



**Public Access**  
It's Your Community on Television.

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

## **Minutes of the Board Meeting March 6, 2007**

Mountain Community Television - Channel 15  
Tuesday, March 6th, 2007 9:00 am  
Studio COS LRC 2, 800 College Avenue, Weed, CA

### **Board Members**

Present: Audra Gibson, Judith Conrad, Todd Cory, Steve Crow  
Absent: Rick Satchell  
Quorum: Yes

### **Others Present**

Sectary/Treasurer: Shirley Hammond  
Operations Manager: Kathy Blevins  
Technical/Program Director: John Cumming  
Others: Sahadev (Bill) Pool, Brendan Butler, Linda Sue Runnels, Elizabeth Mitchell-Collard

### **Proceedings**

- Meeting called to order at 9:10 am by chair, Audra Gibson
- Minutes of February 6, 2007 regular meeting were approved as written.

### **Public Comment**

- Elizabeth Mitchell-Collard was introduced and expressed an interest in assisting MCTV15 in areas of business development, promotion and marketing.

### **Operations Manager Report by Kathy Blevins**

- Kathy reported on the month's activities, and resolution of the problem of ordering supplies. Steve Crow has set up an account allowing MCTV15 to purchase office supplies through COS at significant discounts.
- The Control Room door and the storage cabinet have been left open several times most recently this past weekend. Rick Satchel has used the studio computers in the office during hours when MCTV15 is closed and others are not present. The board decided to ask for the return of his keys.
- **MOTION: Rick needs to return his keys in-order to improve security. Seconded and passed 4:0**

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- **ACTION: Kathy will get the keys from Rick.**
- Kathy will be out of town the first week of April.

### **Financial Report by Shirley Hammond**

- A Profit and Loss report as well as a Balance Sheet and Budget were presented and reviewed.
- A question arose regarding whether sales tax paid out with purchases should be reported in our accounts as an item.
- **ACTION: Shirley will check with Lyn Teuscher on sales tax recording.**
- Steve Crow requested that the budget reflect the percent expended rather than the percent variance.
- **ACTION: John will change the calculation method in the budget report to reflect percentage of yearly budget.**

### **Programming Report by John Cumming**

- John is still wanting to train others to perform the tasks involved in getting the programming on the air.

### **Technical Report by John Cumming**

- The head-end equipment has been consolidated in preparation for relocation to a much smaller space at city hall in Mount Shasta.
- New lighting equipment has arrived at the Studio as well as 2 DVD recorders and a new switcher. Soon to arrive is a Tri-Caster.
- New inventory system reflecting dates of acquisition, condition and ownership of equipment. Steve asked that the date when inventory is checked be noted.
- Todd re-wired the dimmer plugs used for lighting in the studio.

### **Policies and Procedures:**

- There was a discussion of the need for a studio sign in policy and a key/security policy.
- **ACTION: Kathy to develop language for policy by next meeting.**
- John asked Steve about the possibility of keeping the studio locked at all times that the studio is not in use. Steve indicated that there was no emergency exit requirement for the studio door and believed that it could be made secure.
- **ACTION: Steve will verify that studio door can remain locked during times of non-operation.**

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## **Public Liaison Report by Judith Conrad**

- None

## **Government Liaison Report by Audra Gibson**

- None

## **YCTV4 Liaison Report by John Cumming**

- Collaboration efforts with YCTV4 are still being discussed.
- **ACTION: Steve volunteered to speak with Brian Meek, Yreka City Manager about getting a round table discussion together to explore options and possibilities.**

## **Old Business**

### **Mt. Shasta Legacy Fund Grant updates**

- Todd reported that Shasta Energy group is not able to move on the project at this time.
- John reported that JEDI project is also on "hold" for now. It was also noted that considerable work has been done for the JEDI project and a bill should be sent reflecting that effort.
- **ACTION: John will communicate with Bonnie about billing.**
- Audra informed us that the Legacy Funds need to be allocated and used by June 1, 2007.
- LindaSue indicated that she might have a request for these funds, as did Elizabeth

## **New Business**

### **Executive Committee Workshop**

- Diane Strachen has offered to assist us in a workshop aimed at defining an executive committee, its structure and function. The date and time of this workshop TBA. This will be a "Special Board Meeting".
- **ACTION: Audra to book time for workshop with Diane.**

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## **Purchasing Procedures**

- John presented purchase approval guidelines and a requisition form for consideration by the board.. It was reviewed and a motion was made to approved to use these guidelines and forms for purchases.
- **MOTION: To adopt with amendments, the purchasing procedures.**  
**Seconded and passed 4:0**

## **Board/Staff Comments**

- Efforts are still being made to interest community leaders in taking a roll on our board.
- Kathy reported that the Golden Eagle Charter school will be sending some students to participate and learn on Tuesdays.

## **Adjournment**

Adjourn at 11:05 AM to next regular meeting:  
Tuesday April 3, 2007 at 9:00am.