



Manchester Community Access Media, Inc.

Public Access Cable Television for Manchester, New Hampshire
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MINUTES OF

MCAM Board of Director's Meeting

May 16, 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 and Terry Flower. Missing were Artie Gatzoulis, Bill Garamella and Jean Jeudy.

- 2. Secretary's Minutes:** June Craig. Minutes of the April 10, 2007 meeting were forwarded to all members for review via email on May 7, 2007. Carol Williams made a Motion to Accept the Minutes, Glenn seconded the motion, all were in favor, motion passed.

- 3. Treasurer's Report:** Terry Flower reported that she met with Bookkeeper John Cashin, and Dave Plante of the Penchansky Group to review the chart of accounts and changes have been made. Terry stated that a balance sheet indicated that this fiscal year we would come up short but it was noted that the revenue did not have new projected income included. The budget now has to be converted into the QuickBooks. For increased revenue it is expected that the Comcast 1% should be more this year and sponsorship ads are going to increase revenue. Presently 75% of the sponsors come back after their initial contract.

A motion to accept the Treasurer's Report as presented was made by Gene Mackie and seconded by Ray Buckley. There was no further discussion. All were in favor, motion passed.

Terry inquired about calling a Finance Committee meeting. Terry noted that she will not be able to attend the June meeting because she will be out of town.

- 4. Review of the Grand Opening:** By various reports the Grand Opening hosted about 700 people over the two nights. Most guests attending were amazed and the progress and great facilities. Joe, Lauren and George were praised as well as Brian Currier for his wonderful work on Studio A construction and the sets. Joe stated that MCAM is unrivaled for size, the equipment and capabilities of the nearly professional level of the Studios and Control Rooms. We know long hours were put in by the staff to insure success of the two day event. In addition there were many volunteers who helped to make it happen.

- 5. Cooling off the Control Room.** It has been noted that the control room gets very warm and we will need to adjust the air conditioning system to cool off the room made warm by the electronic equipment. John noted that the contractor who worked on our original system has been made aware and will be in to make the adjustment.

6. Scholarship Program. John noted that at the meeting in April a Scholarship Program was approved. He said he would like to nominate June Craig as Chairman of the Scholarship Committee. Ray Buckley said he would second the motion. It was asked if there were any other nominations for the position. Gene Mackie made a motion that the nominations be closed. All were in favor that June be the Scholarship Committee Chair.

- The scholarship would be for communication majors
- A condition to be eligible to apply would require that a period of internship at MCAM would have to be completed.
- There would be no age limit
- The applicant did not necessarily need to be a resident of Manchester

After a Rules and Requirements have been written for this program they will be reviewed by the Policy and Procedures Committee.

7. Public Attendance at Board Meetings It was brought forward that we had not publicized that option for the public to attend out Board meetings. Glenn wanted to know if we had included this in our Policies and Procedures Manuel. Joe will post when our meetings are and that the public is invited to attend the first ten minutes beginning at 7:00 a.m. An attendee would be allowed to speak for up to three minutes. They would be allowed to stay for the entire meeting but could not speak once the public time was over.

8. Date of the monthly meeting The Board has been trying to find the best date to hold our meetings to avoid conflicts with holidays, school vacations, early departure weekend travel. It was decided to return to the second Tuesday of the month. The Treasurer agreed that the Treasurer Reports could be completed without the extra week to reconcile the checkbook.

9. Facility and E & O Insurance Report by Will Infantine Will reported that Joe had a meeting with Watson Insurance to determine what they would charge to add some missing items for MCAM coverage. In a comparative quote from Aspen Insurance MCAM would save over \$2,000. Carol Williams made a motion that we sign a one year contract with Aspen Insurance for a complete insurance package. Ray Buckley seconded the motion. After further discussion a vote was called. All were in favor with Will Infantine abstaining.

10. Policy & Procedures. At prior meetings the issue of raising the producers' fees has been discussed. Glenn noted that we have many producers who help out at MCAM, others, most do not. The new idea is to raise the producers' fee annually. Joe will create a form which will indicate that a \$100 credit will be applied to each producer who volunteers Joe will have the form ready for the June meeting. Will noted that producers don't know how to operate all the machines. It was suggested that the producers should have an opportunity to learn more about the equipment. There was a question about unpaid workforce. We are a non-profit, much like the bell ringers for the Salvation Army. It was further noted that there are about 40 producers who have not paid their \$50 annual fee despite a second notice out last week. Glenn made a motion that a final notice be sent by May 30th, 2007 to all producers whose membership fee are in arrears noting that unless they are paid up by June 30th they will lose all privileges with MCAM. Motion was seconded by Ray, with no further discussion the motion passed.

11. Advertising and Sponsorship: An advertising packet will be mailed out to attendees at the Grand Opening. There are several advertising items that will be available for sale to raise money: Window Decals - \$10., Tee Shirts - \$15.00 each, Coffee Mug with decal

The advertising packet will also include a **Corporate Rate Card**, **A Non Profit Rate Card**, and a piece about **the Scholarship Program** and a piece titled: **Sponsorship Has its Privileges**.

John had samples of the pages for our review.

John asked that we review them and contact him with any changes.

12. A Non-Profit Bulk Mailing Permit. This need to be applied for.

13. Facility Issues: Updates

a. Handicap Access Bathroom Facilities – The space in the cubicles is not in compliance with the State Handicap regulations. Carol said she had advised John of the specifications. John said Madden took over the completion of the bathroom facilities; changed the plan already prepared. Carol said she is ready to make a complaint to the State John Madden has been advised of the issue. They want the complaint in writing.

b. Handicap Parking sign and painted parking indicating space. The parking lot has not been painted yet to indicate the parking space for handicapped. This is in Madden's hands.

14. Political Shows: Glenn advised that he has been in contact with the offices and representatives of the 18 presidential candidates. 8 spokesmen have indicated that they would be interested in finding out more details of his proposed show. Glenn was concerned if MCAM would adjust other shows to make room for his special two hour programs. He suggests a format where two candidates would be matched up for a debate. He also wanted approval to invite Channel 4 TV to be present to film the debate. The Presidential candidates will be in town the between the 11th and 15th of June and there is much work to be done to get them here and have enough volunteer staff to create the shows. There was much debate. Maybe we could invite Presidential staff members to a tour of our studios so they could be made aware of the potential of our facilities.

Joe was not in favor of pushing for an individual show. He felt the candidates should be approached about MCAM in a more general approach rather than for a specific show. There was also discussion about if we should charge the candidates to attend and if so, how much. Glenn planned a meeting on Friday with folks who were willing to work with him to get his debate idea off the ground.

15. Lauren arrived. Upon inquiry she informed us that there are presently two interns: Meghan St. Germaine and Christian Biddle. Plus she has two other students who are waiting for the opportunity to get on board.

16. First Art Exhibitor – Three month Term. Change the work at least once during the three months. \$300 to use the space in the conference room and 20% commission on any sales. Timothy Craig would like to take the first block of three months. June, July and August. All work must have a card with a price for the art work. The artist should provide a brochure about his work and experience. John feels that all walls in the studio could be managed to make a profit.

17. The meeting time was up. Will indicated that he would send everyone an email of items he wanted to discuss but time did not allow. There were several items on the meeting agenda that were not reached which will be brought forward to the meeting agenda for June 12th, the next meeting date.

Meeting adjourned:

Respectfully submitted:
June Craig, Secretary
MCAM Board of Directors

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.