

**MCT Board Minutes**  
**July 20, 2009**

A meeting of the MCT Board of Directors was held at 7548 Standish Place in Rockville, Maryland on Monday, July 20, 2009. The Board members in attendance were:

Diane Butts	George Kosovich
Steven Friedman	Marian Merewitz
Greg Hamilton	Charles Finn Peña
Marion Hayes Hull	Nancy Poole
Merrill Hessel	Della Stolsworth
Jim Klimaski	Jonathan Walker, Sr.
Lee Klumpp	Noreene Wells

**Call to Order**

The meeting was called to order at 7:54 p.m.

Also in attendance were:

- Richard Turner, MCT Executive Director
- Alysia Thaxton, Executive Assistant
- Don Katzen, Operations Director
- Debbie Billings, Business, Admin & HR Director
- Patrick Thorpe, Technical & Network Manager
- Rodney Bryant, Production Manager
- Larry Merewitz, Training/Volunteer Manager
- Stuart Garfinkle, Programming Manager
- Bill Stewart, Volunteer Association President

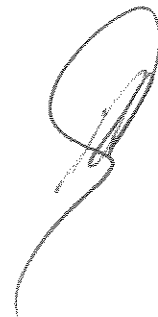
**Roll Call**

The following board members are absent from tonight's meeting:

- Elizabeth Ortega-Lohmeyer proxy to Chuck Finn Peña
- Toby Beach proxy to Lee Klumpp
- Henry Hailstock proxy to Darryl Lesesne

**Approval of June 2009 Board Minutes**

Greg Hamilton and Della Stolsworth seconded a motion to accept the May minutes. The motion passed unanimously.



Marian Merewitz, the Board Secretary, read the Executive Committee minutes for July 20, 2009.

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MCT Board of Directors  
Executive Committee  
July 20, 2009

**Call to order** – 6:32 p.m.

**Attendance**

Lee Klumpp, President  
Marion Hayes Hull, First Vice-President  
Marian Merewitz, Secretary

Also in attendance were:

Richard Turner, MCT Executive Director  
Don Katzen, Operations Director  
Debbie Billings, Accounting Director/ Human Resources Manager

**Executive Director's Report**

No regular report was given during this meeting. A report will be given at the full Board meeting.

**President's Report**

- Lee discussed the meetings with the MFP and CCAC last month. They were very interested in how the reorganization had gone and what MCT is currently working on. Two MFP meetings are coming up in the fall.
  - One is on September 24<sup>th</sup> at 3 p.m. The topic will be the Kennedy Cluster Broadband Plan which involves the Wheaton/Kensington area.
  - The next one will be October 12<sup>th</sup> at 2 p.m. MCT is on that agenda with the Cable Operator Quarterly Review and Cable Budget Discussion.
- Lee mentioned the recent Washington Post article about World Docs. This is a program sponsored by a Montgomery County resident and airing on our channels.
- The Employee Survey process is being reviewed by Nancy and should be distributed to staff within the next couple of weeks.
- Duke Realty is reviewing our lease agreement. (see EC Staff Action Item #1)
- Lee talked about the formation of a Committee to discuss meeting the training and volunteer needs. (see EC Staff Action Item #2)

**Municipal League Meeting Update**

Richard gave an update on the Municipal League meeting. Richard suggested that some strategies need to be talked through the Executive Committee. There was an informal inquiry at the meeting by Valerie. She discussed the possibility

of MCT creating a news unit to cover Montgomery County (see EC staff action item #3). Some of the points discussed in relation to Valerie's inquiry were:

- Any news would have to be hands off by government
- News gathering, not creation
- 1<sup>st</sup> Amendment Concerns
- Mitsi agrees that separation/isolation is not helpful.
- Next years budget will probably be worse.

### **Operations Manager's Report**

None

### **Executive Committee Staff Action Items**

1. Richard, Don, Debbie and the managers are to sit down, talk about and evaluate the office configuration, use of space, people and times both buildings are occupied to try to come up with a better space allocation/use solution.
2. An Ad Hoc Training and Volunteer Committee will be announced at the full board meeting.
  - Members will include Greg Hamilton, Diane Butts, Larry Merewitz and will be opened up for other interested Board members to join.
  - The committee is to review what MCT is doing in this area now and how we are doing it.
  - Strategic goals and benchmarks are to be discussed and worked on with management.
3. Don and staff should review the feasibility of doing a news type program again.

### **Unfinished Business**

None

### **New Business**

None

### **Closed Session**

**Adjourn** – 7:48 p.m.

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### **Presidents Report**

- Executive Committee met for their monthly meeting on June 15<sup>th</sup>.
- During the meeting the committee resolved to put an Executive Member on each of the committees so that action items coming out of committee meetings can be effectively addressed by the Executive Committee.
- Lee reported to the committee on last month's meeting with the MFP committee.

