

Catamount Access Television Corporation

Board of Directors Meeting Minutes

Monday, October 23, 2017

1. **The meeting convened at 4:04pm with the following members present; Drew Totten, Lindy Lynch, Marcia Noyes, Alex Burke, Ethel Hutton, Sarah Perrin and Lisa Byer – Executive Director. Frank Barnes, Spencer Sweet and Willy Jones were absent.**
2. **INTRODUCTION OF NEW BOARD MEMBER:** Lisa introduced the newest board member, Ethel Hutton. Ethel is the Assistant Human Resources Manager at NSK.

MOTION: ALEX BURKE MOVED TO APPOINT ETHEL HUTTON TO THE BOARD. MARCIA NOYES SECONDED THE MOTION. ALL MEMBERS VOTED IN FAVOR AND THE MOTION PASSED.

3. **APPROVAL OF MINUTES:** Drew asked for approval of the minutes of the September meeting.

MOTION: MARCIA NOYES MOVED TO ACCEPT THE MINUTES OF THE SEPTEMBER MEETING. ALEX BURKE SECONDED THE MOTION. ALL MEMBERS VOTED IN FAVOR AND THE MOTION PASSED.

4. **FINANCE REPORT:** Lisa presented the finance report.

5. **EXECUTIVE DIRECTOR'S REPORT:**

Lisa Byer provided highlights of her report, which is attached and formally submitted with these minutes.

- a. *Overview:* Lisa reviewed the reports of the staff and the updates to the Underwriting contracts. The house painting is nearly complete under the adjusted scope of work. The remaining work will be put out to bid in the spring. Lisa provided an update on the statewide regulatory work regarding Comcast. Essentially, VAN is still working to identify the best role for them in this case as it relates to the AG's office. Directly related to that is the costs associated with the case. With reviews coming up, the staff suggested that they do a self-review as part of the process. Both Ethel and Drew have experience with this and will send Lisa examples of what they use. There was a reminder of the upcoming Halloween Party and discussion of moving our annual signature event to Halloween instead of Christmas. They will evaluate after this year. It was agreed they would hold November's meeting as scheduled but forgo December's since it falls on Christmas day. Finally, it was decided that Lisa would continue to print about 7 copies of the board documents for the board meetings.

MOTION: MARCIA NOYES MOVED THAT THE BOARD MOVE INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUES. LINDY LYNCH SECONDED THE MOTION. ALL MEMBERS VOTED IN FAVOR AND THE MOTION PASSED.

MOTION: ALEX BURKE MOVED THAT THE BOARD COME OUT OF EXECUTIVE SESSION. SARAH PERRIN SECONDED THE MOTION. ALL MEMBERS VOTED IN FAVOR AND THE MOTION PASSED.

MOTION: SARAH PERRIN MOVED TO ADJORN THE MEETING. MARCIA NOYES SECONDED. THE MEETING ADJORNED AT 5PM.

Respectfully submitted by,
Willy Jones, Secretary