



Manchester Community Access Media, Inc.

Public Access Cable Television for Manchester, New Hampshire
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MINUTES

MCAM Board of Director's Meeting
April 10, 2007 at 7:00 a.m.

- 1. Chairman:** Meeting was called to order by Chairman John St. Hilaire at 7:08 a.m.
Board Members: The required number of attendees provided a quorum (7 of 12)
Attending: Joe Lahr, John St. Hilaire, June Craig, Terry Flower, Carol Williams, Bill Garamella and Glenn Ouellette. Missing were Gene Mackie, Artie Gatzoulis, Will Infantine, Ray Buckley and Jean Judy.
- 2. The Grand Opening Invitations:** John spoke about the quote from Alpha Graphics. It cost \$320 for 600 invitations with the business card size response card. John noted that it was a good price based on the fact that the information was print ready. When the guests arrive on the 25th there will be a card scanner to garner the information into a data base for future use by MCAM and Dennis.

Miscellaneous

- The hard wood floor in Studio A is being installed.
- It is anticipated that there will be two "sets" completed in Studio A by the 25th.
- John says that there will be another "Grand Opening Presentation in May or June for the - businesses and other folks we have missed.
- Handicapped parking indicators out in front of the building Home Depot 5 @ \$7.00,
- Check with the Fire Department for event permits?
- Name tags for Board Members and Staff
- There should be a schedule for visitors to know what will be happening, where, when.
- For people who sent an RSVP we should have name tags ready for them.

Take Home Packet

- John passed out an info sheet about MCAM which he compiled from the responses to his questions. He asked that we review and get back to him with any suggestions.
- There will be an envelope included in the take home packet for attendee to send in a donation.

Set up for the Art Exhibit:

Norman Rockwell paintings in the conference room sponsored by Mass Mutual Insurance through Dennis Tsakiris

- Protection/guarding of the art work
- Unpacking, hanging and repacking of art work
- Insurance

Security:

- Frank from the Currier paid a visit to MCAM and advised that we have all doors covered by a security person.
- The conference room will be the location of the Norman Rockwell Exhibit and there will be no food or drink allowed in that room.

- It was felt that paid security, folks who are bonded will be a better scenario than having volunteers. The security for the art work will be for both nights.
- It is suggested that no bags or overcoats be allowed in the conference room.
- It was suggested that we place rope stanchions in front of the paintings to keep the folks from leaning up against the wall.
- June reminded everyone that there are “priceless” paintings and photographs already on the walls at MCAM and they should be protected also.
- The Guards will also have to be aware of MCAM equipment that could be lifted; VCRs, cameras,

Refreshments:

(Over and above the wine tasting on both nights)

June has two, thirty cup percolators for brewing regular and decaf coffee for both nights
 Joe, Lauren and June have punch bowls

Wednesday April 25th with Invitation, Norman Rockwell Reception

Hours: 5 to 9:00 p.m. Two different time schedules suggested:

5-6	6-7 Cocktails & Tours
6:00	7 Presentation
6:30	7:30 Tape Wealth Wise Show

Southern N.H. Wine & Spirits will have wine tasting. They bring their own supplies.
 There will also be beer and punch served after 8:00 p.m at no cost to attendees.
 It is suggested that we encourage a tip to the bartender
 Music to start at 5:30 p.m.
 Entertainment to end at 7:30 p.m.

Thursday April 26th Open Doors Trolley Night

- Martinetti Wine will do the wine tasting program.
- We will hire a police officer to be positioned at the front door on Thursday night only.
- The Open Doors portion of Thursday night will be from 5 to 8 p.m.
- The members of the Alliance For Community Media will be arriving at 8:00 p.m.
- Millie’s Tavern uses wrist bands to indicate to bartender a person who is underage.
- The Trolleys will not be in service because the City of Manchester will not allow the Manchester Transit to lease the vehicles. The cost for the trolleys is \$2,000 for one evening.

