

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

Minutes of Board Meeting May 1, 2006
11 AM at COS Board Room, College of the Siskiyous,
800 College Avenue Weed, CA

Roll Call Neva Barnett, Audra Gibson, Todd Cory, Rick Satchell, Steve Crow. Public members present: Shirley Hammond, John Cumming, Charlene Sanders, Arthur Adday and Operations Manager, Kathy Blevins.

Minutes of April 3, 2006 regular meeting and April 19, 2006 Special meeting approved as submitted.

Public Comment None

Old Business

- Discussion and Possible Action on operations manager job description and proposed performance evaluation. After discussion and input from the board it was agreed that Kathy Blevins would bring back a final draft of the Job Description for board approval.
- Mt. Shasta Legacy Fund Grant Proposal update – Audra reported that the grant request has been filed, and any notification will be forwarded to the board.
- Discussion and possible action to approve a policy for [MCTV 15](#) production of Public Affairs Programming – the board discussed and approved the following changes to Section II Eligibility of the Policies and Procedures, Final version to be posted on [MCTV 15](#) web site.
- 3.1 Productions must be non-commercial in nature. 3.2 A written contract for services must be approved and signed by both [MCTV 15](#) board and the contracting entity.
- 3.3 Fifty percent rule stays in
- 3.4 Production fees are based, in part, on the number of personnel hours required for the production. Production requirements vary greatly and therefore, so does the cost.
- 3.5 [MCTV 15](#) reserves the right to refuse service to anyone
- 3.6 If actual contract costs exceed 20% of original estimate, contract must be renegotiated by the producer, and resubmitted for [MCTV 15](#) board approval .

Public Affairs programming contract will be brought back at next meeting for approval. The contract language needs to include:

- Referral to Policies and Procedures referenced in Section II. Eligibility
- Airing of any productions must follow [MCTV 15](#) Procedures for submission of programming.
- 50% of estimated cost to be paid at signing of contract.
- Wording for performance of contracted services needs to be included for the protection of [MCTV 15](#) and client satisfaction. (Audra to research RVTV practice)
- The product of the contact remains solely the property of the client. Content needs to be submitted for airing using [MCTV 15](#) procedures.

The following rates were approved by the board for contract services:

- People @ \$20 per hour
- Remote Camera Kit @ \$50 per day plus two people multiplied by hourly rate for hours worked
- Studio COS Productions are \$50 per hour plus eight people multiplied by hourly rate for hours worked
- Computer editing System @ \$20 per hour plus one two person multiplied by hourly rate for hours worked

- Media: as required @ \$10 per DVD or tape.

New Business

- Committee report on six-month review of MCTV 15? MOU – the committee will meet this month and report to the board at the June meeting. John Cumming and Rick Satchel (replaces Penn Martin) will serve as [MCTV 15](#) reps with Steve Crow and John Arno representing the College.
- Discussion and possible action regarding budget request for annual city budget allocations – Audra will draft letter of request for funding to the Mt. Shasta City Council for 25% of the Northland Cable franchise fees. Broader content that serves government was cited as one reason for the full request. Board members John Cumming and Steve Crow to be at the city budget meeting for comment if needed.
- Discussion and possible direction to staff regarding publicizing our service to the community in response to various requests for service. A new section on the website and bulletin board at COS will post any requests that the Operations Manager receives for filming local events. It will be up to volunteers and requestors to communicate directly in order to fulfill any requests. At the present time, [MCTV 15](#) can not provide that service due to lack of funding and expertise.
- Reports and Possible Action
- Operations Manager – Kathy Blevins presented an oral report indicating April income from dubbing fees and donations was \$445. Three new producers have signed up. Forms continue to be standardized and updated.
- Financial Report – Treasure Sandy Duchi was not present and no written reports were submitted. Audra/Neva will contact her to get reports sent to the board and go over the format for drafting an updated budget with year to date comparisons as well as the monthly income and expense statements.
- Reimbursements approvals – board approved reimbursements to Todd Cory (\$35 for cable wiring) and John Arno (\$46 for computer software).
- Tech Committee-John Cumming reports that ongoing glitches in the equipment remain a frustration.
- Programming – John Cumming reported that the Candidate’s Forum and Southern Siskiyou Newspaper interview programming for the upcoming June Primary re scheduled for regular airing until Early June. A copy is also at Yreka TV, Channel 4 for airing
- Liaison Reports - Public (Judith Conrad – absent) Education (Marian Murphy-Shaw absent), Government (Audra Gibson reported on candidate productions and her monthly show)

Comments – Items for next agenda? Discussion and possible action regarding Regular [MCTV 15](#) supported programming i.e. “How To”. Mission Statement review.

Adjourn at 1:07 PM to next regular meeting: June 5, 2006 COS Board Room