



Mountain Community Television – Channel 15
Studio COS, 800 College Ave
Weed, CA 96094
Telephone: 530-938-5910
Email: info@mctv15.org
Web: www.mctv15.org

Minutes of Board Meeting August 5, 2008

MCTV15 Studio COS, 800 College Avenue, Weed, CA 96094

Meeting was called to order by President Judith Conrad at 9:17 a.m.

Roll Call

Judith Conrad, Barbara Dillman, Todd Cory, Greg Messer, Steve Crow-excused.
Audra Gibson, John Cumming, Kathy Blevins.

Minutes of July 1, 2008 -Approved

Minutes may be downloaded at <<http://www.mctv15.org/Public/MinutesJuly2008>>

Public Comment – None

Executive Director Report -

In an attempt to save staff time and paper, Board minutes will no longer be supplied for Board workbooks as they are always available online. Discussion centered around contract with Mt. Shasta City on questions regarding indemnification, insurance, termination, and who should be presenting the contract. ED will contact City attorney to get answers and report back to the Board before contract is finalized with MSC. Financial responsibilities of the staff was discussed so a more timely payment of bills could occur. It was agreed that the ED could write checks as long as there is money in the budget to pay the expense. Station Director will enter bills as she does deposits. Treasurer will oversee income and expenditures, receive bank statements, reconcile account monthly, and keep board updated on finances.

Two policies need to be developed and presented at the next meeting-- one on contracting with government entities and one for clear definition of financial responsibilities.

Old Business

• Policies and Procedures

Dillman presented the following policies for Board approval. Messer moved approval as submitted, Cory seconded. Motion passed.

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Board Policy 1 Commitment
Board Policy 7 Contracts for Services
Board Policy 8 Location of Studio and Hours of Operation
Board Policy 9 Financial Accountability/Reserve Policy
Board Policy 10 Investment Policy

Adopt Suggested Language for Disclaimer for MCTV 15 -

THE CONTENT, VIEWS AND COMMENTS EXPRESSED ON THIS PROGRAM ARE SOLELY THOSE OF THE PRODUCER(S) OF THIS PROGRAM AND NOT NECESSARILY THOSE OF: MCTV 15; NORTHLAND CABLE; THE COLLEGE OF THE SISKIYOU; THE CITIES OF DUNSMUIR, MT. SHASTA, WEED NOR THOSE OF ANY SPONSORS AND/OR UNDERWRITERS OF SISKIYOU MEDIA COUNCIL.

Everyone agreed this was necessary. Discussion as to how to process this regularly and often to insure the public is aware that producers are responsible for their work raised some questions as to present policy and what others public television companies do. ED will check on all the issues raised and report back at the next meeting for an action item.

New Business

None

Reports and Possible Action

• Financial Report

Quarter/Year End Financial--Dillmann. Reports were presented with the statement that not all the work has been completed for a final year end report. That should be available at the next meeting.

• Committee Reports

Business Plan Committee--Messer. Now that the new ED is on board, this committee will begin meeting again to develop strategies to implement the BP.

Draft Quality Assurance Plan--Messer. Handout reflecting process to ensure QA was handed out and discussed. Messer suggested we start with a problem we know we have right now and begin the process. A committee volunteered to look at studio operations, involving Audra, Greg, John and Barbara.

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• ***Liaison Reports***

COS Liasons --No report except COS starts August 18 and media classes will begin using the studio August 26 on T & Th.

• ***Board/Staff Comments***

Board policies with new policies on financial responsibilities and govt. contracting

Adjourn at 10:30 AM to next regular meeting: September 9, 2008

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