

**Board Meeting
July 21, 2008**

A meeting of the MCT Board of Directors was held at 7548 Standish Place in Rockville, Maryland on Monday, June 16, 2008. The Board members in attendance were:

Michael Boblitt	Lee Klumpp
Diane Butts	Darryl Lesesne
Dennis Courtney	Sharon Levine
Steven Friedman	Marian Merewitz
Ginny Gong	Nancy Poole
Henry Hailstock	Paul Silverman
Merrill Hessel	Jonathan Walker, Sr.
Tom Hoopengardner	Noreene Wells
Marion Hayes Hull	Francine Wyron
Jim Klimaski	

Call to Order

The meeting was called to order at 7:38 p.m.

Also in attendance were:

Richard Turner, MCT Executive Director
Alysia Thaxton, Executive Assistant
Debbie Billings, Director of Administration
Stuart Garfinkle, Programs Manager
Don Katzen, Director of Technical Support

Roll Call

The following board members issued proxies:

Toby Beach proxy to Tom Hoopengardner
Fernando Cruz-Villalba proxy to Ginny Gong
Haig Ellian proxy to Tom Hoopengardner
Eugene Saunders proxy to Francine Wyron

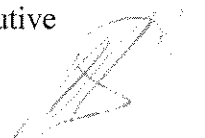
Jim Klimaski moved and Ginny Gong seconded a motion to excuse the board members who did not give proxies. The motion passed. Fourteen in favor and four against.

Approval of the June 18, 2008 Board Minutes

Tom Hoopengardner requested that the word "approve" be changed to "excused" in the Roll Call Section of the June Minutes. Francine Wyron moved and Darryl Lesesne seconded a motion to accept the amended June minutes. The motion passed unanimously.

President's Report

Marian Merewitz read the report from the combined Budget & Finance and Executive Committee Meeting of July 8th. She also read the minutes from the Executive Committee's conference call meeting of July 18th.



MCT Board of Directors
Joint Executive and Finance Committee Meeting
Meeting of July 8, 2008

Call to order – 7:16 p.m.

Attendance -

Lee Klumpp
Gene Saunders
Marion Hayes Hull
Marian Merewitz
Nancy Poole
Richard Turner

Also in attendance -

Ryan Rocha of Rocha & Company
Jeffrey Schilling of Early, Cassidy & Schilling Inc.

Presentation from Early, Cassidy and Schilling, Inc.

- Mr. Schilling gave a summary presentation and answered questions about the current insurance and liability policy that was renewed on July 1st and runs through July 1, 2009.

President's Report

- The Staff-Volunteer Fair Booth Planning Team submitted a more detailed \$3,000 budget as requested as an addendum to the resolution passed at the June board meeting.
- The newly created team chair is Merrill Hessel.
- An amendment and two guidelines were suggested for the proposal:
 1. delete the sentence about the prize drawing being done on the air and changed to the, "Announcement of winning contestant will be made at the fair."
 2. line items were not to exceed amounts estimated
 3. no reimbursements were to be done without receipts
- Eugene moved to accept the more detailed budget request with the amended information included and Marian M. seconded the motion. The motion passed unanimously.

Finance Committee Report

- \$370 gain this year; invoices are still coming in so the expected overage will be in the \$200 plus range.

- Investments are 32% under expectations due to the economy and lower interest rates.
- All billing is up to date.
- We have an increase in collections from the county but we still need to work on a better process for billing and getting reimbursed.
- We need to find a way to reduce all billing time.
- We need to look at possibly outsourcing payroll. ADP or Paychecks was suggested.
- Richard stated that financials are being posted for staff now. Lee requested that the P + L, balance sheets get posted.

Executive Director's Report

- Richard met with Debbie Bigler and Don, the procurement person, to review the rate being paid to the county contract editor. The negotiated rate was based on nobody in that position. They agreed to the contract for the service not the body doing the service. An affidavit on all personnel was asked for.
- IT backup is not happening consistently. The contractor recommended a back up disaster and relief system. The cost would be \$5000 for the device, \$1000 for software and additional \$1000 to cover software and expenses for a total of \$7000.
- Eugene made a motion and Nancy seconded the motion to:
Recommend that \$7000 be put allocated for the purpose of a disaster and backup recovery system subject to review by Dennis Courtney and Mike Boblitt.
- Letters are going out for the annual dues. A validation is being done first due to some double entries and the system not automatically updating user information when a payment is made. All dues are no longer done and updated once a year. Everyone is now on a rotating basis. The validation should be done around the 18th.

