



Web Site – [www.mcam.org](http://www.mcam.org)

**Board of Directors Meeting – July 27, 2005 - 6:00 p.m.**

At the Home of MCAM  
540 Commercial Street  
Tel. No. 622-3023 - Fax 622-9323

Attending: John St. Hilaire, James Stewart, Joe Lahr, June Craig, Jean Jeudy, Lou D'Allesandro, Chris Proulx, Lorraine Lamontagne and Ray Buckley. Not in attendance was Linda Garrish Thomas.

Meeting was called to order at 6:00 p.m. and run according to Robert Rules of Order; Minutes of the prior meeting on June 30, 2005 were forwarded via email to each Board Member by June Craig, Secretary, with the exception of Jean Jeudy who received his at the station via Joe.

A Meeting Agenda with a second page was passed out by Chairman John St. Hilaire.

John began the meeting with a review of the July 13<sup>th</sup> meeting of several MCAM Board of Director members and Earl Pierce of Verizon and Comcast's Brian Christianson. We hope to have word from Comcast within a couple of weeks about the results of the capacity study to determine if there is room in the present conduit to allow a new Comcast cable for MCAM at 540 Commercial Street. A check in the non-refundable amount of \$7,597.93 was written to Comcast, who in turn would pay Verizon for the predetermined fee to do the study. We received word that the physical review of the pipelines was done by Verizon on July 26<sup>th</sup> and it would take several days for the results to be made known to us.

Jason at MCTV had recently told Joe that MCAM would no longer have use of the cable feed at JFK as of September 1, 2005 because MCTV needs it to broadcast high school football games live. Joe in turn sent an e-mail to Brian Christianson of Comcast to inquire about this news. Jason's information was incorrect. The cable feed at JFK is in a residential area and is set up differently. Somehow that allows us to still have access to the cable feed in addition to MCTV's use.

James Stewart asked when it would be possible for producers to tape programs. Joe stated producers can tape a show in Studio B, create a DVD, and bring the DVD to JFK to run the program. Based on the available information about MCAM hookup at 540 Commercial Street, we are hoping towards the end of August to begin live shows.

For his own information Joe actually measured the distance from the Bridge Street Bridge to 540 Commercial Street. It was about 500 to 540 feet. If it is so close, why do we have to go through Verizon?

Is there a zoning ordinance about cable lines? Would it be possible to run the cable line overhead? Brian Christianson says a rental/lease fee will be incurred by MCAM. We do not know what that fee will be.

Joe advised that MCAM has a volunteer named Jeff who has been doing an amazing amount of painting of the new sheet rocked walls. He saw a request for volunteers on the WEB site, came down to meet Joe and to date he has painted, swept, dusted for a total of 16 hours. Joe wants to keep track of his hours so at a later date we can honor him with a certificate of commendation for community service.

In response to a question by Jim Stewart about lighting in Studio B, Joe and John advised that they had already figured out a lighting grid for Studio B and parts are on order.

On July 28<sup>th</sup> the construction of the sub-lease space will begin. We will cover this item further under new business.

John reported that up to this date Linda has not met with the bookkeeper for her lessons on our bookkeeping system. He advised that she has been having some back pain problems. There is no report of the income and expenditures to date although all expenditures are well within the limits on every category.

John reported that MCAM has accounts at two banks, due to the problem at Bank of America a month ago about wanting someone to sign for liability for a \$15,000 credit card line of credit. Southern NH Banking now has our checking account for payroll and a money market account.

Due to a recent agreement with Bank of America, who holds our restricted account for equipment, we will be given a credit card with a \$15,000 limit based on their holding of \$18,000 for collateral. The extra \$3,000 is for surety in the event of default. All this is because MCAM is a new entity and we have no credit history. Also, there are no more local bankers, just huge banking chains.

Lou D'Allesandro asked why we have to have a credit card. Why can't we just pay by check? John explained that paying by check does not establish credit history; Joe stated that his original idea for a credit card was to eliminate many paperwork transactions. With a credit card he has a paper trail of all purchases, and only one check to pay for them, which will save us banking charges. Lou asked why we couldn't get a line of credit; John said because no one would want to sign such a document which would make them liable individually.

June gave Joe a partially updated Producers spreadsheet list with names, addresses, telephone numbers, cell phone numbers, work numbers, email address, web sites, name

of show produced, date of first membership, etc. She has been calling producers to advise them of MCAM's web site, MCAM's telephone number and ask if they want to share their email address so Joe can get news out to them quickly and less expensive than postcards. She will continue to make calls until list is completed.

Joe stated he would like to increase the producers' fee from \$40 to \$55. He would consider structuring a payment schedule of varying fees for an individual, family, business and needy folks.

Joe and John definitely want to see a structure for Sponsors of MCAM as a fundraiser to create a revenue stream. See handout from John. We would be selective in taking on sponsors to save us problems.

