



Manchester Community
Public Access Cable Television for Manchester, New Hampshire
Access Media, Inc.
PO Box 5274 - Manchester, NH - 03108

Web Site – www.mcam.org

Board of Directors Meeting – October 26, 2005 - 7:00 a.m.

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

Attending: Station Manager: Joe Lahr; Directors: John St. Hilaire, June Craig, James Stewart, Ray Buckley, Chris Proulx, Artie Gatzoulis, Hubie McDonough, Jean Jeudy

Meeting was called to order at 7:14 a.m. and run according to Robert Rules of Order; Minutes of the prior meeting on September 9, 2005 were forwarded via email on October 25, 2005 to each Board Member by June Craig, Secretary. Minutes were moved to be accepted by Artie, Seconded by Ray, Approved. June also forwarded to each director the original and amended versions of the MCAM By-Laws and an updated Director's Contact Information Sheet.

Accountant Services

John noted that he wanted to take up the matter of an accountant for MCAM. He said he would like to hire Mr. St. Hilaire **for a six month period** until we hire a permanent, unrelated accounting firm. Mr. Paul St. Hilaire, John's dad, has competently done all the start-up for our bookkeeping. For lack of other names to be officially offered as candidates, he is suggesting Mr. St. Hilaire. John is reluctant to nag the City about the next payment due MCAM until he can at least present them with an up-to-date, complete and comprehensible financial report. The terms are:

- an hourly basis
- cut rate of \$60.00 per hour – 5 hours monthly average
- 1st two months may be more
- \$300 monthly total
- Build-out almost finished; after build out estimate \$120.00 monthly
- Separate accounting firm to do end of year audit

Ray suggests \$500.00 ceiling, Joe to approve the bill and give Joe the authority to oversee and to interact. **Artie moved that we hire Paul St. Hilaire for six months, seconded by Chris. All were in favor.**

New Board Members

John noted that Carol Williams is back in town and would like to come back on the Board. All were in favor of naming her back on the Board: Ray wanted to make sure that we were still considering some of his suggestions for a Board position. He noted that they are very interested and waiting to hear. New positions will be on the Agenda for the

November 10th, 2005 meeting. Those who have nominees should forward a profile of the nominee to June. June will forward to the Board members to review prior to the meeting.

Facility Fit Up Report

Joe Lahr reported that phone hookups are now in all rooms. This task was completed in the last few days.

Carpeting has been selected to order from Dean's Carpeting. It will not be wall to wall but cut to size and bound which will allow easier maintenance and even wear. The facility still needs to be cleaned up. Wood square tiles are waiting to be installed in one area. Cherry wood trim is set to installed in the some of the rooms. He has been speaking and planning with an artist in Manchester who will create a mural for the main entrance area.

Electrical

He has installed a new thermostat. It turns off the air conditioning at night. It was very toasty in the facility this morning and Joe had to put the air conditioning on. The connecting facilities seem to be keeping us toasty; also the heat is included in the rent.

The electrical bill for August was \$1,200 for September it was \$1,600. Joe is awaiting the October electrical bill to see if he can account for the difference in the amounts. The budget allowed for a \$1,000 electrical expense. Is it lighting or air conditioning? Joe will definitely look to replace all light bulbs with new energy efficient bulbs and other cost saving ideas.

Carpeting, etc.

The prices for carpeting and installation were received from Deans and Lamoths. Curley's Carpets is apparently out of business. Deans will cut, bind and install for \$12.00 per sq yard. It is \$4,000 total for the conference and editing rooms. The remainder of the flooring area will be painted and wood square glued down. They are considering an epoxy floor finish which has floor leveling capability but John wants to get the accounting of expenses completed before we go further.

Jim Stewart made a **motion to accept the proposal for carpeting from Deans with a \$4,500 ceiling before going back to the Board for additional expense. Hubie seconded. Approved.**

Studio A

With the anticipated collaboration with UNH and their special requirements for their programs, the fit up will be upgraded. Joe said we can raise money to help with the extra costs, John felt that working with UNH will be a collaborative effort they will be fitup costs. The talks will not take place until after January 1st.

