

**PAC 14 Board Meeting Minutes
December 6, 2011 at 4 p.m.
At Salisbury University: Nabb Research Center**

Members in attendance: Phil Tilghman, Michael Scott, Mark Thompson, Shanie Shields, Tracy Sahler, Faye Wilson and Bob Culver. Creig Twilley and Dreanna Ryan attended representing PAC 14. Ms. Marianne Kelley attended for Development Committee. Meeting was opened by Mr. Phil Tilghman.

Welcome and Call to Order: Chair Phil Tilghman

Secretary's Report: Dreanna Ryan presented the minutes

Discussion: Reviewed the September and October 2011 Minutes.

Action: Motion made by Mr. Culver and second by Ms. Shields to approve September and October 2011 minutes. Motion approved by majority.

Treasurer's Report: Dreanna Ryan

Discussion: The financial reports for August, September and October were sent out via email for review. The discussion was based on the figures for October which shows YTD balance for FY12 of \$40,191.17. Two camcorders have been purchased.

Action: Motion made by Mr. Scott and second by Mr. Culver to approve the August, September and October 2011 financial reports. Motion approved by majority.

Executive Director's Report: Mr. Creig Twilley

Discussion:

1. Data Doc Report – Program hours were down a little in October of 24 hours (range of 18-32 hours) and November was 30 hours. Workshop numbers are staying relative low with average of 5. On-line reservations are average of 130 for October and 120 for November. We are expecting December to be higher than usual.
2. Annual Meeting recap – Positive feedback received regarding format and attendance considering the multiple events occurring in Wicomico County. It was mentioned to maybe hold the meeting at the Community Foundation next year and possibly holding the meeting on a different night or week.

Finance Committee: Mr. George Whitehead

Discussion: They have not met.

Development Committee: Mr. Mike Scott

Discussion: They met in October and Marianne Kelley created a tri-fold brochure to include the sponsorship information along with other fee information. The committee needs a new chairperson and the committee has lost Mr. Luis Luna due to relocation. The committee will decide on a new chair and share the selection with the Board at the next meeting. The committee will be finalizing details regarding a challenge for the board to raise funds.

Old Business

Agenda Item: Hebron Savings doing a show on banking – it was determined to be a conflict of interest unless they bring in a partner/sponsor and make it a show regarding finance which is more general.

Agenda Item: Tri County Council; 3 county Access Update – The only new piece of information is word through the grapevine that people in Worcester County are not getting positive responses. Mr. Culver spoke with some people in Somerset County and they are very interested in having the service. Ms. Sheree Sample-Hughes is heading a committee and Creig will follow up with her to get more information.

New Business

Agenda Item: 2012 Calendar of meetings

Original	
1/8/12	7/9/12
2/5/12	8/6/12
3/5/12	9/10/12
4/2/12	10/1/12 2 nd Annual Meeting of Members
5/7/12	11/5/12
6/4/12	12/3/12

Revised	
1/10/12	7/10/12
2/7/12	8/7/12
3/6/12	9/11/12
4/3/12	10/9/12 2 nd Annual Meeting of Members
5/8/12	11/6/12
6/5/12	12/4/12

Action: Motion made by Mr. Scott and second by Mr. Culver to approve the revised schedule of board meetings for 2012. Motion approved by majority.

Agenda Item: Nominating Committee

Discussion: The intention of this agenda item was to add to the actual nominating committee as Mr. Thompson is the only member since Ms. Bellavance’s resignation. Mr. Tilghman joined the committee and Mr. Thompson will recruit others.

Agenda Item: Elect new Chair to the Board

Discussion: Mr. Tilghman is stepping down as chair of the board, but he will remain a board member for the remainder of his term through October 2012. Mr. Scott mentioned that he would be interested in the position, so Mr. Culver nominated him. Therefore, a new vice chair position became available and Ms. Wilson volunteered for the position.

Action: Motion made by Mr. Culver and second by Ms. Shields to approve Mr. Scott as chair and Ms. Wilson as vice chair. Motion approved by majority.

Agenda Item: Board Terms

Discussion: An error was made for Tracy Sahler, her term ends October 2014 instead of 2012. The board terms are as follows:

Michael Scott, Ph.D. - Chairman	<i>(Professor, Salisbury University / Director, Eastern Shore Regional GIS Cooperative)</i>	October 2012
Faye Wilson, Ed. D. – Vice Chair	<i>(Former Local Producer, WCBOE)</i>	October 2014
Angie Jones - Secretary	<i>(Producer, Local Management Board / Wico. Partnership for Families and Children)</i>	October 2012
George Whitehead, Ph.D. -Treasurer	<i>(Professor, Salisbury University / Salisbury's Promise / Hometown Heroe's)</i>	October 2013
Mark Thompson	<i>(Former Wicomico County Board of Education, President)</i>	October 2014
Sue Revelle	<i>(Women Supporting Women, Executive Director)</i>	October 2013
Bob Culver	<i>(Wicomico County Council)</i>	Election
Shanie Shields	<i>(Salisbury City Council)</i>	Election
John Cannon	<i>(Former County Councilman)</i>	October 2014
Tracy Sahler	<i>(Public Information Officer, Wicomico County Board of Education)</i>	October 2014
Phil Tilghman	<i>(Former County Councilman, President)</i>	October 2012

Agenda Item: Church Contributions

Discussion: The churches were given a letter asking for \$250 donation on a volunteer basis. Two out of the 10 churches have given the donation and commented that this is a great deal for the service that is received. The development committee has discussed making this a mandatory fee for FY12 beginning January 2012. There are churches that have mentioned this would be a hardship. The board has decided to make it mandatory and will work with the struggling churches to create payment plans. They could pay \$20 per month or \$5 a week.

Action: Motion made by Mr. Tilghman and second by Mr. Culver to approve the requirement of churches to pay \$250 annually. Motion approved by majority.

Agenda Item: Capital Campaign

Discussion: The idea of setting a goal for fundraising such as \$14,000 for PAC 14 and adding a fundraising thermometer to the website was deferred to the development committee for discussion.

Agenda Item: Spokesperson for PAC 14

Discussion: We would like to have a consistent “face” for PAC 14 through advertising, promotions and fundraising. The board was asked to think about this and come up with suggestions/nominees for the next meeting.

Agenda Item: City Re-negotiation with Comcast

Discussion: Mr. Tilghman shared information about the re-negotiations of the contracts for the City and County. The opinion of the board is that it would be beneficial for the County and City to work together to prepare for the negotiations and have a professional do the negotiations. A letter will be drafted to send out to all Council members, County Executive, Mayor, and all the municipality leaders in Wicomico County. Ms. Wilson suggested that PAC 14 submit a formal document stating that we as a board know from other counties that they have benefited from having a professional re-negotiate. Ms. Wilson will draft the letter.

Action: Motion made by Ms. Wilson and second by Mr. Scott to approve the preparation of an official correspondence to the County Executive and copy all other county officials. Motion approved by majority.

Agenda Item: Adjourn

Action: Mr. Scott took a few moments to thank Mr. Tilghman for his service as chair of the board for PAC 14. The meeting was adjourned by Mr. Mike Scott, Chair at 5:15 p.m.

Next Meeting: January 10, 2012 - 4 p.m. at Nabb Conference Room

Hand Outs provided via email

September Minutes October Minutes Agenda Financial Documents Data Doc