



## Manchester Community Access Media, Inc.

TV23 - Public Access Cable Television for Manchester, New Hampshire  
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### MINUTES

MCAM Board of Director's Meeting  
December 7, 2006, 5:00 p.m.

- Chairman:** Meeting to Order - John St. Hilaire  
**Board Members:** Present Status: 16 members – Quorum need: 9 in attendance

In attendance: Joe Lahr, John St. Hilaire, Ray Buckley, June Craig, Bill Garamella, Will Infantine, Glen Ouellette, Carol Williams and Jean Jeudy. Missing were Gene Mackie, Gray Chynoweth, Ami D'Amelio, Arthur Gatzoulis, Hubie McDonough, Carol Yeaton, and Lou D'Allesandro.

**For purposes of quorum, it was brought up immediately that** Louis D'Allesandro has resigned today, effective immediately. This event reduces the number of directors required in attendance to 8 for a quorum.

Lou D'Allesandro's resignation was accepted with regret. The Board members were well aware that Lou has a tight schedule; and acknowledged that Lou, an original board member appointed by Mayor Robert Baines played a huge part in guiding MCAM through the process of separating from MCTV. He will be greatly missed.

- Annual Audit:** CPA David Penchansky presented the Audit report and explained the different sections of the report including a management report. Mr. Penchansky was thanked for attending the meeting and personally presenting the report and meeting the Directors.

Chairman John St. Hilaire asked for a Motion to Accept the Audit report from Penchansky. Motion by Will Infantine, seconded by Glenn Ouellette; motion passed

**Treasurer's Report:** Joe Lahr presented a report of finances for the year to date, beginning October 1, 2006. Joe reported that he had received a letter from the State of New Hampshire Gaming Commission. They were concerned that MCAM did not receive the appropriate compensation for running the bingo program. We will get the results of the inquiry by the January meeting.

Will Infantine asked if the monthly report could be presented in a format that would allow Directors to easily compare monthly totals and relative percentages.

A motion was made by Glenn to receive and file the Treasurer's report which was presented by Joe Lahr in Gene Mackie's absence. The motion, seconded by Will Infantine passed, none opposed.

**3. Secretary:** A Motion was made by Carol Williams to accept the Minutes of Board of Director Meeting of October 27, 2006 emailed to Directors on November 2, 2006 by Secretary June Craig. Seconded by Bill Garamella, the motion passed, none opposed.

**4. Executive Director:** Joe Lahr fielded miscellaneous questions posed by Will Infantine about archiving, server capability, the need to delete archived shows after about a year. No shows have been deleted from the archives yet. Producers will be advised before programs are deleted and producers will be given a chance to order a CD copy of their shows. Directors agreed that MCAM could reproduce the programs on a CD for a fee which could be determined by Joe at a later date. No shows will be deleted until the producer is advised and allowed an opportunity to order a CD. The process will eliminate shows after six months.

MCAM has DSL. We have moved some archive storage to G4 Communications over at the Hesser Center at no cost to us. We average 1000 hits to our web site per month to view the archived programs from all around the world. The Board gave Joe a directive to establish a policy on program archives, the procedure and cost to directors and put them in place before any shows are eliminated.

**5. By-Laws & Policy Committee Report** – We will hear report from Arthur Gatzoulis, Chairman at the January meeting regarding: Copyright/Ownership Policy of Producer's Shows

**6. Second Channel Update:** There is a meeting set with the Committee on Administration with the Board of Mayor and Aldermen for December 12 at 5:15 p.m. There will be no presentation by MCAM. Everyone is asked to call their favorite Alderman to answer any questions they may have regarding the purpose and intended use of a second channel by MCAM. Everyone is asked to attend the Committee on Administration meeting on the 12<sup>th</sup>.

There was information that the City was considering other uses for the 4<sup>th</sup> and 5<sup>th</sup> channels still available from Comcast. There seems to be some consideration of an emergency training/public safety channel. There was some discussion that such a use would not be appropriate for a cable access station as the programs would not be interactive and would be broadcast to every Comcast customer in the city not just the intended departments. Joe explained that the city has an intranet that is extremely capable of handling the streaming of any training and would be more secure as they could control who would have access to each session. It was also pointed out that the current contract and emergency broadcast system already allows the government to take over the existing television and radio broadcast system in the event of a city wide state of emergency

**7. MCAM Annual Report to the City of Manchester.** The next Board of Directors Meeting will have to be in the middle of the month rather than the end to approve the

final version of the Annual Report which is due the end of January. The report is based on finances ending on August 30, 2006. John will email a copy of his version of a proposed Annual Report.

**8. The upcoming Presidential Primary Contests:** There was discussion about the many possibilities of our programming space that will be attractive to television channels and the candidates themselves. We will have a perfect space for “town meeting style” events.

**9. Progress of Sub-Lease with Multi-Cultural Worker’s Rights Service Center.** The organization has disbanded for now and has released their option to sub-lease. John mentioned that he will make a presentation for his company JSL Associates to occupy the space along with another gentlemen. He will make his presentation at the January meeting. June asked if the space has been marketed. It has not.

**10. Some sound proofing:** Joe reported that there was a band filming on the MCAM premises recently during business hours. Other tenants in the building complained. We will have to seek a solution to this once in a while situation.

**11. Part time Employee/Internships:** Joe reported that he had not yet hired the part time employee which the Board approved at the December meeting. He was waiting until the Sub Lease took effect and now the proposed deal is dead. Directors urged Joe to go ahead with the hiring because the new employee will be cost effective and free up Joe, Lauren and George to do more marketing. Their wages are to be \$7.00 at 20 hours per week with no benefits. Joe was encouraged to begin the Internship Program as well.

**12. Marketing and Sponsorship Meeting:** John hopes to convene a meeting prior to the next Board meeting.

**13. Who would be a good candidate for Lou D’Allesandro’s replacement?** There was discussion of a potential of a new director from the Chamber of Commerce,

**14. Insurance Report:** Will Infantine is still working on a proposal for insurance. He is seeking a review of his findings and the opinion of an insurance expert and will submit a report at the January meeting.

**15. Disciplinary Actions:** There has been an individual who has been escorted out of the MCAM facilities recently due to unacceptable behavior.

**16. Finally a photocopier machine for MCAM.** Joe reported that he tracked down a donor company who has provided MCAM with a new \$5,000+ copier.

**17. Handicap Parking Space.** Signage is complete, Carol Williams is pleased.

**18. Televising the MCAM Board of Directors’ meetings?** There was no discussion on this subject.

**19. Next Meeting:** January 26, 2007?

Meeting adjourned at 7:34 p.m.

Respectfully submitted,

June E. Craig, Secretary  
MCAM Board of Directors  
January 4, 2007