

Board Meeting Minutes
May 19, 2008

A meeting of the MCT Board of Directors was held at 7548 Standish Place in Rockville, Maryland on Monday, May 19, 2008. The Board members in attendance were:

Michael Boblitt	Lee Klumpp
Diane Butts	Sharon Levine
Fernando Cruz-Villalba	Marian Merewitz
Ginny Gong	Nancy Poole
Merrill Hessel	Paul Silverman
Tom Hoopengardner	Noreene Wells
Marion Hayes-Hull	

Call to Order

This meeting was called to order at 7:39 p.m.

Also in attendance were:

Richard Turner, MCT Executive Director
Alysia Thaxton, Executive Assistant
Bill Stewart, Secretary of the Volunteer Association
Debbie Billings, Director of Administration

Roll Call

The following board members issued proxies:

Toby Beach – proxy to Tom Hoopengardner
Dennis Courtney – proxy to Merrill Hessel
Haig Ellian – proxy to Tom Hoopengardner
Steven Friedman – proxy to Lee Klumpp
Henry Hailstock – proxy to Darryl Lesesne
Jim Klimaski – proxy to Noreene Wells
Paula Moore – proxy to Lee Klumpp
Eugene Saunders – proxy to Lee Klumpp
Jonathan Walker, Sr. – proxy to Ginny Gong

The two unexcused absences are:

Francine Wyron
Darryl Lesesne

Fernando Cruz-Villalba moved and Noreene Wells seconded a motion to excuse the two above board members. The motion passed. Fourteen in favor.

Marian Merewitz, Board Secretary, read the Executive Committee Meeting Minutes of May 19, 2008.

May 19, 2008

Call to order – 6:40 p.m.

Attendance

Lee Klumpp, President
Marion Hayes Hull, First Vice-President
Marian Merewitz, Secretary
Richard Turner, Executive Director

President's Report

- The Finance Committee met this month. There is an estimated initial surplus of \$241,000 in the budget. After all expenses are taken into account the actual surplus should be closer to \$150,000. This is mostly due to vacant staff positions. There is a recommendation that will be posed to the entire board requesting that \$50,000 be distributed as a one time bonus to staff.
- The Strategic Planning Committee met twice this month to review the 7 points of progress. Tom H. developed a matrix that will be reported to the full board.
- The Annual County Ethics Commission Financial Disclosure Filings were due by May 15th. There are still several board members that have not complied.

Closed Session

Executive Director's Report

- Richard made the 1st draft presentation of progress on the strategic plan goals available to the Executive Committee. There had been several additional changes requested so the presentation was not entirely ready.
- Richard continues to work on the reorganization. To keep current employee salaries at the same levels in their new positions would be an increase of approximately \$66,000 from the originally requested amount. Richard has sent out an RFP to various organizations and vendors in order to gauge current wages for similar positions.

Unfinished Business

None

New Business

None

Adjourn - 7:29 p.m.

Approval of the March 17, 2008 Board Minutes

Merrill Hessel moved and Nancy Poole seconded a motion to accept the minutes from March 17, 2008 as corrected. The motion passed unanimously.

Approval of the April 21, 2008 Board Minutes

Paul Silverman moved and Marion Hayes Hull seconded a motion to accept the minutes from April 21, 2008. The motion passed unanimously.

President's Report

The Board President, Lee Klumpp, gave the following report:

- The County Council left the MCT budget in tact.
- Lee and Merrill sent a letter to Dutchy Tractenburg to discuss changes to the MCT Bylaws.
- Lee attended the Volunteer Association Meeting on May 6, 2008.
- Lee attended the Dave & Buster's staff event on May 16, 2008.

Executive Director's Report

The Executive Director's report was previously distributed to board members.