Donations to MCAM are tax deductible. They can be written off as a business expense similar to PBS.

It was suggested that MCAM start August 1<sup>st</sup> to begin having producers fees included in the budget, which would probably amount to \$4,000.

There is no dollar amount in the present budget that reflects projected sponsorship revenue stream.

June noted that while calling producers she learned that Joe Venturini has been in the hospital for six months; the first 2 ½ months he was in a coma. He is learning to walk and talk again. It was agreed that June could send out a get well card to him from MCAM.

## NEW BUSINESS

A list of suggested committees was included on the agenda. It was explained that any committee decided upon would be chaired by a Board of Director. It was agreed that no Board member shall chair more than two committees.

It was suggested that each committee have an odd number of committee members. The Finance Committee shall be made up exclusive by of Executive Board Members. Attendance of 50% of any committee will constitute a quorum.

Lou suggested that we expand the Board of Directors.

On the issue of producers being on committees:

A list will be put out for folks to sign up for various committees

How would we select them?

What power would they have?

Jean Judy felt some Producers on the Board will be very problematic.

Joe feels he will have problems if producers do not have an active part

Lou suggested producers be on an advisory committee

How about a representative producer on the Board

Jim would like to see a copy of Procedures and Policies. Joe has been working on this subject for over 1 ½ years developed from MCTV's rules. Lou suggested that we develop them through a Public Review Forum.

It was suggested that every Board of Director read the Policy and Procedures manual which will be forwarded to all Directors via email. We could have an evening for Public Review. Joe will put it on the Web Site for Producers to download and provide an e-mail address for replies from producers.

### **Formation of Committees**

Following discussion it was decided:

**Finance Committee** - Linda Garrish Thomas, Treasurer will be Committee Chair  
Members shall be Executive Board Members exclusively (11)

**Procedures and Policies Committee:** Arthur was nominated for Chairman and accepted. Members shall be John, Jim, Ray, Lou, June, Jean for a total of (7) on the Committee.

*Relations Committee: Hold for now – could go under Internal Affairs*

<b>Marketing Committee</b>	<b>ALL</b>	John volunteered to be Chairman
<b>Board Development Committee</b>	<b>ONE</b>	John was accepted as Chairman
<b>Fund Raising &amp; Sponsorship</b>	<b>COMMITTEE</b>	

Members will be John, Jim, Chris, June, Hubie and Lorraine (6)

WHAT WILL the Policy & Procedures Time Table Be?

For now the Rules will posted on the Web Site  
We will have a meeting for Public Comment  
We will make decisions

There will be a provision for comment on the Web Site  
We will look to September 1<sup>st</sup> to get this into action.  
Proposed Policies and Procedures will be posted with next 30 days  
Artie will schedule a meeting for Board Members to review and comment on existing document. He will send out an email to advise P&P committee members.

John announced that he invited Alderman Lopez down to see the MCAM facilities. Alderman Lopez was amazed and said he was only kidding about building a (palace). He was very pleased with the Board of Directors and our progress.

We will be instituting an intern program for students in the future.

Ten lap tops have been donated by a friend of George Cox who works for IBM. This will enable MCAM to host an internet café for the public.

Lou D'Allesandro wanted to know about the sublease space, when do we advertise. John stated that he himself was very interested in the space. He has been self-employed for many years and has been looking for such a space. The space has aprox. 1,100 sq. ft. and lease for between \$700 and \$850 per month. John stated MCAM is not allowed to make a profit on the sub lease which is our cost of \$6.25 plus utilities.

Artie stated that he was not in favor of John taking the space. He stated that it would put John in harm's way along with the rest of the Board. We have to face public scrutiny and this would be like a red flag in front of a bull. Arties stated that he would have no qualms about John taking the space if John were not on the Board and the Board Chairman and the space had been announced to the public for application. John said OK.

Ray mentioned that Steve Vaillancourt has been talking about the sub lease space in context of the MCAM space, wondering why we are paying rent and the space is not ready yet. These are the kinds of unfounded, ill informed and thoughtless accusations that can be brought up by folks with an agenda, resulting in damage to the accused, even though absolutely no wrong has been done. Just the accusation does damage.

Suggestions for the space were:

- Someone John Madden had in mind;
- Joe – to be leased by another non-profit
- John suggested we might let the City know in case the space suits them
- Parking spaces are a prime consideration with regard to a tenant
- Some conjunction with the UNH School of Communication

Artie advised his committee members that he will schedule a meeting next week and members will be advised via e-mail.

Lou advised that he is having a campaign fundraiser at Sweeney Post on Friday, July 29<sup>th</sup> from 7-9 in case anyone would be interested to attend.

A motion to close the meeting was made by \_\_\_\_\_, seconded by \_\_\_\_\_. All approved.

Respectfully submitted,

June E. Craig, Secretary  
MCAM Board of Directors

August 4, 2005