

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

Members in attendance: Phil Tilghman, George Whitehead, Sue Revelle, Marvin Long, Angie Jones, Michael Scott, Mark Thompson and Shanie Shields. Creig Twilley and Dreanna Ryan attended representing PAC 14. Guest Keith Whitelock. Meeting was opened by Mr. Phil Tilghman.

Welcome and Call to Order: Chair Phil Tilghman

Secretary's Report: Ms. Angie Jones reviewed the December 2010 Minutes.

Corrections to December minutes:

- Mr. Tilghman did not make the motion to approve the November 2010 minutes. Motion was made by Mr. Whitehead and second made by Mr. Long to approve November 2, 2010 minutes.
- Mr. Long noted error regarding the MOU update. Mr. Pick is the City Representative not the contact for the County Council. Mr. Twilley needs to follow up with the County Council representative instead.
- Ms. Jones recommended that page 11, Section 12, B3 in the MOU be included in the minutes.

Action: Motion made by Mr. Whitehead and second by Ms. Revelle to approve December 4, 2010 Minutes with corrections. Motion approved by majority.

Treasurer's Report: Mr. Marvin Long

Discussion: Mr. Long has formed Finance Committee to include himself, Sue Revelle, George Whitehead and Ray Perdue. They will meet to discuss the budget for the February Budget Meeting. Ms. Shields will confirm date for the budget meeting. Mr. Long reviewed the PKS financial reports from November 2010. The Board will review the Personnel Policies regarding payments for vacation time carryover. Ms. Revelle will call MANO to verify policy and procedures for handling vacation time carryover. Mr. Twilley will review personnel policy and present options to be voted on in February.

Action: Motion made by Ms. Revelle and second by Mr. Whitehead to approve the Treasurer's Report. Motion approved by majority.

Executive Director's Report: Mr. Creig Twilley

Discussion:

1. Data Doc and Web Report indicates that activity decreased for end of December. Schedule is listed in The Daily Times daily. Mr. Thompson recommended putting the PAC 14 programming link on delmarvanow.com. Mr. Twilley will check into that option. Mr. Scott suggested having an information line for community to call in to get the schedule.
2. New Council Members have been invited to visit PAC 14. Mr. Bob Culver and Mr. Bob Caldwell have visited PAC 14, but it would be great if all members of County Council and City Council would visit the office. Planning to set a date to invite Council Member to visit PAC 14 to see facilities and to learn about facility operations. Franchise Fee information will be sent via email.
3. Mr. Tilghman will give salary changes made to budget to Ray Perdue.
4. Carroll County Media Center (CMC) visit – schedule in early February and invite our elected officials. If three county council members go then clerk will have to go. Creig will call CMC to get a couple dates to choose from. Invite officials from surrounding towns.
5. Streaming with Earthlink will begin in January 2011.
6. Facebook is up and 30 people like us.
7. Positive feedback from CCCS for our services and program. CCCS sent letter to Mayor Ireton and Mr. Pollitt.
8. Looking into options to streamline operations and programs.

Action: Motion made by Mr. Whitehead and second by Mr. Scott to authorize salaries on budget for Creig Twilley, Tom Taylor, Vince Gore and Dreanna Ryan on budget reports with PKS at 4:24 p.m. Motion approved by majority.

Old Business

Development Committee: Mr. Michael Scott

Discussion: Mr. Tilghman would like the board to give committee direction in order to broaden discussions on ways to raise money. Mr. Whitehead suggested grants as an option and Ms. Revelle suggested CFES is a great resource for grant research. The board should be involved in the mission/purpose for fundraising. Equipment upgrades should be part of the negotiations with Comcast Cable Franchise Fees. Members of the Board suggested Corporate sponsorship as an option for raising money. Mr. Scott is waiting for Mayor and County Executive to develop Cable Advisory Committee.

Action: Members from Development Committee will set up a meeting to discuss options. Mr. Scott will reach out to Mayor Ireton regarding CAC assignments.

New Business

Annual Meeting will be held October 4, 2011 at 6 or 7 p.m. At this time the nominating Committee consists of (Mr. Mark Thompson and Ms. Liz Bellevance); they will nominate new members to be presented as nominees as the Annual Meeting.

Action: Planning to Reserve Room for meeting at either Salisbury University or the Community Foundation of the Eastern Shore.

Agenda Item: Adjourn

Discussion: The Chair opened the floor for additional comments: Mr. Twilley asked Ms. Jones to elaborate on the number of members that can serve on committees. Mr. Long thought that serving Executive Committee is separate from serving on other committees. The wording in the by-laws should be reviewed at the next meeting. The By-Laws will be sent out to everyone via email. The audit issue should also be addressed in by-laws at the annual meeting.

Action: The meeting was adjourned by Mr. Phil Tilghman, Chair at 5:14 p.m.

Next Meeting: February 1, 2011

Hand Outs Provided via email

December Minutes
PKS reports – Profit & Loss and Balance Sheet
Data Doc
Agenda
CFES Room Reservation Policy & Procedures
Web Report - provided at meeting