(Addendum I)

- MCT staff is still under-staffed and consequently is over-extended however staff is still active in community events such as the following:
 - Community Band Day - fulfilling the paid programming contractual agreement with the county.
 - Montgomery Village Community Bands program
 - Olney Days
 - Taste of Wheaton
- A Special Orientation has been scheduled on May 28, 2008 for people who have prior production experience. This is a follow-up to requests from the Open House.
- Truck Training is being set up by Alvaro Calabia and is scheduled to take place by the end of June. There is no set schedule. Studio certification is the prerequisite.
- The second network server failed this morning.
- Nothing more on the Channel 21 application.
- V-Me Equipment is anticipated by next week; testing should begin in approximately 2 weeks. There will be a promotional campaign to inform viewers where to find NASA on the web.
- The 2008 Alliance for Community Media Conference will be held in D.C. on July 9-12th. The next Creative Connections will include an appeal for volunteers for the Alliance Conference.

The following requests were made of the Quarterly Report:

- 1) A figure representing the actual number of people who attend classes,
- 2) Number of volunteer projects,
- 3) A year-to-date total on production hours for each quarter,

- 4) That the quarterly report be vetted through the Budget & Finance Committee as well as the Strategic Planning Committee prior to the full-board meeting so numbers may be verified.
- 5) That the quarterly report information be reviewed to see if it might be more useful if it were to include information related to the Performance Matrix Goals as well as the required county information.

Closed Session

Committee Reports

Budget & Finance Committee -

Lee Klumpp gave the following report for the B&F committee:

- MCT has approximately \$600,000 in the bank which is approximately the equivalent of 3 months working capital.
- We have a surplus of revenue over expenses of \$241,000.
- We are ahead of budget by \$66,000.
- We are ahead on revenue by \$120,000 most of which comes from the service contract.
- Donations are up slightly this year.
- Overall the increase in income is due to salary surplus from vacant staff positions.
- Interest income is down due to the interest-bearing checking account, CDs and bank fees.
- Almost all the chairs in the facility have been replaced.
- The Budget & Finance committee recommends to the board that based on the \$150,000 surplus created by the vacant staff positions, \$50,000 should be set aside to award bonuses fairly and equitably to employees. The money should be paid out as a separate check to be distributed by August 31, 2008.

The committee moves that \$50,000 of the surplus money be set aside for employees to receive a one-time bonus. The Personnel Committee will determine the methodology to distribute the money fairly and equitably. The motion passed. Ten in favor, while Marian abstained.

- The Lee Klumpp board challenge is still open until June 30th.

Strategic Planning Committee –

Tom Hoopengardner delivered the report of the committee (Addendum II). He discussed the Performance Matrix Goals distributed to the board.

The board also discussed methods for conducting a staff survey regarding staff morale. The board concluded the Personnel Committee should come up with a process for creating a survey.

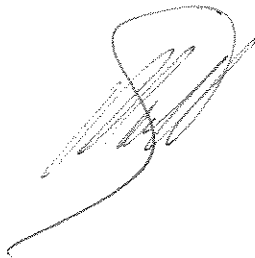
Unfinished Business -

- None

New Business –

- Haig Ellian is in poor health and awaiting back surgery and then open-heart surgery.
- Marian requested that the Board agenda be sent to the Volunteer Association Secretary. In future, Lee will send both the board notice and agenda to Tom so that he can post them on www.mct-volunteers.org when they are sent out to the board of directors.
- The board discussed the possibility of financially supporting board members who would like to attend the 2008 Community Alliance Conference in July. Alysia will send an email requesting those interested to let her know so that a board motion may be approved at the next board meeting in June.

Adjourn – 10:02 p.m.

A handwritten signature in black ink, consisting of several overlapping loops and a long, sweeping tail that extends downwards and to the left.

Richard Turner - MCT/Access Montgomery Update

From: Richard Turner
To: MCT Board
Subject: MCT/Access Montgomery Update
CC: Alysia Thaxton; MCT Management Team

Greetings:

Sorry to be behind in generating an update but staff is significantly overloaded considering the number of vacancies. What follows is an update on MCT/Access Montgomery activities and serves as my Executive Director's report.

Please let me know if you have any questions or problems with the attachments.

