



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

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

**Board of Directors Meeting – January 13, 2006 - 7:00 a.m.**

At the Home of MCAM

540 Commercial Street

Tel. No. 622-3023 - Fax: 622-9323

Attending on January 13, 2006: (10-6-1) John St. Hilaire, June Craig, Chris Proulx, Carol Williams, Ray Buckley, Gene Mackie, Arthur Gatzoulis, Graham Chynoweth, Ami D'Amelio, Chris Williams and Station Manager Joe Lahr. Missing were James Stewart, Jean Jeudy, Lorraine Lamontagne, Hubie McDonough, Lou D'Allesandro and Carol Yeaton.

**Meeting was called to order** at 7:15 a.m. and run according to Robert Rules of Order.

**Secretary:**

**Minutes of December 19, 2005** were forwarded via email on January 7, 2006 to each Board Member by June Craig, Secretary. **Minutes of the December 19<sup>th</sup>, 2005 meeting were accepted with no changes on a Motion** by Ray Buckley, seconded by Gray Chynoweth.

**Annual Report of a Non Profit Corporation** due by 12-31-05 was filed by June on December 27. Copies of the return were provided to Joe and John for their records.

**Treasurer:**

**The Financial Report of MCAM for 2005** was delivered to the Clerk's Office by John St. Hilaire the first week of January.

Treasurer Gene Mackie received the Treasurer's lap top computer today and will soon meet with the MCAM Accountant's. The goal will be for Gene and Joe to generate a Treasurer's Report for the next meeting. The details of miscellaneous expenses and projects were described by President John St. Hilaire. Gray Chynoweth made a **Motion**, seconded by Chris Proulx **to accept the Treasurer's report, based on the oral presentation rather than the unverified typed report** generated last minute by John for the meeting. Motion accepted.

The Tax Return for 2005, due on February 15<sup>th</sup> will be done, based on the completed records for the fiscal year of September 1<sup>st</sup> through October 30<sup>th</sup>. John described the set up of the financial accounts for MCAM for the Board Members.

**About MCAM**

For the benefit of the new Board members an overview of the MCAM past and present was given by President John St. Hilaire. The most recent newspaper article on MCAM was in this week's Hippo Press. MCAM is the only public access station where every program aired can be downloaded from a personal computer. It is hoped that a more formal orientation will be organized for the new members. Artie suggested that MCAM's goal among others is to become self-sustaining. Ray suggested that we must reach out to the business community. Joe said that with 40,000 homes able to view MCAM Channel 23, that any sponsorship or marketing through MCAM has a lot to offer

**Sponsorship and Marketing Committee – Chairman John St. Hilaire** Meeting is scheduled for **January 18<sup>th</sup> at 4:30 p.m.** following the Meeting with UNH representatives (3:00 p.m.) John asked Joe Lahr to put together a list of his fund raising ideas and ideas proposed in the past by others for consideration at this meeting. Members of the committee are: John, Joe, Chris P., Hubie, Jim and June. John asked if new board members would like to join the committee. When no affirmative was received John asked if Chris Williams of the Chamber of Commerce would at least be on the email list.

Sure to be included on Joe's list are the political primaries for elections which will generate a lot of business for MCAM if we are ready.

**Control Room and Studio A** As stated last month, Joe's wish list for further technical fit up design of the Control Room and Studio A will be influenced by the needs of any partnership with UNH or Chester College or both. (See below) He is working with Mike Paquin, an engineer and former employee of Channel 9 when WMUR was on Elm Street. Joe expects the engineering aspect of the Control Room and Studio A work will be done in February.

Joe noted that under the Master Control Equipment he did not install a bulletin board system due to its cost and the bulletin board can be done in a different way until we can afford the \$6,000 system.

