

REVISED  
Minutes of Meeting  
September 20, 2004

A meeting of the MCT Board of Directors was held at 7548 Standish Place in Rockville, Maryland on Monday, September 20, 2004. The Board members in attendance were:

Victoria Brailitsa	Ginny Hillhouse
Fernando Cruz-Villalba	W.R. "Bill" Larson
Francha Davis	Nancy Poole
G. Stanley Doore	Eugene Saunders
Ginny Gong	Roald Schrack
John Hansman	F. Noreene Wells

The meeting was called to order at 7:42 p.m. Richard Turner, MCT Executive Director, and Dee Willett were also in attendance.

**Call to order and Roll Call**

The following Board members, having previously advised of other commitments, were excused: Allen Edwards, Carla Satinsky and Alice Scipio. Two proxies were sent to the board – Allen Edwards designated Ginny Gong and Alice Scipio designated Eugene Saunders to exercise their proxy for them.

Nancy Poole moved and Noreene Wells seconded a motion to excuse them. The motion carried unanimously.

**Approval of minutes of July 19, 2004**

The minutes of the July 19th meeting were approved with the following corrections.

**Bunnie** Riedel, Executive Director of The Alliance for Community Media, announced she would be stepping down at the end of 2004.

A memorial luncheon was held for Brian Wilson who passed away in April of 2004. He was the **Chair** of the Board for the Alliance for Community Media.

MCT and the Montgomery County Public Schools covered the Town Hall meetings in the City of Gaithersburg and at Blair High School. The topic of both meetings was **gang violence**. The shows were aired in English and Spanish.

Deleted statement:**Petition forms for unaffiliated seats were sent to MCT members Tom Hoopengardner and Francine Wyrton.**

Fernando Cruz-Villalba moved and Nancy Poole seconded a motion to approve the July 19, 2004 minutes with the corrections. The motion carried unanimously.

## **President's Report**

Eugene Saunders stated that the following items would be discussed tonight:

- Review and revisions to the Public Access Policy Document
- The MCT vision and mission statements
- The MCT Board Organizational Representative Seats
- Executive Director Performance Review in the Executive Session

## **Executive Director's Report**

Richard Turner answered questions from the board pertaining to the Quarterly Report.

John Hansman noticed that the number of hours of first run programs were down in comparison to the same period in previous years.

Mr. Turner indicated that there is a lower overall participation at MCT and we need to do an analysis of our clientele to locate the cause of the lower numbers.

## **Informational Updates**

Richard Turner has discussed potential partnering opportunities with Imagination Stage and Gilchrist Center for Diversity.

The Arts and Humanities Council invited Mr. Turner to join their marketing advisory committee.

MCT's submission for management of the Montgomery Channel time has been approved by the County Government. While the Open Channel is continuously under our management, we must request authority to manage the Montgomery Channel on a bi-annual basis.

MCT's auditor will present his report at the November board meeting.

The new Information Technology implementation is moving forward with the installation of the new computers and training of staff on the new software.

All employees, including part time, have an e-mail account.

Information on the MCT's website is now current due to regular updates.

MCT's current balance total is \$789,941.36. This includes the three combined accounts.

### **Ad Hoc Committee Reports: Personnel Committee**

The committee composed of Ginny Gong and Nancy Poole reviewed the performance evaluation forms drafted by Richard Turner and made some modification to the language.

The evaluations for non-exempt union, non-exempt and exempt categories were based on factors such as dependability, job knowledge, communication skills, quality of work, interpersonal relations, team work, self development and taking initiative.

The Employee Handbook will be reviewed at the next Personnel Committee meeting. The issues of sick leave, work hours, benefits, retirement program, annual leave procedures, and compensation time will also be reviewed.

### **Standing Committee Reports: Public Access Policy Committee**

The members of the Public Access Policy Committee, Fernando Cruz-Villalba, Ginny Hillhouse and Bill Larson reviewed the entire Statement of Policy on Public Access.

The committee offered suggestions and recommendations but felt that the framework of a strategic plan would have been beneficial.

Richard Turner indicated that by narrowing the definition of residency we have expanded the opportunities for volunteerism in allowing people outside the county to officially volunteer and become certified.

John Hansman moved and Bill Larson seconded a motion to approve the revisions contained in Section 4 Program Content of the Statement of Policy on Public Access. The motion carried with Stan Doore and Noreene Wells in opposition.

Board members have until October 5<sup>th</sup> to submit their recommendations to the Public Access Policy Committee.

### **New Business: Organizational Representative Seats**

Eugene Saunders announced the Executive Committee's recommended list of the organizations to be accepted for admission on to the board starting in January 2005.

- Arts and Humanities Council of Montgomery County - Theresa A. Cameron
- Asian American Political Alliance - Ginny Gong
- Hispanic Alliance - Fernando Cruz-Villalba
- InterPLAY - Paula Moore
- Montgomery Village Foundation - John Zakian
- National Philharmonic - Paul Silverman

### **Alternates**

- Pain Connection - Geoffrey Manifold
- Women Business Owners of Montgomery County - Gail Werner

John Hansman moved and Noreene Wells seconded a motion to approve the recommended list of the organizations to be accepted for admission to the board starting in January 2005. The motion carried unanimously.

Eugene Saunders will be sending a letter to the organizations informing them of their acceptance.

The following organizations will be leaving the board:

- Court Appointed Special Advocate
- Composers' Society of Montgomery County
- Learn Shop
- National Council of Negro Women
- The National Center for Children and Families
- Threshold Services

### **Old Business: MCT Vision and Mission Statements**

The Strategic Planning Committee: John Hansman, Eugene Saunders, Richard Turner, and Stan Doore drafted the vision and mission statements.

Bill Larson moved and Ginny Hillhouse seconded a motion to accept the Committee's first draft statement for discussion.

#### **Vision Statement**

Montgomery Community Television envisions Montgomery County as a place where residents can gain access to and create community media that improve the quality of life.

#### **Mission Statement**

Montgomery Community Television's mission is to encourage and sponsor television programming and Internet media that meet community needs and offer forums for free expression.

Fernando Cruz-Villalba moved and Ginny Gong seconded a motion to approve Bill Larson's corrections of the vision and mission statements. The motion carried with Stan Doore abstaining.

### **Announcements**

Eugene Saunders informed the Board that the Strategic Planning Committee will be postponing the meeting to discuss the future of the news and the news department.

### **Adjourn**

The meeting was adjourned at 9:58 p.m.