3. **Secretary: A Motion was made by Carol, seconded by Glenn to accept the Minutes of Board of Directors Meeting of March 13, 2007.** Board members were emailed a copy of the minutes on March 19, 2007. All were in favor, the motion passed.

4. **Treasurer’s Report** – Terry Flower first report as Treasurer Terry met with John Cashin for transition from Gene Mackie as Treasurer. Terry wanted approval to work on assigning different numbers to the Chart of Accounts to simplify the work. Terry questioned whether MCAM needed all the present bank accounts. It was noted that the Bank of America account was about to be closed; all others seem to be needed.
 Terry noted that the present meeting date each month is not coordinated with the bank statements received at the end of each month. She would like to see the meeting set a week later so she and John can reconcile the statements and present a timely Treasurer’s report at the Board Meeting. By email, board members will be asked about fixing our monthly meeting on the third week of the month, either on a Tuesday or Wednesday.

A motion was made by Glenn to accept the Treasurers Report as presented; it was seconded by Bill Garamella. All were in favor and the motion passed.

- 5. Handicapped Bathroom Facilities.** Carol Williams reported that the new facilities were not made to the specifications suggested and approved by the State of NH. She cannot maneuver her wheel chair in the new space provided. She cannot reach the paper towel dispenser because it is set in a peculiar spot too high for her to reach. Bottom line, JCM Management, who took over the renovations, has to be notified that the renovations are not to code.
- 6. Plexiglas Panel For Security:** John says a 4 x 10' sheet cost \$400. We would need two to cover the area of concern. Another quality would cost over \$900 a sheet. He said he will try to get to it.
- 7. The Blue Ladder:** The person who sold us the blue ladder is taking it in trade for a smaller one. We are waiting for Ron Lachansky? to get the opportunity to pick it up. It needs to be out of the way by the Grand Opening.
- 8. The wood flooring.** By a turn of events, we inadvertently purchased six extra bundles of wood flooring. John suggests we hold on to it because there are still some areas where we could use it.
- 9. The Commercial Street MCAM directional sign.** John says that the directional sign that had to be made to match JCM Management's design will be ready and installed by April 25th.
- 10. Equipment Purchases for the Control Room** Not all the ordered equipment has been received yet. Joe expects most pieces will be in. The major concern is the "switcher" which is a must for operations.
- 11. Fourth Channel:** Attorney Mary Tenn who is working with Grace Sullivan on their effort to acquire the 4th channel has been in communication with John and Joe. We wait.

A motion to adjourn the meeting was made by Carol, seconded by Bill, Motion Pass

Respectfully submitted,

June E. Craig, Secretary
MCAM Board of Directors
April 15, 2007

March 1, 2004: Date of letter from Mayor Baines recruiting citizens to serve on Committee to take P out of PEG _____, _____ MCAM designated a Public Charity Non-Profit by the Internal Revenue Service.
April 23, 2005: Agreement with City of Manchester designating MCAM, Ch. 23 as Public Access Provider for the City
July 1, 2005: Date of funding MCAM from the City: **** August 1, 2005: Date of first taping in Studio B

Finance Committee Members: All members of the Board of Directors
Budget Committee Members: Executive Director, Chairman, V. Chair, Treas, Bookkeeper, Mayor Appointee, Secretary

Present members of the Board of Directors:

Joe Lahr, Executive Director	Will Infantine
John St. Hilaire, Chairman of the Board	Jean Jeudy
Ray Buckley, Vice Chairman of the Board	Glenn Ouellette
Terry Flower, Treasurer, Chair of Finance and Budget Committees	Carol Williams
June E. Craig, Secretary	William Garamella
Arthur Gatzoulis Chair, Policies & Procedures	Gene Mackie

Bookkeeper: John Cashin **Employees:** Joe Lahr, Lauren Horton, George Cox and part-timer "Catt" Catherine Ladd.