting. Vote - 9 in favor; 1 opposed. The motion passed.

Approval of October 16, 2006 Minutes

Bill Larson moved and Ginny Hillhouse seconded a motion to approve the minutes of October 16, 2006 Board meeting. The minutes were approved unanimously.

Approval of November 2, 2006 Minutes

The Chair asked for a motion to approve the minutes of November 2, 2006 Special Board meeting. Francine Wyrton moved to accept the motion. The minutes were approved unanimously.

President's Report

- Representatives of organizations rotating off the board will be presented with a commemorative plaque at the Monty Awards on December 4, 2006 to honor their service on the board.

Organizations rotating off the board include:

Friends of Seneca Creek State Park – Bill Larson
League of Women Voters of Montgomery County – Carla Satinsky
Montgomery County Council of PTAs – Ginny Hillhouse

- On December 18th there will be an Executive Committee meeting to which the full board is invited at which the auditors will present their FY 2006 Audit to the board. Attendance is optional.
- The Board will meet on January 15, 2007, which corresponds with the federal observance of Martin Luther King's birthday.

Board Secretary, Francine Wyron, read the minutes from the Executive Committee meeting of November 20, 2006.

**MCT Board of Directors
Executive Committee
Meeting of November 20, 2006**

Call to order – 6:15

Attendance –

Gene Saunders, President
Francine Wyron, Secretary
Nancy Poole, Immediate Past-President
Richard Turner, Executive Director

President's Report

At tonight's Board meeting Indigo and Associates will be given the opportunity to speak about progress.

Executive Director's Report

- Petition/Election Preparations – all ballots have been prepared and the second round should be mailed in the next day or so.
- MCT Financials Update – finance committee met and will have a report at tonight's full board meeting
- Audit and Accounting Progress – the audit is being delayed by the auditor.
- VCP Progress – nothing new to report
- There was an issue with a tax deferred annuity deposit for current employees a deposit was made, but it never posted. This is currently being investigated by staff.
- Personnel Hiring Progress
 - Interviewing to replace the CPM that has left (Jennifer Harris)
 - Media resource technician team manager has been hired and will start next week
 - Alice Gordon has accepted a temporary part time position aimed at recruiting interns and volunteers
- Other Management Issues:
 - Verizon Application – nothing new

Old Business - none

New Business - none

Executive Director Annual Performance Review

The Executive committee delivered and discussed with Richard the Performance evaluation conducted by the full board at the October meeting. The committee noted that the evaluation

summary was similar to the summary given in the fall of 2005, except that some progress had been noted in the areas needing improvement.

Announcements - none

Adjourn – 7:09

- Indiggo Associates made a presentation on the results of the facilitated board meeting of November 2, 2006 and the all-staff meeting of November 17, 2006.
 - Francine Wyron moved and Ginny Hillhouse seconded a motion to make the Indiggo handouts distributed to the board confidential. The motion passed unanimously.

Brainstorming Session on Outreach

The board discussed various ideas on increasing community outreach and involvement.

Executive Director's Report

- Verizon Franchise – A proposed franchise agreement has been negotiated by the County Executive's office and the County Council will hold hearings on November 27th and 28th.
- MCT Budget – A copy of the FY08 budget submission was distributed to the board.
- Union Negotiations – Negotiations are almost complete.
- Quarterly Report – The first quarter report has not been completed.
- Client Services Presentation – Kimberly Watkins, Community Project Manager Team Coordinator, presented a summary of her recent Client Services project working with the Montgomery County Public School System. The Montgomery County Department of Health and Human Services along with the Maryland Alcohol & Drug Abuse Administration sponsors an annual contest in which students create a PSA to discourage underage drinking. Access Montgomery TV partnered with these organizations and with Montgomery County Public Schools to televise a live workshop on the basics of creating a 30 second PSA. The workshop was broadcast on Channel 21 as well as to two satellite sites at county high schools.

Committee Reports

Budget & Finance Committee

A Budget & Finance report was mailed to board members. (See Addendum I)

Public Access Committee

The committee has not met.

Volunteer Initiative Committee

Jim Klimaski, Committee Chair, distributed the committee's report to the board. (See Addendum II)

Personnel Committee

Nancy Poole, Committee Chairperson, moved to approve the Personnel Committee's recommendation for employee tuition reimbursement. The recommendation states that full-time employees (after three months of employment) are eligible for tuition reimbursement for job-related courses. Levels of reimbursement are outlined in the recommendation. Vote – 11 in favor; 1 opposed. The motion passed. (See Addendum III)

Strategic Planning Committee

The committee has not met.

Old Business

Merrill Hessel moved and Nancy Poole seconded a motion to accept the six organizations recommended by the Nominating Committee to join the board beginning January, 2007.

The six organizations joining the board include:

- 1) AKA Sorority
- 2) Capital PC User Group, Inc.
- 3) Composer's Society of Montgomery County, Inc.
- 4) Leadership Montgomery
- 5) Montgomery County Maryland Bar Foundation
- 6) NAACP of Montgomery County

Vote - 7 in favor; 4 opposed. The motion carried.

