

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

Members in attendance: Phil Tilghman, George Whitehead, Angie Jones, Mark Thompson, Michael Scott, Liz Bellavance, Shanie Shields, Bob Culver and John Cannon. Creig Twilley and Dreanna Ryan attended representing PAC 14. Meeting was opened by Mr. Phil Tilghman.

Welcome and Call to Order: Chair Phil Tilghman

Secretary's Report: Reviewed the February 2011 Minutes.

Action: Motion made by Ms. Jones and second by Mr. Scott to approve February 1, 2011 Minutes. Motion approved by majority.

Agenda Item: Nominating Committee

John Cannon voted in by majority to the Board via email after the February meeting.

Action: Motion made by Ms. Shields and second by Ms. Jones to approve the vote. Motion approved by majority.

Treasurer's Report: Mr. Ray Perdue

Discussion: Mr. Perdue went over the profit & Loss Budget vs. Actual (July 2010 through January) report. He explained that Quickbooks will only allow budget items to be entered monthly or once per year. He has entered revenues & expenses as monthly. For Income, a negative number is good and for expenses, a negative number is not good. All questions were addressed and there is more of an understanding of the reports. Mr. Whitehead raised questions regarding the amount of \$1,282 for promotional (part of the amount for re-branding) without being budgeted for. There was some office equipment purchased totaling \$1900.80 and the budget was \$900. Mr. Scott suggested that there be a policy for money being spent that would affect the budget more than 10%, the board must approve those adjustments.

Executive Director's Report: Mr. Creig Twilley

Discussion:

1. Data Doc Report – February's numbers increased from January. There were 9 more new program hours, on-line reservations increased by 9, 6 more studio government hours, 12 more visitors and 4 more studio government hours in February,
2. An information line for community to call in to get the schedule is up and running.
3. We will visit to Community Media Center on March 30th. We will leave around 7 a.m. Phil Tilghman, Mike Scott can go on trip. Shanie Shields, Angie Jones and Mark Thompson will let us know. Rick Pollitt may be able to go.
4. Working on offering audio for those viewers with wireless.
5. Personnel Manual – Change was made to include 10 days of vacation carryover from year to year and if an employee leaves, they will get pay out for maximum of 10 days. The vacation and sick time will be based on calendar year.

Action: Motion made by Mr. Scott and second by Ms. Jones to approve the changes to the personnel manual. Motion approved by majority.

Agenda Item: Nominating Committee

Discussion: Accept nominations for treasurer. Mr. Scott nominated Mr. Whitehead to fill the position on the Board as Treasurer. Mr. Whitehead accepted.

Action: Vote approved by majority.

Development Committee: Mr. Phil Tilghman

Discussion: Development committee meeting will follow the board meeting. Mr. Ray Perdue will attend along with Mr. Michael Scott, Mr. Keith Whitelock, Mr. Luis Luna, Mr. Phil Tilghman, and Mr. George Whitehead. Mr. Gerry DiBartolo is also on the committee, but will not be able to attend.

Old Business

Agenda Item: Annual Meeting

Discussion: The request for the room reservation has been submitted and waiting for confirmation. We are hoping to get the Nanticoke Room or the Wicomico Room at SU for 6 p.m. on October 4, 2011. Scott Garrison at SU will be returning on March 4th. Other suggestions for rooms were the Flanders Room, Chef Fred's or ask the County for suggestions.

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.

New Business**Agenda Item: Nominating Committee**

Discussion: Ms. Bellavance has resigned as co-chair, but will remain a board member through the end of her term in October 2011. Mr. Thompson's term also ends in October. Mr. Cannon replaces Mr. Marvin Long's position which ends in 2012. Dr. Fredericksen will appoint one of the school board members at the meeting held on March 1, 2011 to fill the Board of Education position on the PAC 14 board. The school board members are required to serve on committees, so Dr. Fredericksen is going to add PAC 14 as one of the committees.

Action: Mr. Thompson nominated Mr. Michael Scott to fill the position of co-chair. Motion made by Ms. Jones and second by Mr. Thompson to approve Mr. Scott as co-chair on the board. Motion approved by majority.

Agenda Item: Review Revised Budget

Discussion: The proposed budget for 2011-2012 has been submitted to the City and County based on the \$172,440 budget for 2010-2011 showing a deficit. Creig Twilley and Dreanna Ryan revised the proposed budget to be in balance by PAC 14 raising \$33,838 in grants and donations. The board will make adjustments once we know what the County and City will allocate to PAC 14 in their budget. As of July 1, 2011, there will be a board approved budget because the authority ultimately comes from the board. Mr. Twilley indicated that the equipment is beginning to fail, so a transition will be necessary in the near future.

Agenda Item: Adjourn

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

Next Meeting: April 5, 2011

Hand Outs Provided via email

February Minutes Agenda PKS reports – Profit & Loss Data Doc - provided at meeting