**PAC 14, INC BOARD MEETING MINUTES**

*02.09.22*

**Opening & Welcome**

Board meeting, held on the Zoom platform, called to order by George Whitehead at 4:02 p.m.

**Attending**

George Whitehead, Tom Taylor, Mark Thompson, Jen Myers, Michael LaDuca, Brett Hammond, Jack Galloway, Jack Heath, Tracy Sahler, Suzanna Mallow, Aaron Gurlly, Sandra Pierson, Julie Peters, Mark Grutkowski

**Approval of Minutes**

Motion to approve 11-17-21 minutes by Sandy, seconded by Jack Heath. Unanimous approval.

**Treasurers Report**

Jen stated the financials would be skipped as PKS is working on them.

**Executive Director’s Report**

Tom reported PAC 14 has been taking on extra duties with the City and County councils. Tom listed some of the meetings Mark and Michael have been working on; the Charter Review Committee, Zoning and Planning Committee, Redistricting Committee, Public Tax Sale, DNR Advisory Committee, Board of Appeals and there are more. Also, non-profits have been reaching out to PAC 14 to help with coverage of their events.

On 2/19/21 PAC 14 will do the live broadcast at the Civic Center for Chefs for Habitat for Humanity. United Way breakfast is rescheduled for April. Restrictions from Covid seem to be easing up and local producers are starting to get back in to the office and work on more programs, and training is picking up. Tom mentioned the donations to PAC 14 from recently retired Marty Neat, Marie C. of CCart Scholarship, Carol Steffy, the Community Foundation $899.56 raised on Giving Tuesday. JA Inspire is the end of March and PAC 14 will attend this community outreach event.

FY2023 Operational budget was shared with the Board. Tom mentioned there is a 2% COLA, and a 2% merit increase. Requests for funds from City and County are approximately the same. Estimated program donation and income levels are the same. We are getting busier since covid restrictions are easing up so hopefully the donor income is more realistic this year. The liability insurance increased. Mission BBQ for the annual meeting was a success so we kept that budget the same for FY23. Tom also mentioned PAC 14 is expecting health insurance to increase, but we are waiting for word from the county to confirm. George asked for a motion to approve the operational budget, Tracy moved, Mark seconded, all in favor for operational budget. Capital budget was shared. Tom said PAC 14 would like to buy a cinematographic camera so we can start getting operational fees from capital expenditures and rent out the camera to local independent film producers. A few cameras still need to be replaced. Some staff cameras have been replaced and those cameras were used to replace very outdated equipment for the local producers. New cameras consist of CA55’s **<CORRECTED CANON XA 55>** . Needed camera lights and additional equipment that will allow PAC 14 to wirelessly broadcast live stream which is for safety around crowds. The live stream switcher PAC 14 currently has is outdated, at approx. 12 years old and doesn’t offer up to date output resolution. PAC 14 receives a discount for signing on to a 4 year contract for TelVue service that amounts to approx. 3,ooo dollars. Budget meeting with the County is scheduled for March 11th. Motion to approve Capital Budget by Mark Thompson, seconded by Sandy, all in favor.

Tom mentioned PAC 14 has two interns; Kelsea Corcoran and Sam Keeler. They will be working on station ID’s, and videos to use as daily openers and closers.

**Old Business**

Members and their terms. George did ask Mark Thompson to go over member terms. Mark Thompson said Tracy S, Aaron G, and Sandra P were reinstated at the November meeting. George said we need to update the board members list to reflect end dates of 2024 for Tracy, Aaron and Sandra. With the addition of the newest Board Member, Dave Carr we will be at our maximum Board of 13. Brett mentioned he thought he was renewed at the annual meeting on 11-17-21 as well; George and Mark T agreed. This should also be corrected in the minutes from 11-17-21. George said next up needing to be reinstated is George himself and Suzanna. Jack Heath is appointed and therefore does not have an end date.

**New Business**

George said there was a new applicant for the PAC 14 board that he Tom and Jen met with on 2/8/22. George asked for a motion to approve Dave Carr as a new member, Brett motioned, and Jack Heath did second, all in favor. We have a new board member!

**Strategic Planning Committee Report**

Brett spoke about the strategic planning committee, and said the meetings will start on 2-28-22 5-6 pm, every Monday for 4 to 6 weeks or until it’s updated. The main questions are “If we become a broadcast station, can we monetize it”, and “can we monetize our PEG fees”. In addition to “what’s involved in becoming a low power broadcast tv station so we can reach another 30% of the population of the county”, and pro’s and cons etc.

George asked Michael LaDuca for an update with his happenings. Michael said he works with Mark on City and County councils, with shows like Mentoring Matters, & he is helping with training interns as well as assisting local producers. Mark Thompson said Michael has been doing a good job with regard to the three mentoring matters episodes they have worked on together.

Mark reported over the last year PAC 14 has received a lot of requests for AV support, even moonlighting as technical support for the City and County council. Mark wanted to be sure the Board knows how much time is being put on these requests.

Brett asked to make a motion to modify the Board of Directors Application. He would like to add the question “What skills and experience do you bring to the board” **to the board application**<correction>. Tracy seconded the motion. Jen will revise the application.

Jack Heath wanted to be sure everyone knew the City Council authorized the Mayor to enter into a franchise agreement with a second cable provider. Jack asked if it would have any impact relative to PAC 14 and he said that has been negotiated in the contract. Shenandoah will also collect PEG and Franchise fees, and carry PAC 14 programming**. Meeting adjourned: 4:50 pm Next Meeting 4-13-22**