

Minutes of Meeting
February 21, 2005

A meeting of the MCT Board of Directors was held at 7548 Standish Place in Rockville, Maryland on Monday, February 21, 2005. The Board members in attendance were:

Fernando Cruz-Villalba	Nancy Poole
John Hansman	Carla Satinsky
Merrill Hessel	Eugene Saunders
Tom Hoopengardner	Paul Silverman
Bill Larson	Francine Wyron
Paula Moore	John Zakian

Call to order and Roll Call

The meeting was called to order at 7:40 p.m. The following Board members, having previously advised of other commitments were excused: Theresa Cameron, Ginny Gong, and Ginny Hillhouse, and F. Noreene Wells. (N.B. Excusal of F. Noreene Wells was made by Board action to correct these minutes at the March 21, 2005 Board meeting.)

Carla Satinsky moved and John Hansman seconded a motion to excuse them. The motion carried unanimously. The following Board members were absent without excuse: Winnie Holbrooke and Roald Schrack.

Two proxies were sent to the board. Ginny Gong designated Fernando Cruz-Villalba to exercise her proxy. Ginny Hillhouse designated Eugene Saunders to exercise her proxy.

John Zakian moved and Merrill Hessel seconded a motion to adopt the agenda. The motion carried unanimously.

Approval of minutes of January 24, 2005

John Zakian moved and Paul Silverman seconded a motion to approve the January 24, 2005 minutes. The motion carried unanimously.

President's Report

Eugene Saunders informed the board that all board members will be introduced when the At-Large members are seated.

The Board will continue to meet on a bi-monthly schedule. Additional monthly board meetings will be held as the business warrants.

Carla Satinsky expressed her concern involving changing the dates of the board meeting from the 3rd Monday to another time.

Due to the absence of an elected secretary, Eugene Saunders appointed himself to act as secretary for the current board meeting and until the next meeting.

The following is Dr. Saunders report of minutes of the Executive Committee Meeting, February 21, 2005:

- The meeting was called to order at 6:34 p.m.
- The Executive Director's report discussed a review of the strategic plan in progress.
- Tom Hoopengardner has been recognized to serve on the Information Policy Committee.
- The Bylaws Committee will be appointed tonight.
- MCT has allowed non-board members to join the different committees with the approval of the committee chair. They are to function in an advisory non-voting capacity, and in a number not to exceed the number of Board members on each respective committee.
- The Executive Committee meeting adjourned at 7:31 p.m.

Standing and Ad Hoc Committee Reports

Public Access Policy Committee, Budget and Finance Committee, Strategic Planning Committee, Technology Committee and the Information Policy Committee had nothing to report at this time.

Nancy Poole, Chair of the Personnel Committee, reported that the committee met on Wednesday, February 16, 2005. Ms. Poole and the committee were interested in reviewing the Employee Complaint Procedures in the Employee Manual. The committee wanted to make a motion to consider the Personnel Committee as the Liaison Committee.

John Zakian moved and Carla Satinsky and Fernando Cruz-Villalba seconded a motion that we incorporate the intent and purpose in the Handbook of the Liaison Committee as being a part of the grievance process and that the Personnel Committee be the Board designated committee to hear employee grievances. The motion carried unanimously.

Nancy Poole also stated that the Employee Performance plan is about to be finalized.

John Hansman, Chair of the Nominating Committee indicated that the committee is making progress and next month they will have something to report.

Executive Director's Report

Richard Turner reported on the following items:

- The First Quarter Financial Statement was explained and handed out to the board for their review.
- MCT's website has been updated with current information.

- A Public Forum Meeting will be televised on March 2, 2005 from 7:00 p.m. to 10:00 p.m. The topics to be covered include the Final Cut Pro Implementation, the Strategic Plan and Equipment Planning for 2005-2006. A Feedback Session has also been planned.
- MCT has offered their production services for the Martin Luther King Celebration, the State Transportation ICC Hearing and Maryland Parks Day at the Capitol.
- The 2005 Non Profit Organization Day will be held at the Gilchrist Center.

New Business

- Appointment of Bylaws Committee

Eugene Saunders appointed John Zakian, Chair, Paula Moore and Merrill Hessel to the Bylaws committee.

Announcements:

After the At- Large members are seated, Eugene Saunders and Richard Turner plan on holding an additional orientation for new members.

At Board meetings after the March meeting all organizational board members are asked to make an informational presentation to the Board of the missions and activities of the organizations they represent.

Adjourn

Paul Silverman moved and John Hansman seconded a motion to adjourn the meeting. The motion carried unanimously.

The meeting was adjourned at 9:28 p.m. followed by a closed Executive Session.