



# Manchester Community Access Media, Inc.

Public Access Cable Television for Manchester, New Hampshire  
540 No. Commercial Street. Manchester, NH 03101

**TV23** www.mcam.org P: 603-622-3023 F: 603-622-9323

## MINUTES OF

MCAM Board of Director's Meeting

June 12, 2007 at 7:00 a.m.

- 1. Chairman:** Meeting to Order - John St. Hilaire called meeting to order at 7:05 a.m.  
**Board Members:** Present Status: 12 members – Quorum needs 7 in attendance

Attending: Joe Lahr, John St. Hilaire, Ray Buckley, June Craig, Carol Williams, Glen Ouellette Will Infantine, Gene Mackie, Artie Gatzoulis, Bill Garamella, Jean Jeudy; missing were Will Infantine and Terry Flower. Ginger Ferrin, an MCAM Producer was in attendance. She was taking advantage of the public attendance option to speak during the first ten minutes of the Board Meeting. She commented on item 12 below, Equipment Use.

- 2. Secretary's Minutes:** June Craig. Minutes of the May 16, 2007 meeting were forwarded to all members for review via email on May 31, 2007. Gene Mackie made a Motion to Accept the Minutes, Glenn seconded the motion, all were in favor, motion passed.

- 3. Treasurer's Report:** Terry Flower was on vacation. Joe reported on the Balance Sheet that he had prepared and a Profit and Loss Statement.

A motion to accept the Financial Reports as presented by Joe Lahr was made by Carol Williams and seconded by June Craig. There was no further discussion. All were in favor, motion passed. It is noted from prior minutes that Terry Flower will be calling a Finance Committee meeting.

- 4. DVD Copies:** This subject was requested by Carol Williams who feels that \$2.00 fees for DVD copies of producers' shows should be increased. Joe explained how there is always a copy produced and the producer is given the opportunity to purchase it. Other instances where a DVD copy is ordered currently \$5.00. Artie made a motion to charge \$15.00 to create a master DVD for producers. Motion was seconded by Bill Garamella. Following further discussion the motion passed.

- 5. Policy & Procedure Committee:** Arthur Gatzoulis noted that he has intentions to call a meeting of the Committee to discuss MCAM's future procedure on Paid Political Candidate Ads and Paid Political Action Committee Ads.

- 6. Facility Issues:**

**Tools to be sold.** It was noted from prior minutes that tools that were acquired in the fit up stage of MCAM are now not being used and are in the way. John noted that he has a buyer for the tools and will try to get the matter taken care of before the next meeting.

**Plexiglass** to provide further security: Following discussion on the issue of installing protection for the server equipment a motion was made by Glenn, seconded by Ray that John St.

Hilaire purchase two sheets of the “good stuff” 5 x 10 lexan and will install same on July 31<sup>st</sup>.  
Motion passed.

**Fire proof safe for records:** Joe Lahr was reminded that he was given a directive to purchase a safe in order to secure our corporate records on site.

**The Handicap Access Parking signs** will be installed on the building today, June 12, 2007 by John. The painting of the parking space on the hot top is to be completed by JCM Management.

**Handicap Access Bathroom Facilities.** The bathroom facilities that have been newly renovated by JCM Management are not handicap accessibly according to code and are not useable by a person in a wheelchair. The specifications and plans as originally presented to JCM Management were not followed. Joe advised the Management and was told that he would like official written letter of complaint. Joe will write such a letter.

**7. MCAM Board of Directors:** The subject of prospects for potential Board Members was not brought up by the Chairman.

### **NEW Business**

**8. Another Grand Opening** as suggested at a prior meeting: The opinion was that it is not a good idea to pursue another “grand opening” over the summer. It will be considered at a later date for possibly planning for September or October.

It idea was to invite Manchester businesses to make them aware of the facilities.

Bill Garamella suggested that we offer our space for a **Chambers After Hours** event.

**9. Marketing Wall Space** Following the Grand Opening evenings Art Exhibit, the walls are empty and beaten up. There was a determination that we should **not allow Velcro** to be used on the walls again.

**Monastery Art** has agreed to put some art on the walls for the summer.

**10. 2<sup>nd</sup> Corp. for MCAM?** Gene Mackie suggests that a second corporation for MCAM be established. It would perhaps incur a \$500 legal fee and a \$500 filing fee with the State. A second corporation is common for businesses and this could provide MCAM with additional opportunities to do business. Arthur Gatzoulis will look into this matter and present findings to the Board in September. Any such additional corporation would require different officers.

**11. Radio Station:** Joe reports that a requirement to get Radio facilities is full high power. We are low power. To make an adaptation would require approximately \$5,000 investment to get the process done. We may want to consider if we are not successful in acquiring a 4<sup>th</sup> TV channel.

**12. Equipment Use by Producers:** Glenn reports that he has heard of instances where producers are taking camera equipment out for private use. This is not fair to producers who are waiting for equipment to film a program for MCAM. The policy is vague. Many suggestions were made to improve the policy. There should be a check list of ways to check off the equipment as to its returning function and that all parts are accounted for. The best way would be for an employee to check out the returning kits but Joe does not foresee the availability for an employee for this use at this time. We presently have 11 kits. When public access was at MCTV there were four kits. Users returning damaged equipment without advising staff should be made accountable as those who do not advise of a missing part. Carol Williams advised of a planned filming where all parties were

held up because a kit had missing pieces. An alternative can be a check off list for producers taking equipment out. If something was missing or broken it would reflect on the last person who signed it out.

**13. Issues presented by Will Infantine** regarding Employee Benefits, etc. Will was not in attendance so this matter will be taken up at another Board meeting.

**14. Next Meeting** It was noted that John St. Hilaire, Carol Williams and Artie Gatzoulis will not be in town for the July 10<sup>th</sup> meeting. It was urged that a poll be taken to insure a quorum for the meeting.

**15.** Artie made a motion to adjourn, it was seconded by Bill, motion passed.

Meeting adjourned:

Respectfully submitted:  
June Craig, Secretary  
MCAM Board of Directors

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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
Gene Mackie, Treasurer, Chair of Finance and Budget Committees	Carol Williams
June E. Craig, Secretary	William Garamella
Arthur Gatzoulis Chair, Policies & Procedures	Terry Flower

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