

**MCT Board Minutes  
November 16, 2009**

A meeting of the MCT Board of Directors was held at 7548 Standish Place in Rockville, Maryland on Monday, November 16, 2009. The Board members in attendance were:

Paul Amon  
Toby Beach  
Diane Butts  
Dennis Courtney  
Steven Freidman  
Henry Hailstock  
Greg Hamilton  
Marion Hayes Hull

Merrill Hessel  
Jim Klimaski  
Lee Klumpp (by phone)  
Elizabeth Ortega-Lohmeyer  
Marian Merewitz  
Charles Finn Peña  
Nancy Poole  
Jonathan Walker, Sr.

**Call to Order**

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

Also in attendance were:

Merlyn Reineke, Executive Director  
Alysia Thaxton, Executive Assistant  
Don Katzen, Operations Director

**Roll Call**

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

Lee Klumpp proxy to Marion Hayes Hull  
Della Stolsworth proxy to Marion Hayes Hull  
Noreene Wells proxy to Merrill Hessel

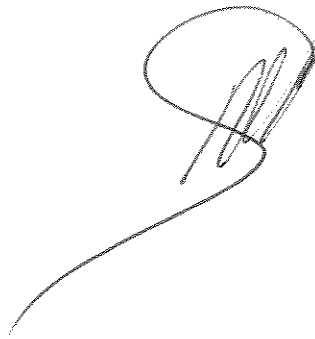
**Approval of October 2009 Board Minutes**

Henry Hailstock moved and Elizabeth Ortega-Lohmeyer seconded a motion to accept the October 2009 board minutes. The motion passed unanimously.

**Presidents Report**

The Executive committee will meet on December 14, 2009 at 7 p.m.

Marian Merewitz, the Board Secretary, read the Executive Committee minutes for November 16, 2009.

A handwritten signature in black ink, appearing to be 'M. Merewitz', written in a cursive style. The signature is located in the lower right quadrant of the page.

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MCT Board of Directors  
Executive Committee  
Meeting of November 16, 2009

**Call to order** – 6:25 p.m.

**Attendance**

Lee Klumpp, President (via phone)  
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

**Executive Director's Report**

Merlyn discussed his progress during this first month:

- He was able to meet with:  
All of the managers and the entire staff of MCT.  
Most of the key County staff members through a variety of meetings, i.e. PEG meetings, etc.
- He plans to meet with all the County Council's Chief of Staff members.
- The FY11 Budget Request was submitted on time to meet the deadline.
- Has toured the Fairfax Cable Access station with Chuck Peña.

**President's Report**

- The Personnel Committee reviewed the employee surveys. The results were discussed. Nancy will be giving a brief report tonight with a more detailed review at the January Board meeting.
- Strategic Planning is having several meetings to complete an updated plan by the end of December.
- There will be a CACC joint meeting on Wednesday night with another joint meeting planned for April.
- Work on the lease agreement is ongoing.
- Continued concerns about board, volunteer and staff interactions have been brought up. (see Action Item #1 and #2)

**Operations Manager's Report**

- Don gave production updates. He discussed several new projects and programs being produced. He will give a full report during the Board meeting.
- TV day on 11/4/09 went very well.
- There is a new Production Consultant in the Training Department.
- Union Contract negotiations are almost completed.

- Lee has requested that Don and Marlyn give an update to both the Council and Mitsi. (see Action Item #3)

### **Unfinished Business**

- Long-term disability policy questions and proposals have been put together.

### **New Business**

- Merlyn is working on the updated Operational and Strategic Plan for the County. It is due at the end of the year.

**Adjourn** – 7:12 p.m.

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### **President's Report**

- The Personnel Committee met. Nancy will give the Committee report later.
- The January meeting should be very busy. The Strategic and Operational Plans are to be presented.
- Union negotiations should be completed and a January vote should be able to be taken.

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

In the month that Merlyn has been at MCT he has:

- Met with all the managers and the entire staff of MCT.
- Met with most of the key county staff members through a variety of meetings, i.e. PEG meetings, etc.
- He plans to meet with all the county council's chief of staff members.
- The FY11 Budget Request was submitted on time to meet the deadline.
- He has toured the Fairfax Cable Access station with Chuck Peña.

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

Don Katzen gave production updates and discussed several new projects and programs being produced.

- On November 4<sup>th</sup> MCT held TV Day for nonprofits. Representatives from 35 nonprofit organizations attended. There were two workshops on how nonprofits can work with the local media. We plan on making a series of these workshops and offer 3 to 4 per year. The next workshop is planned for February where MCT will teach nonprofits how to produce public service announcements for their organizations. We also hope to get people signed up for classes and air their PSAs. The following workshop is being planned for spring.
- We are presenting two programs for air on the H1N1 Virus. We got an interview with Dr. Anthony Balci regarding the virus. (See Action Item #3)
- MCT has obtained the rights from News Channel 8 to air The Thanksgiving Day Parade taped in Silver Spring after the live event.
- On November 3<sup>rd</sup> we had the first webcast for ACPEN for CPAs.
- We have hired Mandy Windholm as the new full-time Production Consultant in Training/Volunteer Services department.

- The Union negotiations are wrapping up and should be completed by late December.

## **Committee Reports**

### **Personnel Committee**

- The committee met on November 3<sup>rd</sup> to review the Annual Employee Surveys. The surveys were distributed to twenty-eight full-time employees and twenty-three part-time employees in August 2009. They submitted their surveys to Lee's office by mail. Overall, 49% of the employees participated - 64% of full-time employees responded while 30% of part-time employees.
- A full report will be presented to the board at the January meeting.

### **Technology Committee**

- Since the last board meeting, staff submitted an Equipment List to the county for FY11. Merrill Hessel, the committee chair, distributed the Equipment list to the entire committee for commentary.
- The committee submitted a document with the commentary to Merlyn.
- The committee is planning to meet before January.

### **Training Committee**

- A Linear Editing Class is set to begin in January 2010.
- There have been several meetings with staff to re-establish a Service Learning program for middle and high school students.
- The next Training meeting is scheduled for December 9<sup>th</sup>.
- CPCUG will be starting PC Editing as well as other classes beginning in January in Classroom A.

### **Strategic Planning Committee**

- There will be a committee meeting by conference call on Thursday, November 19<sup>th</sup> at 8:30 pm which is open to the entire board.
- Board members planning to join the call should RSVP with Alysia by Wednesday, November 18<sup>th</sup>.

### **Budget & Finance Committee**

- The committee met for their monthly meeting but no report was presented to the board.

### **Unfinished Business**

- Merrill asked for a follow-up on MCT's policy on producers. He referred to last month's minutes which mentioned that the Public Policy Access Committee would meet to discuss the policy.

### **New Business**

- HR 3745 – Community Access Preservation (CAP) Act. The CAP Act would restore PEG funding eliminated by some state laws. Chuck Peña has been involved in supporting the bill and gave his opinion on developing a strategy to support the bill's passage. However, Congress is unlikely to address the bill this term. Henry suggested that Lee arrange for Executive Committee to review to map out who we can begin contacting in the House and through the schools.

### **Action Items**

1. The Ethics Committee has been tasked to develop sanctions. Henry has been asked to provide samples from other organizations.
2. A letter that was previously sent to all staff and Board members is to be resent by Merlyn.
3. Create and send a DVD copy of the H1N1 videos, along with a letter explaining the project.
4. Have Granicus provide a list of the number of visitors to the Access Montgomery website each month.
5. Put a blurb on the website with instructions on how to use "View It Now".

**Adjourn** – 9:02 pm