

The mission of [MCTV 15](#) is to encourage and support the use of media for sharing thoughts, opinions and events by and for the people of Siskiyou County

Minutes of Board Meeting April 3, 2006

11 AM at COS Board Room, College of the Siskiyous, 800 College Avenue Weed, CA

Roll Call Neva Barnett, Rick Satchell, Judith Conrad, Penn Martin, Audra Gibson. Todd Cory, Steve Crow excused. Public members in attendance, John Arno, Marian Murphy-Shaw, John Cumming, Shirley Hammond, Brendan Butler.

Minutes of March 6, 2006 regular meeting approved as submitted.

Public Comment none

Old Business

- Adopt written policy changes previously approved regarding equipment use and credit for volunteer hours. The board approved the following written policy clarifying “volunteer credit” to be added to the policies and procedures: Volunteers at [MCTV 15](#) will receive a credit of one hour for studio or equipment use per one hour of volunteer time contributed toward [MCTV 15](#). This credit does not apply to media which must be purchased directly. Volunteer time is defined as contributing directly to supporting the organization itself, including studio and field production of programs shown on CTV 15?. Volunteers are responsible for documenting their volunteer time with the operations manager and for reading and following the policies and procedures of [MCTV 15](#).
- Board Retreat –The board reviewed the proposed revisions to Mission Statement and decided to use as a working statement the following to be returned for more discussion at the next meeting: The mission of [MCTV 15](#) is To encourage and support the use of media for sharing thoughts opinions and events by, and for the people of Siskiyou County. The Vision Statement consideration was tabled to the next meeting. A formal thank you to Diana Pollard for the \$1,000 donation was approved. A plaque will be sent to her.
- United Way Grant Proposal update – Audra and Neva completed and filed the United Way grant in the amount of \$4,500 on time.

New Business

- Discussion and Possible Action on operations manager job description and proposed performance evaluation – the board unanimously approved 14 hours per week for a three-month period for the operations manager position. The board discussed the possibility of an orientation and training structure by which we could improve the expertise of volunteers. A subcommittee of John Arno, Rick Satchell and Kathy Blevins will research the specific needs and possible structure for such a program. The discussion of the job description and performance review was tabled to the next meeting.
- Presentation of proposed draft agreement with Mercy Mt. Shasta – John and Audra are conducting informal discussions with Susan Vrh at Mercy Hospital in consideration of a contract for services. Updates will presented at a future meeting.
- Shasta Regional Community foundation grant proposal – the board unanimously approved an application for \$1,000 from the Mt. Shasta Legacy Fund, Neva and Audra to draft and submit. The focus of the grant will be to provide a working fund for organizations to use to pay for services from [MCTV 15](#).

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Reports and Possible Action

- Operations Manager – Kathy Blevins’ written report was considered as she was absent. The board approved her to use the COS print shop for copying informational packets for producers. The board approved renewal of the Mt. Shasta Chamber of Commerce dues in the amount of \$95.
- Financial Report – Treasurer Sandy Duchi provided written financial reports for February and March 2006.

Reimbursements approvals

- Tech Committee-John Cumming The board approved up to \$350 to replace two hard drives that have failed. There is a recommendation to set policy for retirement of equipment and replacement schedule for key components of production.
- Programming – John Cumming/Rick Satchel - ongoing
- Liaison Reports - Public (Judith Conrad) Judith continues with outreach for guests on her show. Education (Marian Murphy-Shaw), reported on the CA Technology Assistance Program video conferencing workshop to be held on April 25th and other conferences relating to education and technology. Government (Audra Gibson) reported on the Telecommunications Act and legislature that could impact franchise fees to local jurisdictions. The board approved a letter to each of the city clients alerting them to the issues and need for public record comments. [MCTV 15](#) in cooperation with COS Media Dept will tape and air the Candidates Night on April 13th at the COS Ford Theater.

Comments None

Adjourn at 1:45 to next regular meeting: May 1, 2006 COS Board Room