

Montgomery

COMMUNITY TELEVISION, INC.

7548 Standish Place, Rockville, MD 20855

BOARD OF DIRECTORS

(301) 424-1730

Minutes of Meeting January 27, 2003

A meeting of the MCT Board of Directors was held at 7548 Standish Place in Rockville Maryland on Monday, January 27, 2003. The Board Members in attendance were:

Nancy Poole
Allen Edwards
John Hansman
Stephenetta Benjamin
Stan Doore
Francha Davis
Carla Satinsky
Jim Robinson
Bill Larson

Charlotte Newton
Ginny Gong
Nadim Khan
Alice Scipio
Gene Saunders
Roald Schrack
Fernando Cruz-Villalba
Michelle Wolfe

Also in attendance were MCT Executive Director Bill Shade and Accounting Director Debbie Billings.

The Meeting was called to order at 7:40 p.m.

Roll Call

The following Board members, having previously advised of other commitments were excused: Angela Atherton, Elif Dogan and Noreen Wells.

Approval of the minutes of previous meeting

The minutes of the November 18, 2002 meeting were distributed at the meeting. Stan Doore noted that the name of the DVUG should be Digital Video User Group and not Digital Video Users Group. John Hansman moved, and Carla Satinsky seconded the motion to approve the minutes as corrected. The motion passed unanimously.

Budget Approval

Ms. Poole introduced Bill Shade and Accounting Director Debbie Billings for the discussion on MCT's Budget Request to the County Government. Mr. Shade explained the difficulty in making a budget request approximately 18 months in advance. Mr. Shade also said that MCT could expect changes/cuts to the budget from the County. John Hansman explained that the County requires that the Board officially endorse the budget request. When the final numbers are published by the County, staff will rework the numbers and present the revised budget allocation to the Board for approval in July. Ginny Gong asked about budget cuts and how prepared is MCT to make the cuts requested by the County. All County agencies are being asked to make cuts in their budget requests. Mr. Shade went on to say that MCT was given guidelines that include the reduction and stated that our request is 5.5% more that we asked for last year. The County is expected to announce the approved budget by the end of May. Mr. Shade said that he does not anticipate any draconian cuts, the atmosphere is good so far and we are optimistic. Mr. Shade went on to say that the budget process and present format is not of our choice, but a required format from the County.

Mr. Hansman and Mr. Shade explained to the Board the various parts of the budget presentation and answered questions regarding the components of the budget. Francha Davis moved and Jim Robinson seconded the motion to approve the budget request. Motion passed unanimously.

Executive Director's Report

Mr. Shade reported the following:

MCT's financial position is secure and the return on the \$100,000 in CD investments currently is \$500. Mr. Shade thanked Debbie Billings for her skill in fiscal management, cost containment and avoidance.

Facility readiness is generally good with some additions and we now have DVC Pro digital decks in Control A for recording and editing capabilities. We also have Mini DV format cameras. Soon to be rolled out is a Pinnacle nonlinear editing system for access volunteers.

The first meeting of the Digital Video User Group was held at MCT on January 21. The meeting was well attended with approximately 40 people in attendance. Mr. Shade hopes that collaboration with the DVUG will result in making good decisions that are user-based with input for better quality, content and more hours of programming.

The Down County Facility is still in the discovery phase; consultants are still gathering data through focus groups. A survey of 4000 residents will be going out in the mail soon both in English and Spanish. This phase is scheduled to end sometime in April or May;

decision to continue through to the next phase will then be made. If the County budget allows, phase two may go into effect this summer.

Our working relationship with the County Government and other PEG programmers remains very solid with regular cooperation in areas of programming, training, funding issues and equipment sharing. The PEG Network continues to grow and prosper with a lot of help from the cable office in administrative support. This alliance is now becoming a national model.

Staff morale is very good right now; however, we have lost our Office Coordinator and are working on hiring a replacement.

Blair Lee, Host and Executive Producer of "21 this Week" stepped down due to extended responsibilities with his family business. We are committed to keeping this show on air, and we have a producer who is working on it with substitute hosts. We are interviewing for a new permanent host who will have the time and energy to produce this show.

The Monty awards were held at MCT on November 23, 2002 in studio A. MCT had a record turn out for the awards ceremony. The opening montage of clips from the awards show will be presented at the next Board meeting.

The Board discussed providing reporting of the value of MCT volunteer hours. Various nonprofits are currently providing this as a part of the value of the organization. The Executive Committee will provide guidance in this matter.

President's Report

Board President Nancy Poole discussed the following:

March is MCT's annual meeting as stated in the by-laws and is the election of officers. This year the Vice Presidents and Treasurer will be elected. Carla Satinsky has agreed to Chair the Nominating Committee and Noreene Wells also volunteered to serve on the committee. The Nominating Committee will also be responsible for examining the at-large seats and nominating individuals to fill those three seats. Ms. Poole asked if anyone else would like to volunteer. Gene Saunders volunteered to be on the committee. Carla invited the five new Board members attending to give her a call if they would like to participate in on the meetings.

Ms. Poole suggested that at each meeting one of the new Board member give a 10-minute presentation on the organization that they represent and describe how sitting on MCT's Board of Directors will benefit both the organization and MCT. Michelle Wolfe of the Habitat for Humanity volunteered for the first presentation, which will be at the March meeting.

Old Business

Stan Doore reported that the DVUG met last week. Mr. Doore handed out a mandate from the FCC, and Ms. Poole reported that an agreement between MCT and the DVUG is coming soon.

Adjournment

There being no further business, Carla Satinsky moved and Alice Scipio seconded a motion to adjourn. Ms. Poole adjourned the meeting at 9:05 p.m.