

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

Minutes of Board Meeting August 1, 2006
9 AM at Studio COS, College of the Siskiyous,
800 College Avenue Weed, CA

Roll Call Audra Gibson, Todd Cory, Rick Satchell Absent Steve Crow, Judith Conrad, Sandi Duchi, Vince Reinig

Also present: Kathy Blevins, John Cumming, Shirley Hammond, Arthur Aday

Minutes of July 11, 2006 regular meeting approved as submitted

Board/Staff Announcements – none

Public Comment

- John Cumming raised the issues of volunteer credit (only for flagship show, Mt. Shasta Magic or all shows) and Mission Statement language.

Old Business

- Board Responsibilities
- Audra – Suggests it time for the board to expand beyond hands-on board members: to raise money, recruit volunteers, do presentations to the public, be the face of the community
- John handed out guidelines: - the 10 basic responsibilities of non-profit boards and a statement of individual board member responsibilities
- Audra – proposed a committee to evaluate board candidates with perhaps a information packet to be given to interested parties, including the responsibilities guidelines
- Shirley – proposed that as part of our outreach to the community each board member should do 3 or 4 public presentations a year to organizations such as the Lions, Chamber of Commerce etc.
- Audra – suggested paired Board Members attend Council Meetings for each of the Chambers of Weed, Mt. Shasta and Dunsmuir (at least one a year)
- John reminded us that the plan for our organization, Mission/Vision Statements have not been expanded since the Retreat
Audra – proposed the committee to evaluate board members could also evaluate Mission Statements, effective management, and financial contributions.
- John – reminded us the Bylaws should be dated and have an address change
- Audra – stated they would be done at the next election meeting in February.
- Shirley – suggested it's important to draw a distinction between valuable Board Members and Valuable volunteers who may also be one and the same.

New Business

- Audra – proposed we need a volunteer to do press releases, radio station announcements, etc.
- Everyone agreed the recent volunteer meeting was helpful and it was suggested we hold one on the third Tuesday, of every month. Arthur Aday volunteered to facilitate the next meeting to be held at 9am August 15th. It was agreed we need to issue a press release, call all the volunteers and Producers and add this meeting to the web site.
- Regarding Stipends and Per Diem Reimbursements – Audra advised us the accountants suggested we eliminate the wording regarding “stipends” from the Professional Services

Proposals and instead substitute “meals, incidental costs and mileage reimbursements”.

- Wording to be included in the Rate Sheet: Meals and incidental costs will be reimbursed at the rate of \$13 each up to \$39/day and Mileage will be reimbursed at \$.445/mile.
- It was suggested we do some research into non-profit organization tax laws and also ask Steve Crow about input from the College.

Reports and Possible Action

- **Operations Manager** – Kathy Blevins presented her report:- suggested we blow up Shirley's guidelines for Producers and Directors, post them in the control room, and make sure all producers get a copy – advised that blank time sheet forms are available on our Web Site and could be used by all volunteers to keep track of their monthly volunteer hours which could then be used for individual year-end In-Kind Donation Reports, Security issues.
- **Financial Report** – Sandy Duchi though absent sent a Financial Report. The year end report is not ready yet. Shirley, John and Audra met and reviewed the budget.
- **Accounting Software** – We have 5 licenses Microsoft Small Business Accounting Software and will start our financial year as of July 1, 2006. Nancy Swift of JEDI offered to help set up our new records with the first meeting being free. It was suggested that maybe we could barter subsequent meetings with free EBB announcements to offset their hourly rate.
- **Tech Committee**- John advised that shows should **not** be exact in length i.e. 30/60 mins. (causes hang-ups) -Eli and Gangaji programming coming up blank -sound modulation improved comparable to Ch14 and Ch16.
- **Programming** – John recalculated spreadsheets for programming reports that now break down to monthly reports. Todate: 206 this year with 109 local shows. Should be 60% local programming.
- **Liaison Reports** - Public (Judith Conrad) asked to be notified of all community events in advance of her show airing. Education (Marian Murphy-Shaw) no report, Government (Audra Gibson) City budget is being cut back.

Comments

Todd advised that Dish needs renewing in October for UCTV, Free speech TV and Democracy Now and we need to find out if Northland will have their live feed in before then. He would like to know if the old character generator belongs to Northland or Weed. He would like to use it.

Agenda items for meeting Development and Evaluation Committee, Volunteer Committee, Professional Production Services Rate Sheet, Volunteer Credit.

Adjourn at 11:45 to next regular meeting: 9 a.m., September 5, 2006 at Studio COS.