Master Contract

- The second semester after school program for youth at Identity under the Arts and Humanities Council grant "Telling Your Own Story" continues through May. This workshop is offered in both English and Spanish. The Council is seeking additional funds to extend this grant and we seeking to continue the partnership if funds are secured.
- Special General Election Candidates Forum was produced. The Gazette once again agreed to place Candidates Forum on their website and cross link to ours for more information.
- Plans are currently underway to initiate a prototype of a training and certification process for the mobile production vehicle.
- The 2008 Volunteer Survey was mailed and we began receiving responses. We also got numerous inquiries from volunteers who had not received a copy due to an error in generating the mailing labels. A post card was sent out to all who should have received a survey and the deadline extended to May 27. Notification was also placed on the website with a link for individuals to download the survey.

Production Services Contract

- Government production services are proceeding as expected. The County has been making progress in finalizing billing and approving payments.

Administrative

- The administration of the performance appraisal system is complete.
- Recruitment for the Volunteer Coordinator is underway with interviews to scheduled shortly.
- Staff continues to work in evaluating and improving the processes of signing up individuals for training and the renewal of current volunteers including payments of the annual users fee. Carl Jennings was engaged to assist with the redesign and development of procedures. Judy Boggess was engaged to improve the web implementation including on line payments.
- The 3rd Quarter report was compiled and subsequently thanks to Tom H. we became aware that some of the statistics on active projects had not been fully updated. Most of this is due to the shortage of staff and the need for better quality control to ensure that inactive projects, no activity or contact in six months, become marked as inactive. In addition staff is still working to quality control and update volunteer status to ensure those who have not paid their annual fee are changed to the correct status. This work continues as we retrain a new temporary Shannon Romano. As a result the attached version of the quarterly report will be updated.

Report of The MCT Board Strategic Planning Committee
Meetings of April 30, 2008 and May 14, 2008

The MCT Strategic Planning Committee met on April 30, 2008 and on May 14, 2008.

In attendance on April 30, 2008: Eugene Saunders, Chair; Lee Klumpp, Richard Turner, Michael Boblitt, Stan Doore, Henry Hailstock, and Tom Hoopengardner. Not present: Steven Friedman, Paul Silverman, Jonathan Walker, Sr.

In attendance on May 14, 2008: Eugene Saunders, Chair; Lee Klumpp (by telephone), Richard Turner, Michael Boblitt, Stan Doore, Henry Hailstock, Tom Hoopengardner, Paul Silverman. Not present: Steven Friedman, Jonathan Walker, Sr.

1. On April 30, 2008 the committee was called to order at 17:33 hrs. An agenda had been scheduled to review the existing Strategic Plan and to discuss whether the existing language of the plan needed to be revised with respect to the language adopted in the Goals, Measurements and Timetables document and in Board policy documents specifying the roles of volunteers. The committee decided to first review and assess the current status of progress by the staff in meeting the goals within the timetables specified within the Goals, Measurements, and Timetables document. Executive Director Richard Turner explained to the committee that he was not prepared at that time to present a comprehensive report of staff progress in meeting the goals specified in the Goals document. The committee decided to meet again on May 14, 2008, a time at which Executive Director Turner stated that he would be prepared to present the information requested to the committee. The meeting adjourned at 18:52 hrs.

2. On May 14, 2008 the committee was called to order at 17:40 hrs. Executive Director Richard Turner presented a document outlining staff progress toward the goals specified in the Goals, Measurements, and Timetables document. The committee members noted that information specified to be documented for the period of the first and second quarters of FY 2008 had not been included in that document and requested that this information be compiled and included as soon as possible. Concerns were also raised by committee members that the staff survey information provided

did not directly and pointedly address employee satisfaction issues. The committee requested that employee satisfaction and dissatisfaction be further surveyed in a very direct way. Further summary of the committee's findings, concerns and recommendations will be presented by a representative of the committee at the May 19, 2008 Board meeting. The committee adjourned at 19:12 hrs.

A handwritten signature in cursive script that reads "Eugene Saunders". The signature is written in black ink and is positioned above the typed name.

Given May 18, 2008, by Eugene Saunders, Chair