New Business - None

Adjourned – 9:37 PM

Francis Wyrw
Secretary

~~_____~~ 1/31/2007

REPORT OF THE BUDGET AND FINANCE COMMITTEE
MEETING OF NOVEMBER 6, 2006

In attendance: Gene Saunders, Acting Chair; Nancy Poole, Lee Klumpp, Richard Turner, Debbie Billings.

Absent: Haig Ellian, Darryl Lesesne

Call to order: 1940 hrs.

1. FY 2007 Financials: Review by staff of data entry for the period July 2006 through September 2006 is not yet complete.
2. FY 2006 Audit: The audit will be scheduled for Board presentation at the November 20, 2006 meeting only if the auditor can provide the Audit and Budget and Finance Committees drafts of the audit in time for adequate review prior to the Audit Committee conference call scheduled for Thursday, November 9, 2006. Three or four adjusting entries have yet to be made for the audit. The auditor has stated that a management letter is expected to be issued, but the details of the letter are not yet available.
3. FY 2008 Budget: MCT has been requested by County Government to submit a budget with an across the board 5 % decrease in revenue factored in. Richard Turner has produced provisional documents proposing how this adjustment may be incorporated within the MCT budget. The budget has a submission deadline of March 15, 2007.
4. VCP documentation is nearly complete. Richard Turner noted that the VCP requirements add a need for additional accounting labor from MCT for paying the pension accounts.
5. The committee unanimously endorsed a recommendation by the Personnel Committee of a new employee program which will make limited tuition assistance available to MCT staff. (See Personnel Committee Report and Recommendation.) This proposal, if accepted, will impose upon the MCT budget an additional maximum annual expense of \$ 15,000.
6. The meeting was adjourned at 2057 hrs.



Given by: Gene Saunders, Acting Chair

REPORT FROM THE
VOLUNTEER INITIATIVE COMMITTEE

The Volunteer Initiative Committee met on November 1, 2006.

Attendance: Mike Boblitt, Jim Klimaski, Gene Saunders, Marian Merewitz, Laura Cooper

The Committee sees its role as making recommendations to increase the number of volunteers and provide volunteers a voice at MCT.

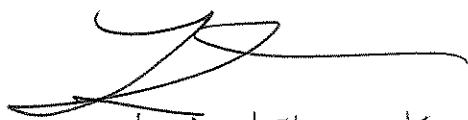
The first thing the Committee discussed is a definition of a volunteer at MCT and the relation of volunteers to other communities at MCT (staff, users, producers, board members).

A definition of Volunteer is a person who works unpaid on a program produced at MCT or otherwise engages in activity in support of the station.

The Committee discussed tentative goals:

1. Give volunteers a voice at the station.
2. Organize volunteers to facilitate input to station operations.
3. Formulate policy to be presented to the Board of Directors
4. Facilitate effective relationship between staff and volunteers.

The next meeting of the Volunteer Initiative Committee is scheduled for December 20th, 7:15 pm at MCT.


Jim Klimaski
Nov 20, 2006

Montgomery Community Television
Personnel Committee Meeting
October 12, 2006

Summary Minutes

As followup to discussion at the September 18 MCT Board meeting, the Personnel Committee revised the Educational Opportunities portion of its employee benefits recommendations. The new Educational Opportunities section is based on the Maryland Nonprofits' model benefits to offer tuition reimbursement for job-related coursework:

MCT is committed to the professional growth of its staff. As part of that commitment, we recognize that academic coursework is important. Thus all full-time employees who have had 3 months of service are eligible for tuition reimbursement for coursework that is job-related.

Tuition will be reimbursed as follows:

- If the course costs up to \$500, you will be reimbursed in full;
- If the course costs \$501-\$1,000, you will be reimbursed a minimum of \$500, up to a maximum of 75% of the tuition;
- If the course costs \$1,001 or more, the maximum reimbursement will be \$750.

You will not be reimbursed for books, registration fees, or travel.

The maximum tuition reimbursement paid to any employee is \$1,500 in any fiscal year (July 1 to June 30), with a company limit of \$15,000 per year for training and coursework reimbursement.

Reimbursement will be made in the following way: Two-thirds of the reimbursement will be paid to the educational institution at the beginning of the course. Upon successful completion of the course as evidenced by either a certificate or notification of final grade, the remaining one-third will be paid to the employee.

Failure to successfully complete the course with a passing grade or dropping the course will result in the employee forfeiting the balance of the tuition reimbursement. In addition, the employee will be required to repay the company in full for its two-thirds tuition payment. Furthermore, the employee will be ineligible to apply for tuition reimbursement for 12 months.

To apply for tuition reimbursement, complete a written request with a description of the course attached. This should be completed at least 2 weeks before the check is needed. Upon approval of the course, a check will be issued to the educational institution.

The Personnel Committee recognizes that the financial limits on tuition reimbursement may need to be recommended first to the Budget and Finance Committee before recommendation to the full Board for approval.

Personnel Committee members Ginny Gong, Francine Wyron, and Nancy Poole collaborated via e-mail on the development of these summary minutes.

Respectfully submitted,

Nancy J. Poole 10/16/06

Nancy J. Poole
Chair