

**MCT Board Minutes
October 19, 2009**

A meeting of the MCT Board of Directors was held at 7548 Standish Place in Rockville, Maryland on Monday, October 19, 2009. The Board members in attendance were:

Paul Amon
Toby Beach
Diane Butts
Dennis Courtney
Greg Hamilton
Marion Hayes Hull

Merrill Hessel
Lee Klumpp
Elizabeth Ortega-Lohmeyer
Marian Merewitz
Charles Finn Pena
Nancy Poole

Call to Order

The meeting was called to order at 7:36 p.m.

Also in attendance were:

Merlyn Reineke, Executive Director
Alysia Thaxton, Executive Assistant
Don Katzen, Operations Director
Debbie Billings, Human Resources & Accounting Director
John Kincaid, Auditor with Stoy Malone
Bill Stewart, President of the Volunteer Association

Roll Call

The following board members did not attend the meeting:

Steven Freidman proxy to Lee Klumpp to make a quorum
Jim Klimaski proxy to Lee Klumpp
Della Stolsworth proxy to Lee Klumpp
Jonathan Walker, Sr. proxy to Toby Beach
Noreene Wells proxy to Merrill Hessel

Approval of September 2009 Board Minutes

Dennis Courtney moved and Marion Hayes Hull seconded a motion to approve the September 2009 minutes with a correction noted by Marian Merewitz.

Board President, Lee Klumpp, welcomed MCT's new Executive Director, Merlyn Reineke, who started on October 14th.

Lee introduced John Kincaid, a partner at Stoy Malone, the auditors for MCT. Mr. Kincaid discussed the draft of FY09 Audit report which was previously distributed to the board. The Audit Committee having previously approved the FY09 audit report moved that the FY09 Audit Report be approved by the board. The motion passed unanimously. The final report will be delivered to the county by the November 1st deadline.



Stoy Malone has filed the 550 Form and they are currently working on the Form 990. A draft of the 990 Form will be distributed to the board prior to its filing.

Presidents Report

- The MFP Committee of the County Council met on Monday, October 12th. Some highlights of the committee meeting include:
 - an update on the current franchise;
 - integration and collaboration among the PEG network;
 - news programs in the county.
- Merlyn Reineke, MCT's new Executive Director, was introduced to the MFP Committee members and to Cable Office members present at the meeting.

Marian Merewitz, the Board Secretary, read the Executive Committee minutes for October 19, 2009.

MCT Board of Directors
Executive Committee
Meeting of October 19, 2009

Call to order – 6:35 p.m.

Attendance

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

Also in attendance were:

Merlyn Reineke, Executive Director
Don Katzen, Operations Director
Debbie Billings, Human Resources & Accounting Director

President's Report

- Lee discussed the recent County Consultant report and the concerns raised by some board members. This is to be brought up in the full board meeting.
- Lee discussed the recent MFP meeting. Merlyn was introduced. During that meeting, Valerie and Nancy both brought up the continued need to reach out to diverse members of the community.
- Merlyn is scheduled to meet with Mitsi this week.

Operations Manager's Report

- Don gave production updates. He discussed several new projects and programs being produced.
- A new ad will run in the Gazette this Wednesday advertising NPO day, 11/4/09.
- There is a paid production coming up in December.

- Don briefly discussed some Training Dept. changes. The Orientation and Introduction to Video Basics classes were combined. Additional classes were added to accommodate the increase in students and the training classes are full.
- The Monty's are scheduled for December 5th. There have been lots of entries. (See Action Item #1)
- The draft announcement about Merlyn is done and the Press Release is to go out this week.
- ACPEN is a go. Granicus will be shut down during the initial two-hour trial of this.

Executive Director's Report

- Merlyn discussed his first four days. He has had a chance to meet with all of the managers as a group and individually.
- Merlyn was also able to attend the MFP meeting.
- The FY11 Budget Request is due to the Cable Office at the end of the month.

Closed Session with Auditor

Unfinished Business

None

New Business

None

Adjourn – 7:30 p.m.

Executive Director's Report

Merlyn Reineke's report included:

- A brief overview of his first four days at MCT.
- The FY11 Budget Request that due to the Cable Office at the end of the month.

Committee Reports

Personnel Committee

The committee will be meeting shortly to review the Employee Surveys.

Strategic Planning Committee

The committee will be meeting shortly.