- The Strategic Planning Committee is working on creating a new Strategic Plan.
- There was a meeting with the Citizens Advisory Cable Committee to update them on MCT's reorganization and mission.

### **Executive Director's Report**

- PEG Network Meeting – Richard reported on some of the topics addressed at the recent PEG meeting.
- Outreach – Richard has met with such organizations as JCC, Suburban Hospital, Bethesda Green and Impact Silver Spring to look at possible ways to partner with them in terms of trade or earned revenue.
- Public Policy – The Supreme Court has denied hearing the request for appeal on the FCC's decision on cable franchises. Essentially it means that new franchising may be impacted by this decision. The second decision clarifies definitions and caps existing franchise fees at 5%.
- 2009 Alliance for Community Media Conference – Richard discussed a couple of issues from the conference, such as social networking, the Open Media Project and PEGmedia.org.
- At the conference Richard accepted the Hometown Media Award for Greg Hamilton. His show, "Our Veterans, Our Warriors", won in the Making a Difference category.

(See Full Board Action Items #1 and #2)

### **Operation Director's Report**

- We will have 58 hours of programming which meets the requirement as set out in the Master Contract.
- AMTV just completed phase one of the PEG Youth Grant where students came to the station to produce a video.
- Department Managers gave updates on their departments.

### **Closed Session**

#### **Committee Reports**

##### **Budget & Finance Committee**

Lee Klumpp gave the report for the committee. Although we're still in the process of closing the books there should be a \$150,000 surplus ending the FY09 fiscal year. Previously, \$32,000 was set aside for an employee merit program, however, since the merit program had not been instituted, the money was used to pay employees bonuses based on their Performance Review instead. All employees were included except those employees still on probation.

##### **Strategic Planning Committee**

Henry Hailstock, the Committee Chair, organized meetings on June 30, July 6 & July 14<sup>th</sup>. The committee is working on a new Strategic Plan for MCT. Lee also discussed the Operations Plan.

### Technology Committee

Merrill Hessel, the Committee Chair, distributed the committee's agenda to the board.

Motion – Merrill Hessel moved and Greg Hamilton seconded a motion that any technical/production equipment for more than \$2,500 be approved by the Technology Committee prior to purchase except in emergency situations that require repair of the equipment. The motion passed unanimously.

### Bylaws Committee

The Chair, Merrill Hessel, gave the Bylaws report. Two issues that are being changed in the Bylaws are being worked on in conjunction with the county:

- 1) The 3 positions on the board that are mandated by the Bylaws and
- 2) The redefinition of membership.

Motion – Merrill Hessel moved and Marion Hayes Hull seconded a motion that the statement, "You will also become a member and eligible to vote in the upcoming elections for MCT's Board of Directors" be removed from AMTV's bulletin board. The motion passed unanimously.

### Personnel Committee

Nancy Poole, the Committee Chair, said that the committee is reviewing the questions from the 2008 Employee Survey. The committee will use the same questions in the 2009 Employee Survey which will be distributed to staff. They will have two weeks to complete the survey and return it to Lee's office address.

### Public Access Committee

Motion – The committee recommends that the Board adopt a Disclaimer Policy which states the following: "Views expressed in programs aired over Montgomery Community Television (MCT) do not reflect the opinions of MCT's management." A graphic containing this statement should be created by staff and should be aired throughout the program day over Channels 19 and 21. Additionally, the committee recommends the Disclaimer Statement be inserted into the Facility User Agreement requiring individuals responsible for signing the agreement to agree to the statement. The motion passed unanimously. (See Full Board Action Items #3 and #4)

Also, the committee will add a statement to the current Code of Ethics on MCT's Whistle-blowing policy.

### Unfinished Business

None

### New Business

### **Agriculture Fair**

This year the Montgomery County Agricultural Fair runs from August 14 through August 22nd. Merrill Hessel requested that board members sign up for the Access Montgomery booth. The sign-up sheet will be posted on the website.

### **Full Board Action Items**

1. Alysia will send to the board a calendar of cultural events that Richard has put together. Board members are requested to contact Alysia with any additional events they have information on.
2. Patrick Thorpe will run a report for the Technology committee on equipment maintenance.
3. A graphic containing the statement, "Views expressed by programs aired over Montgomery Community Television (MCT) do not reflect the opinions of MCT's management." should be created by staff and then aired throughout the program day over Channels 19 and 21.
4. The Public Access Policy Committee and staff will work on the wording for the Disclaimer Statement so that it can be made a part of the Facility User Agreement.

**Adjourn** – 11:15 pm