

**PAC 14 Board Meeting**  
**December 7, 2009, at 5:30 PM**  
**at Salisbury University: Nabb Research Center**

**Members in attendance:** Phil Tilghman, Sue Revelle, Carolyn Widdowson, Angie Jones, Marvin Long, and Elizabeth Bellavance. Mike Goodson attended representing PAC 14. Meeting was opened by Mr. Phil Tilghman.

**Action-Read** and revised, as necessary, the November 3, 2009, minutes. Mr. Long made a motion to accept minutes and Mrs. Bellavance second. Minutes approved by majority.

**Agenda Item: MOU**

**Discussion** - Mr. Tilghman discussed receiving the MOU from Mat Cramer's office today.

- County version of MOU calls for an annual audit and in another section an audit every 4 years this differs from City MOU.
- City has agreed to go back and change the ordinance to make it comply with their current practices which currently says 1% instead of 1.5% which is currently being given.

**Action** - Plan to seek consistency in audit on both City and County MOU's. Plan to draft a letter from the board to the City and County after the first of the year, suggesting we use a unified approach to renegotiate the contract with Comcast.

**Agenda Item: Internship**

**Discussion** - Mr. Tilghman discussed the submission of the By-Laws to the State.

- PAC 14 is now a corporation according to the state of Maryland.

**Action** - Mrs. Bellavance volunteered to talk with Jody Morrison (Intern Coordinator for Communication Arts) and Frances Kindle to seek suggestions for obtaining interns.

**Agenda Item: Banks**

**Discussion** - Mr. Tilghman discussed letters sent to five banks, two proposals received from banks (Bank of Delmarva and PNC).

- Bank of Delmarva (Debbie Abbott) sent a packet and letter stating they could provide service for \$10 per month.
- PNC hand delivered packet stating they would meet or exceed any proposals received.

**Action-** Board agreed by consensus to contact PNC Bank say that we have another offer; however, we would like for them to follow through with their service for free. In turn we would acknowledge them several times on air, in addition, to the current Thursday advertising. Board agreed by majority to contact PNC.

**Agenda Item: Accounting**

**Discussion** - Mr. Tilghman discussed status of contacting accounting firms. Contacted Pigg, Krahl, & Stern Company; however, no response to date. PNC suggested contacting Lester Simpson.

**Agenda Item: IRS**

**Discussion** - Mr. Tilghman discussed status of application to IRS. A letter was received, will have a possible response within 90 days if no further paperwork is required.

**Agenda Item: Payroll**

**Discussion** - Mr. Tilghman discussed finding an accounting firm to handle payroll. The first pay period will be January 15, 2010.

**Action-** The Board Treasure is working with Mr. Goodson to develop financial reporting form. Letters will be sent Mr. Long will talk with Carroll County Municipalities to possible set up a tour for Council.

**Agenda Item: Policies and Procedures**

**Discussion** - Mr. Goodson and Mr. Twilley are working on Policies a Procedures.

**Action-** The Policies and Procedures will be submitted to the Board for review once completed.

**Agenda Item: Insurance**

**Discussion** - Mr. Tilghman discussed insurance quote received from Alliance Insurance. Alliance Insurance is used by Media Centers and Non-Profits across the country. Mrs. Buske and Mr. Tilghman suggest using Alliance Insurance for the first year.

**Action-** Mrs. Revelle made a motion to purchase insurance from Alliance Company for \$3,100/ year for one year, second by Mr. Long. The Board agreed by majority.

**Agenda Item: Adjourn**

The Chair opened the floor for additional comments, none offered, the meeting was adjourned by Mr. Phil Tilghman, Chair at 7:00 P.M.

- Next meeting January 5, 2010.