

Montgomery

COMMUNITY TELEVISION, INC.

7548 Standish Place, Rockville, MD 20855

BOARD OF DIRECTORS

(301) 424-1730

Revised Minutes

Minutes of Meeting
May 19, 2003

A meeting of the MCT Board of Directors was held at 7548 Standish Place in Rockville, Maryland on Monday, May 19, 2003. The Board Members in Attendance were:

Nancy Poole	James Robinson
Francha Davis	Ginny Gong
Ronald Schrack	G. Stanley Doore
W.R. "Bill" Larson	Eugene Saunders
Allen Edwards	Fernando Cruz-Villalba
John Hansman	

Also in attendance were Cintia Cabib, MCT Director of Training and Dee Willett, MCT Board Liaison.

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: Victoria Brailitsa, Elif Dogan, Charlotte Newton, Carla Satinsky, Michelle Wolfe, Noreene Wells.

Approval of minutes of previous meeting

The minutes of the March 17, 2003 meeting were mailed to each Board member. Nancy Poole noted that without a quorum the minutes could not be approved.

Status of FY 03 Budget/Expenditures

John Hansman stated that the County Council had essentially, finished with the budget. Working with \$470,000 less than last year, Mr. Hansman and the staff balanced the budget with little contingency. In the past we had planned on having an addition to reserves built into the budget, but not this year.

MCT staff has worked hard at controlling expenses and staying within the budget. This year the department managers will be playing a more active role in controlling their budgets.

We need to make a transition in the remainder of this fiscal year so that on July 1, 2003 we will be operating at a level that can sustain this budget. In balancing the budget and cutting out the \$470,000, News took a big hit, the outline that John sent the Board previously is basically on target, and there are no significant changes.

News Department

The News Department has a staff consisting of the News director and four staff members. The staff size might change depending on how we continue with the program. We have enough production technician hours budgeted to produce two shows a week.

John believes we will have a sport show and some kind of "Here's what happened in Montgomery County" with field footage that would distinguish it from our other shows that talk about Montgomery County. Kevin Jolly, News Director, will prepare a proposal concerning the format of the program. We may shut down the news until we can reconfigure the lights and sets for the new program.

John indicated that Kevin had stated that it is more difficult to do a regularly scheduled weekly show with longer segments. The daily news covers the happening of the day and the information is current but doing a weekly show you will need to be selective in dealing with information that viewers can view on Friday and still viewable over the weekend. It needs to have shelf life.

Roald Schrack suggested that it might be easier if we spotlight different areas. It may be interesting on a particular day of the week to concentrate on a particular locality - Kensington one day - Silver Spring another day. A daily specialty program would attract a different type of audience and open the door to attract volunteers that would be interested in supplying information for the program.

Ginny Gong expressed an interest in MCT covering many activities that happen over the weekends. John stated that this was a problem due to the lack of staff on the weekends but maybe we can rethink the work schedule whereby Saturday can be a regular workday for some staff members and that way people will be able to get more of the weekend events. Other Board members indicated that Ginny's idea of covering weekend events is an avenue we should explore. The major portion of the community does its thing on the weekend because they are working during the week.

Studio Hours

John stated that the studio and studio supervisor hours have been reduced from all-day, evenings and weekends to only scheduled shows.

Facility Hours

John reported that the facility hours have been reduced to 2:00 p.m. until 10:30 p.m.

Playback

John indicated that playback will be manned fewer hours. Since the equipment is automated we will cut back hours in the morning and afternoon on weekdays. By reducing the hours, tapes can not be changed as often and there will be less variety. We will be ordering new automated playback equipment that will give us more flexibility.

Training

John informed the Board that the County Council MFP Committee urged that MCT review its class fees. The Training Department did a survey and found that most other access centers were charging higher tuition for classes. The staff concluded that by raising fees for classes and membership we expect to pay for one staff person – about \$25,000.

Stan Doore requested the Board be provided with the per hour cost that MCT paid to have the Web site developed. This per hour cost would be used as the basis to evaluate the volunteer time that the DVUG is donating.

Executive Director Search Committee

Nancy Poole reported that an Executive Director Search Committee had been formed composed of Gene Saunders, Fernando Cruz-Villalba, Jim Robinson, Carla Satinsky, and Nancy. John will provide coordination and support for the nationwide search.

The meeting was adjourned at 9:27 p.m.