**UNH** As reported last month and subsequent emails, UNH is interested in using MCAM facilities, however it has been determined that their goals are not well formed at this point and do not appear to be far reaching. A meeting has been set up for **January 18<sup>th</sup> at 3:00 p.m. for UNH representatives to meet with MCAM Board Members**, (those available to attend) UNH has classroom facilities at 500 Commercial Street so they are an obvious source for interns and participation with MCAM

**CHESTER COLLEGE.** As announced on January 11th by Joe Lahr in an email to Board Members, a meeting was held on January 12<sup>th</sup> at 8:00 a.m. with representatives of Chester College of New England (formerly White Pines College noted for its photography courses). President William Nevios and Vice President Bill Mosher met with Joe Lahr, Lauren Horton (Lauren is an MCAM employee) John St. Hilaire and June Craig. **Bill Mosher** is quite accomplished; including production of a program entitled "Visionaries" for PBS at Suffolk University for many years. See Visionaries web site at: [www.visionaries.org](http://www.visionaries.org) He transferred his operations to Chester College. **President William Nevios** is extremely progressive; evidenced by the change of fortunes of Chester College since he started there three years ago. Check out their web site: [www.ChesterCollege.edu](http://www.ChesterCollege.edu)

Chester College is an astounding success story in its own realm and they can see many opportunities to use the facilities of MCAM to enhance their courses and programs, both graduate and undergraduate. If an agreement can be reached Chester College could possibly start a course this summer in the MCAM facilities. Many details have to be worked out. Bill Nevios will put together a proposal of his anticipated uses and projections of any partnership resulting. The next meeting will be announced shortly.

**Policies and Procedure Chairman Arthur Gatzoulis** A meeting for By-Law Review, which has been deemed a part of the Policies and Procedure Committee, was scheduled tentatively for the week of January 23<sup>rd</sup>. **Arthur will email a notice of meeting and the availability of committee members.** One suggested By-Law revision is a provision to allow MCAM the ability for Closed Meetings and Executive Sessions. **June Craig will email a copy of existing By-Laws** which are a

boiler plate version. The By-Laws need to be structured to meet the needs of MCAM exclusively.

It was noted that Joe Lahr has passed out 150 copies of the **Operational Policies and Procedures** to Producers and each Board of Director was given one at this meeting. Members who were not present at this meeting should ask Joe for a copy.

**Second Friday of each month** is the recently standard date for the Board of Directors Meeting. At the request of Chris Williams who suggested the fourth Friday of every week, **an email vote will be conducted by John St. Hilaire to consider the change.** When will the next general meeting be? January 27<sup>th</sup>, February 10<sup>th</sup> or February 24<sup>th</sup>. Stay tuned for the outcome.

Ray Buckley inquired of Joe if there will be expanded opportunities for Producers to use the facilities. Joe responded that at MCTV producers had 25 hours open to them at the studio. MCAM has doubled studio availability to 50 hours. Joe expressed the hope that there would soon be a wider variety of programs on MCAM. Presently the majority of programs produced are political or religious. There is interest in more non-profit organizations using the facilities and more programs about the Man on the Street type.

June stated that we can get the organization to participate by reaching out to them, present organizations a demonstration how they can produce a program to inform the public about their work. In discussion of scheduling programs, Arthur Gatzoulis expressed caution in scheduling so as not to exclude certain groups.

Joe has had three producers meetings in the last six weeks; one for new producers and two for regulars.

John announced that he had drafted a letter directed to the new Mayor, Frank Guinta; welcoming him. **John will email the draft to the board members to review before sending out.** John noted that the new Mayor will have the opportunity to appoint a representative to the MCAM Board. Gray thought the letter or another welcoming letter should also go to the new Aldermen.

Carol Williams expressed her desire to see that Mayor Baines appointee, Ray Buckley stay on the Board. Ray's appointment is technically for one year so we will discuss that situation later.

John thought that perhaps we could do another open house for the new mayor and suggested that June might make arrangements and telephone calls. June was thinking more of waiting for the Grand Open House in March.

#### **UPDATES NOT COVERED under Old Business (for next meeting?)**

##### **Under topic - 2006 Budget.**

- Retirement insurance for Workmen's Compensation.
- A 401K bonafide retirement plan needs to be set up.
- Cleaning Contract Blue Diamond is structuring a proposal for cleaning on a per-time basis.
- Proposals for vending machines on premises; Pepsi, Move the water machine to make it more accessible to visitors.
- Bathroom is still not totally handicapped accessible. Brian Currier?
- Public Service of NH. It has a program that may create quite a savings on the MCAM lighting equipment. We may qualify for a rebate program for a media organization.

**MCAM Open House** Discuss date certain and requirements and goals for MCAM Open House

On a motion by Gray, seconded by Carol, the meeting was adjourned.

Respectfully submitted,

June E. Craig, Secretary  
MCAM Board of Directors

January 13, 2006