

**PAC 14 Board Meeting Minutes**  
**February 1, 2011 at 4 p.m.**  
**At Salisbury University: Nabb Research Center**

**Members in attendance:** Phil Tilghman, George Whitehead, Angie Jones, Mark Thompson. Creig Twilley and Dreanna Ryan attended representing PAC 14. Meeting was opened by Mr. Phil Tilghman. We did not have quorum and we will ask that members of the board vote on items via email.

**Welcome and Call to Order:** Chair Phil Tilghman

**Secretary's Report:** Reviewed the January 2011 Minutes.

**Action:** Motion made by Mr. Whitehead and second by Mr. Thompson to approve January 4, 2011 Minutes. Motion approved by majority via email.

**Treasurer's Report:** Mr. Creig Twilley

**Discussion:** Mr. Long resigned his position on Board and as Treasurer. There were questions regarding the financial reports.

**Action:** Invite Mr. Ray Perdue from PKS to attend the next meeting on March 1, 2011 to explain the financial statement for everyone to understand.

**Executive Director's Report:** Mr. Creig Twilley

**Discussion:**

1. Data Doc Report –
2. An information line for community to call in to get the schedule is in progress with SU.
3. We have three dates to choose from for the visit to Community Media Center. (Wednesday, February 23<sup>rd</sup>, March 2<sup>nd</sup> or March 30<sup>th</sup>) We would leave in the morning. We will send an email to the Board, Development Committee, Mr. Rick Pollitt and Mayor Jim Ireton to invite to CMC.
4. Budget has been submitted to the County and will be submitting to the City by February 7, 2011.
5. Streaming with Earthlink began in January 2011. Working on offering audio for those viewers with wireless.
6. Shared positive feedback from Mr. Wayne Hancock. This will be added to the testimonials on the website.
7. Personnel Manual – presented changes on pages 3 & 4 of personnel manual. Questions arose regarding vacation accrual on calendar year or fiscal year.
8. We will have to start the process of going tapeless as the equipment is expensive to repair and tapes are hard to find.

**Action:** Mr. Twilley will talk to PKS about vacation accrual. Dreanna will send an email to the board, Mr. Rick Pollitt and Mayor Jim Ireton regarding the CMC visit. Motion made by Mr. Whitehead and second by Ms. Jones to approve 2011-2012 Budget. Motion approved by majority via email.

**Development Committee:** Mr. Phil Tilghman

**Discussion:** Develop CAC committee. Need to come up with revenue options. Mr. Pollitt has his list and is ready to go.

**Action:** Mr. Whitehead will talk with Mayor Ireton.

## **Old Business**

### **Agenda Item: Annual Meeting**

**Discussion:** The request for the room reservation has been submitted and waiting for confirmation. We are reserving the Worcester Room in the Commons at SU for 6 p.m. on October 4, 2011. Most important thing is to get members to attend so that it is not just a board meeting.

**Action:** Email members regarding donations, annual memberships and Annual Meeting (more details will follow). The meeting will be posted as a PSA, on Community Calendar and invitations sent via email.

### **Agenda Item: Review By-Laws**

**Discussion:** We have nine (9) Board Members. More members will be added to fill the open positions during the Annual Meeting in October.

## **New Business**

### **Agenda Item: Donation Button**

**Action:** A donation button will be added to the website for supporters to donate via credit card.

### **Agenda Item: Nominating Committee**

**Discussion:** Mr. Thompson is asking for suggestions for nominees via email. These nominees will be considered to replace Mr. Marvin Long. We need someone to fill the Board of Education position as well. Mr. Thompson plans to have nominees ready to be voted on at the Annual Meeting to fill the additional positions on the board.

**Action:** Email Mr. Thompson with your recommendations to fill Mr. Long's position. A letter will be sent to Dr. Fredericksen asking him to recommend someone from the Board of Education to serve on the PAC 14 Board.

### **Agenda Item: Adjourn**

**Action:** The meeting was adjourned by Mr. Phil Tilghman, Chair at 5:28 p.m.

**Next Meeting:** March 1, 2011

## **Hand Outs Provided via email**

January Minutes

Agenda

PKS reports – Profit & Loss – provided at meeting

Data Doc - provided at meeting