Sub Lease Area

Again we are looking at the possible collaboration with UNH. They would be the ideal tenant and they are interested but once more the talks will not begin until after January 1, 2006. The sub lease area is not completed yet. John expects the sheet rock work will be

done by himself and volunteers; then hire somebody to do the taping and shim coat. It was noted that UNH has a bookstore in the building next door.

Joe noted that we are actually ahead of schedule on fit up because it just made sense financially and convenience wise to complete much of the dividing walls and the dusty sheet rock work, painting, etc. all at once.

Wall Mural

Joe noted the artist who he would like to hire to do the mural could get started in two weeks. It would take him one to two weeks to complete. The cost is \$2,000. **John moved that we hire the artist to do the mural, Artie seconded.** Jim felt that he was not comfortable approving of this expenditure at least until we had word that the Comcast Cable was happening. Ray concurred noting that it is not an absolute necessity. Chris suggested that we do it later. John said he actually would feel better if he had the completion of fit up costs to date. Suggested we **table until next meeting. Approved.** Joe noted he was not sure about the artists timing because of the delay. He and the artist have spent time reviewing what Joe would like to see on the mural which will be about the City of Manchester.

Other Art

For the other areas of the building we would like to have artists put up their work. MCAM would receive a 20% commission if the art work is sold based on the MCAM exhibit.

Verizon/Comcast Update

John was told some time ago that permits had been applied for, Verizon was ready to breakout from the manhole. John is concerned about the original deadline given by MCTV that we should be out of JFK for our program transmissions by November 1st. His is anticipating word from Comcast about the specific date and is disheartened that word has not come yet, especially in view of the tremendous extra time and effort it takes Joe to get the shows on the air and the less than wonderful quality of the transmission we get through JFK.

Policies and Procedures

Chairman Arthur Gatzoulis reported that following the P&P meeting back in early September, Joe has forwarded the edited versions to the committee for review. Artie reviewed it one last time last night and feels it is ready for publication. The MCAM Policies & Procedures Manual will be placed on the November 10th MCAM Board meeting agenda for approval by the entire board. If a Board member does not have the printing ability to produce the 70+ pages of the document, please email Artie at agatzoulis@craigandgatzoulis.com and he will arrange to provide you with a copy.

Marketing and Sponsorships

Chairman Joe St. Hilaire says he hopes to have a meeting in the next two weeks. He knows he has said this before. Who counted on the huge time consumer problem of the Verizon/Comcast fiasco?

Grand Opening/Ribbon Cutting

John said we need to plan for the grand opening and we need a chairman. Artie suggested June be the chairperson, Jim seconded. Ray said he would like to consult on the invitation list. John asked that June put together an expense quote for the event. Board members should give June names of persons they would like to invite. The date suggested for the event was December 8th, but we remembered that Joe was hoping to take a vacation that week with his family so we changed the date to the 15th from 4:30 to 7:30 p.m. with a ribbon cutting ceremony at 5:00 p.m. It was suggested that we air the activity live on our channel. Joe should prepare a public service announcement.

Great news 5 minutes after adjournment!

John, while in his car, reached June via cell phone, five minutes after the meeting adjourned this morning. John had reached Brian on the phone after the meeting and was advised that Verizon will be refunding MCAM **\$5,183.43. Wow!**

Plus, word that the breakout from the sewer by Verizon is **scheduled for Monday and could be completed by the end of the week.**

Later we all received an email from Joe stating that he had received a reply from Peter Capano of the Manchester Public Works confirming the news relayed by John. Peter said his contact at Comcast is Dan Roberts (231-1128).

Here comes the **Zoom** part!

Respectfully submitted,

June E. Craig, Secretary
MCAM Board of Directors

October 26, 2005