

## **Catamount Access Television Corporation**

Board of Directors Meeting Minutes

Monday, January 23, 2023

- 1. Alex Burke convened the meeting via video conference at 4:02 pm with the following members present; Asa Morin, Dave LaChance, Sarah Krinsky, Greg Van Houten, Dan Cross, Lisa Byer – Executive Director and William Gardner – Operations Manager. Tim Scoggins was absent.**
- 2. APPROVAL OF MINUTES:** Alex Burke asked for approval of the Board Minutes of November 28, 2022.

**MOTION: DAN CROSS MOVED TO APPROVE THE MINUTES OF NOVEMBER 28, 2022, BOARD MEETING AS PRESENTED. DAVE LACHANCE SECONDED THE MOTION. ALL MEMBERS VOTED IN FAVOR AND THE MOTION PASSED.**

- 3. FINANCE REPORT:** Lisa reviewed the financial reports for the months of November and December 2022.
- 4. EXECUTIVE DIRECTOR REPORT:** The Director's report was distributed to the board prior to the meeting for their review. Lisa reviewed the staff activities. She also reported that the bridge funding from the state appropriation has been received. They will be required to report on the spending of those funds based on the budget presented. Lisa has had several conversations with colleagues regarding the rollout of HD Channels and the responsibilities of both Comcast and the AMOs. She expects those conversations to continue as the process unfolds. She will be mindful of managing her involvement. Lisa completed the annual staff reviews and developed google sheets for weekly timesheets to improve on record keeping. Tony Conner announced that he will be leaving at the end of June. This will provide ample opportunity to find a replacement and think strategically about the needs of the organization.

The upgrade of the network server is complete and the move from Comcast internet to Fidium Fiber has been made. That upgrade has greatly improved the production workflow by decreasing upload times from several hours to minutes. They initiated the Closed Captioning service from Castus, however the test failed so Lisa is contacting Comcast to see if there are engineering barriers preventing it from working. While renewing the town and school board meeting coverage agreements, Lisa informed them of the upcoming CC service and explained that the service will be paid through the state bridge funding for the first year, however beginning in January 2024 the boards will be charged a fee. As part of renewing those agreements, Lisa conducts an audit of the coverage and billing. To improve on that process, she developed an online tracking system that will be updated regularly. William will be able to utilize the tracking for billing purposes.

Lisa reported that she and the staff are working to complete the annual reporting. She updated the board on the goals that the staff would like to focus on in the coming year. At the top of the list is staffing with Tony leaving. They would like to continue working on building the membership and develop a One-Minute Film Festival. The mission related goals will always continue such as local programming, training, outreach. There are also technical goals including adding Podcasts. Priorities are introducing CC and launching the VOD server. There was discussion regarding the Annual Meeting and Lisa will follow up with the board on dates.

**MOTION: GREG VAN HOUTEN MOVED TO ADJORN THE MEETING. DAN CROSS SECONDED THE MOTION. THE MEETING ADJORNED AT 4:35PM.**

Respectfully submitted by,  
Sarah Krinsky, Secretary