Technology Committee

The committee held a meeting on October 8th to discuss the "Draft Report on Current Digital Transition Status and Projections for the Members of the Montgomery County PEG Network". Merrill Hessel, the Committee Chair, provided meeting minutes which were distributed to the board (see Addendum I).

Training Committee

The committee has requested starting Saturday studio classes. Greg met with Marlyn and Merlyn to discuss the development of a service learning program. A linear editing class is set to begin in November 2010. The non-certified editing classes (using Movie Maker and Premier Elements) given by the PC User Group on the PC User Group's computers in Classroom A will begin in January 2010. The committee is looking into expanding hours on Friday evenings and making the studios available for production on Sunday.

Unfinished Business

- The disclaimer notification is currently running 2 to 3 times per hour. (See Action Item #2 and #3)
- Lee discussed the use of Outlook by board members to schedule board meetings and committee meetings. (See Action Item #4)
- All committee minutes are to be kept as a separate file unless specifically requested to be made part of the official full board minutes. (See Action Item #5)

New Business

- Merrill asked if Producers from outside the County could produce programs using MCT equipment. Lee referred any issues regarding MCT membership to The Public Access Policy committee.
- Lee announced the Lee Klumpp Challenge to the board. Lee will match, up to an aggregate of \$1,000, all donations made to MCT by other board members. The deadline is December 31, 2009 and checks should be given to Debbie Billings.

Action Items

1. Lee requested that Alysia send out outlook calendar appointments to Board members for the Monty's on 12/5/09 and for NPO day on 11/4/09.
2. The disclaimer notification is to run at the beginning of each non-MCT- produced program.
3. Lee requested that staff have a conversation with the webmaster about putting the disclaimer on the website.
4. Lee requested that Alysia use Outlook Invite to schedule board meetings and committee meetings. Committee Chairs should have Alysia schedule their committee meetings so that we have an idea who is coming.
5. Lee requested that the Committee Chairs submit written meeting minutes so that they could be distributed in advance of the board meetings and discussed.

Adjourn – 9:10 pm

Addendum I

Minutes Technology Committee Meeting October 8 @ 7:30 pm

Attendees: Dennis Courtney, Steve Friedman, Gregory Hamilton, Merrill Hessel, William Stewart, Patrick Thorpe, John Hansman

This meeting was devoted to considerations of the MCT Board response to the "Draft Report on Current Digital Transition Status and Projections for the Members of the Montgomery County PEG Network" prepared by CBG Communications Consultants to the County.

This report focuses on the technology changes for the Broadcast Industry with respect to the Digital Transition. It suggests how PEG members should respond with respect to their Capital Equipment purchases.

The changes seen for the next 5 to 10 years are:

- Digital Broadcast Transmission & Equipment
- Conversion to High Definition Television
- Closed Captioning
- Tapeless Camcorders and Recorders
- Switchers, monitors and associated equipment
- Green Screen

The report purports to look at the present status of each of the PEG organizations and recommends the budget and equipment replacement for FY10 through FY16. This is based on their quick survey of each of the PEG's operations, short site visits and information provided to them.

As far as their recommendations with respect to MCT (AMTV) they do not recognize the **unique** characteristics of our Public Access Channel's mission, strategic needs and direction. Our local access channels bring unique citizen voices, perspectives, and programming to television.

This occurs by training volunteer producers and technicians to use modern MCT studio and field television cameras, equipment and editing facilities and methods in which that programming is delivered. With the reduced cost of digital equipment many of our volunteers have their own equipment to produce and edit citizen produced programming. The equipment replacement should be adapted to the strategic objectives of MCT. Whereas, the other PEG organizations have paid professional engineers and staff to produce programming for their operations and could have similar types of advanced equipment as recommended by this report.

The Technology Committee recommends that Board responds to this Draft report immediately and to the appropriate County Committee as follows:

Both the MCT staff and MCT Board Technology Committee have carefully reviewed the "Draft Report on Current Digital Transition Status and Projections for the Members of the Montgomery County PEG Network". The report contains an excellent view of the direction of Broadcast Technology and how equipment will change over the next 5 to 10 years. However, this report does not recognize the unique characteristics of our Public Access Channels' mission, equipment needs and strategic direction as compared to those of the other PEG Channels. We recommend that the MCT Executive Director work with the authors on their next draft of the report to incorporate the unique requirements and strategic direction of MCT in the next 5 to 10 years.