Unfinished Business

- It was decided that the reorganization discussion at the board should be preceded by an open Personnel Committee meeting on the 17th to vet questions and shorten the discussion needed at the full board meeting.

New Business

None

Adjourn – 10:20 p.m.

Emergency Executive Committee Meeting
Meeting of July 18, 2008

Phone Conference Call to order – 4:03 p.m.

Attendance

Lee Klumpp
Marion Hayes Hull
Dennis Courtney
Darryl Lesesne
Marian Merewitz
Richard Turner

Executive Director's Report

- IT backup is not happening consistently. The contractor recommended a back up disaster and relief system. The cost would be \$5000 for the device, \$1000 for software and additional \$1000 to cover software and expenses for a total of \$7000. Richard is requesting the decision be finalized so that the orders can be placed quickly.

Dennis and Richard discussed and clarified some of the critical technical features and the cost associated with this system.

The system will act as a temporary backup server if the current server goes down.

Only mission critical files such as the accounting and Facil files will continue to get a tape back up rotated off site.

Dennis suggested looking into the cost of having this service added to the disaster and relief plan being offered.

Richard also said that they will be migrating the email server from Novell to a Windows server.

Dennis moved for the approval of the \$7000 for the backup and disaster recovery system. Marion H. seconded. It passed unanimously.

Adjourn - 4:27 p.m.

Committee Reports

Personnel Committee

The Personnel Committee held a meeting which was open to the entire board on Thursday, July 17, 2008. The committee discussed the reorganization plan; the award bonuses; position salary structuring and the current Employee Survey.

The Personnel Committee suggested that the award bonuses be distributed to staff prior to August 31, 2008. In September the committee will begin reviewing the current salary structure and review the possible implementation of an incentive and retention program for employees. Possibilities include instituting salary ranges and salary steps.

The committee also discussed the current Employee Survey which has been distributed to staff. Staff will mail their surveys to Lee at his office. The committee then discussed the reorganization, including the organizational chart, job descriptions, reorganizing costs, methods for placing current staff and the hiring of additional staff. The committee approved the reorganization chart that has been distributed to the board.

The committee approved the recruitment of the Operations Director. Since the Operations Director is such a key and pivotal position the committee agreed that this position should be in place prior to the reorganization so that the Operations Director can help orchestrate it. A package will be submitted by management with recommendations of policies and procedures on how to implement the plan. Additionally, it will include a more detailed job description for the Operations Director position. The Personnel Committee will also consider forming a search committee made up of board, management and perhaps the county to find the best candidate for the position.

The committee has made a motion to approve the hiring of an Operations Director who will then help to implement the reorganization plan. The motion passed. Fifteen for and none against.

Strategic Planning Committee

The committee met this past month to continue reviewing the Performance Matrix. The committee is attempting to set up a conference call with a public access consultant, Sue Dicile. The committee will have a collection of recommendations for the full board at the September meeting.

Lee asked that by the end of the quarter the Strategic Planning committee and the Public Policy committee meet to discuss implementing new technologies.

Unfinished Business -

- **Agricultural Fair**
Merrill Hessel requested all board members and staff volunteer at the Ag Fair for a four-hour increment. Merrill distributed a handout regarding the duties of the

volunteers (Addendum I). Volunteers may sign up on the website or with Dee Willet.

The Ag Fair is an outreach event as the fair draws over 200,000 people in attendance. The objective of having a presence at the fair are threefold – (1) increase the visibility of Access Montgomery, (2) increase viewership of the channels, and (3) increase participation in access classes and in CPCUG classes.

- CPCUG will begin training classes in September. They will also be at the fair in a booth next to Access Montgomery.
- Haig has had pneumonia. His open heart surgery was postponed until this Friday.

Executive Director's Report

- Award Bonuses – Distribution of award bonuses will be distributed prior to the August 31st deadline
- Annual Access Montgomery Picnic – The picnic will take place Sunday, August 17th at Smokey Glen Park. RSVPs should be given to Dee Willet by August 6th.
- CPCUG Classes – Final arrangements are being made to begin classes in September.
- Photoshop Class – The first photoshop class was held in the classroom last week.
- Big Train Baseball Game – Access Montgomery participated in an outreach event at Shirley Povich Field. The event included a double-header baseball game in which county nonprofits were invited to attend.
- Viewer Survey – We expect to have results from the survey in the first week of September.
- Volunteer Coordinator – Genaye Channel was hired as the new Volunteer Coordinator. Genaye will be handling the Monty Awards.
- ACM Conference – Staff both attended and provided support for the Annual Community Media Conference at the Omni Shorum Hotel two weeks ago.

