

Meeting of Friday, July 23, 2004, 9:00 a.m.
With the Mayor, Robert Baines
Third Floor, Primary Room, City Hall

Present for MCAM: Grace Sullivan, Joseph Lehr, Jason Cote, MCTV Operations Mgr.; John St. Hilaire, James Stewart, June Craig, Carol Williams, Lorraine Lamontagne, Lou D'Allesandro, Jean Jeudy, Arthur Gatzoulis, Chris Proulx

The MCAM Board wanted to meet with the Mayor to discuss his expectations, based on his letter to all of us recruiting us for the Board of Directors position and our unsuccessful efforts to implement the transition of a non-profit Public Access from the PEG Access through the Manchester School Department. We wanted to project our vision and plan to approach the Board of Mayor and Aldermen.

A meeting of the Board members was started (without the Mayor) at 8:15 a.m. All present were given a hard copy of the Business Plan which was put together by John St. Hilaire and Joe Lahr with the help of several Board members. It was not complete by any means but a beginning. Some sections need some expounding, and attachments are needed.

It was agreed that a Pre-Statement needs to go along with the presentation of the Business Plan to the Board of Mayor and Alderman.

1. Whereas MCAM is not a new business, but an existing entity working within the context of PEG Access and the City of Manchester School Department, with funding through the City of Manchester which receives from the .05c on the dollar of the gross receipts from Comcast each year.
2. Whereas MCAM was formed as a non-profit entity registered with the City and State in April of 2004 in order to effect a separation from the education and government portion of Manchester's PEG access due to:
 - a. liability issues;
 - b. the opportunity for the expansion of time and space that would be available to students and government programs with the Public Access (hereinafter referred to as MCAM) out of the working space and schedule;
 - c. the opportunity for new and exciting programs and capabilities that would be infused into the MCAM operations at a new and separate facility;
 - d. the opportunity for Public Access MCAM for marketing and fundraising, all sorts of programs that would enrich the public in their personal and public enterprises;

THEREFORE:

3. MCAM hereby requests the Board of Mayor and Aldermen to seek an amendment to the 2000 Comcast Contract with the City of Manchester for PEG access.
 - a. That Public Access be separated in the 2000 Contract from Education and Government with 1c of the 5c on each dollar of gross income by Comcast in the City of Manchester to be designated to MCAM until 2015 which is the end of the Comcast/City contract.
 - b. That MCAM receive formal designation as Community Access Provider
4. MCAM further requests the City of Manchester to sign an agreement whereby two employees who will make the transition from the Manchester School Department, City of Manchester employees to be MCAM employees, be allowed to buy back into the Retirement System should they desire within a reasonable amount of time after they leave the City employ.
5. MCTV will transfer equipment to MCAM that is presently used by the Public Access programming, in a ratio that takes into account the three programming entities. This transfer will provide start-up ability to MCAM and all items transferred will belong to MCAM.

Grace Sullivan then mentioned that she has spoken with Leslie Stewart of the School Board and it was agreed that we should make a presentation to the coordination committee of the School Board.

Would the Education and Government divisions of PEG also want to go with a .01 cent of the 05 cent of the dollar received by the City from gross income of Comcast in the City of Manchester?

The Mayor entered the meeting room at approximately 9:15 a.m. and John St. Hilaire asked the Mayor if he would tell us his expectations. The Mayor responded that he was not briefed on this meeting. He felt MCAM should speak first; present our case. John St. Hilaire spoke of the five points above-listed then asked the Mayor if he supported us considering his letter to all of us in early March, recruiting us for Board Member positions.

The Mayor stated he had not received any material on this meeting which would have allowed him to consider our position. Mayor Baines asked if any Department Head had received any material from us. (no) John presented him with our partially assembled Business Plan.

Mayor Baines then stated that:

- a. Any action taken in this matter is dealing with next year's budget.
- b. A presentation must show budget features – pros and cons
- c. The amount budgeted for MCAM in the 2004 budget was limited to approximately nine months of the fiscal year, figuring we would get started later in the year;

- d. Mayor Baines said he appreciated the passion demonstrated by the Board of Directors and hopes that we will work with the budget process to accomplish our goal.
- e. He said we have to contact the Aldermanic Committee on Administration and deal with them.
- f. Provide copies of the completed Business Plan and Proposals to:
 - 1. Kevin Clougherty, Finance Department
 - 2. Tom Arnold, City Solicitors' Office
 - 3. Leslie Stewart, School Board
 - 4. Armand Forest, Committee on Administration
 - 5. Virginia _____ of the Human Resources Department
- g. Mayor suggested we meet one on one with the Aldermen

The Mayor wished us luck in our preparations and added that everyone he knows is basically in favor of the separation concept. The budget aspect is the difficult part. He says you will have to prepare a strong case for the Board of Mayor and Aldermen to accept our request to amend the Comcast contract and present it in the 2005 budget.

The meeting ended – approximately 9:35 a.m.

Respectfully submitted,
June Craig, Secretary
MCAM Board of Directors

1ST Draft 7-28-04