New Business

- Board Election – Richard will email elected board members information on election procedures.
- Letters to Organizations – The letter which was sent out to nonprofit organizations interested in joining the board will be forwarded to the full board.
- Greater Olney Association – We've entered into an arrangement with the Greater Olney Association to create a new program. We're also working on a couple of other projects with various organizations.
- Board discussion on New Technology and MCT -
 - Look for ways to reach people who want to produce video outside the studio.
 - Reorient classes to instruct people using PCs to produce videos.
 - Understand our market so that we know what we can offer viewers.
 - Richard suggested the Technology committee hold an open session to all board members to brainstorm on new technology.

- Look at distribution technology and how it can be incorporated at MCT.
- Add additional programs rather than displacing existing programs - make optimal use of what we have and add to that.
- Better marketing of MCT's services to the county.
- Distinguish shows produced by MCT.
- Utilize email alerts to keep volunteers engaged.
- Create a free listserv for non-profits.
- Put shows on MCT's website.
- Increase "human wear" classes such as "on camera talent" or a class on interviewing skills.

Adjourn – 9:05 pm

Addendum I

Volunteering at the AMTV Booth at the Montgomery County Agricultural Fair

From Friday August 8 to Saturday the 16th Access Montgomery Television (AMTV) will have a display area along with an "Internet Cafe" that the Capital PC User Group (CPCUG) hosts. It is in a prime location in the air conditioned Building 6 (Chilly Hall). The AMTV and CPCUG/DVUG members will staff their individual booths.

The objectives of our Booth are:

- I. Increase AMTV visibility with the public
- II. Increase AMTV viewership on Channels 19 & 21
- III. Increase participation in AMTV classes and CPCUG related video classes at MCT.

Your duties will be to hand out literature, discuss our operations and answer any questions the Fairgoers may have. Don't worry; there will be senior volunteers or staff member to call if you do not have the answers. We will have literature, schedules, videos, mini classes and 16 x 20 photographs of various aspects of the AMTV displayed at the booth. There will be an instruction sheet at the booth.

The Fair wants us to staff this booth from 10 am to 10 pm each day, (except for Friday August 8th from 3pm to 10pm). We are asking for two volunteers for 4 hour shifts during this period (10am-2pm, 2pm-6pm, and 6pm-10pm). On Sunday August 10th we will have the Mobile Production Vehicle outside at the Fair and we will need 4 extra volunteers to staff it during the periods 10 am -2pm and 2pm -5:30pm. Indicate if you wish to work at the Vehicle outside.

You will get free entry to the Fair on the days you volunteer. If you and a friend, spouse, want to volunteer to staff this booth contact **Dee Willett** at dwillett@mct-tv.org with your name, telephone number and preferred date or dates to volunteer. We will also need your address if you want us to mail the Fair pass to you or you can pick it up at the MCT offices if you tell Dee. For more information call her at (301) 424-1730 x314 but first look at volunteer staffing grid that is on the following Website mctva.tv/fair. Pick a time where the box that does not have two people names in it and send an email or contact **Dee**. This Website will be updated daily.

You will get a free day pass to the Fair. Parking is free at Lake Forest Mall and there are free shuttle buses to the Fair. On Friday August 8th Shuttle Buses run from 11:30AM- 12:30 AM, starting Saturday August 9th to the 16th Shuttle Buses run from 7:30AM- 12:30 AM. You can park on the Fairgrounds at Perry Parkway for a cost of \$5 and a long walk to our booth.

Go to www.mcagfair.com click on Fair Home page and then Schedule to see the events on the day you volunteer for the Fair

An addition perk for Volunteers is the following: The Fair keeps a record of all volunteer hours on their grounds if you volunteer for more than 4 hours per year; you get credit towards a lifetime membership and free pass to the Fair for yourself and significant other. The requirement for a cumulative lifetime membership is a total of 200 hours of volunteer work for the Fair. There are other opportunities during the year and prior to the Fair opening to help out with volunteer work. You can earn up to 40 hours during Fair week.

Videos about the Fair by AMTV Producers

There are a series of 15 minute videos about the Fair made recently at Access Montgomery Television. They are being streamed from the Fair Website www.mcagfair.com - select Fair Home Page and **then scroll down** and on the left side select **videos**. These videos will be shown from July 10 through August 16th on AMTV channel 21. The AMTV schedule is at www.dvug.org/videos.html