

**PAC 14 Board Meeting**  
**July 7, 2009 from 4 PM - 6:30 PM**  
**at Salisbury University: Nabb Research Center**

**Members in attendance:** Phil Tilghman, Mark Thompson, Sue Revelle, Stevie Prettyman, Carolyn Widdowson, Angie Jones, Marvin Long, Elizabeth Bellavance and Debbie Campbell. Mike Goodson and Creig Twilley attended representing PAC 14. G. A. Harris attended as guest. Meeting was opened by Phil Tilghman.

**Action-** Read and revised, as necessary, the June 2, 2009 meeting minutes. Corrected minutes to be disseminate via e-mail.

**Agenda Item: Welcome and Introduction**

**Discussion** - Mr. Tilghman introduced Ms. Sue Buske who is present to assist and guide PAC 14 through the establishment of PAC 14 as 501(c)3 status. Each board member introduced their self by sharing city/county appointment and why they wish to be apart of PAC 14's Board. Ms. Buske shared her experience, history, and background.

**Agenda Item: Presentation by Ms. Sue Buske**

**Discussion** - Ms. Buske discussed the following during her presentation:

- Overview of recent activities surrounding transition of PAC 14 to nonprofit tax exempt 501(c)3 organization
- National overview and briefing on PEG access and CMC's
- Presentation of the core values of Community Media Center (CMC)
- Provide information about Community Media Center services, operations, and best practices
- Show examples of programming
- Next steps in transition process

Goals to work toward and complete by December 31, 2009 are as follows:

- Establishment of Community Media Center
- Complete State incorporation/by-law process
- File IRS application for 501(c)3
- Establish MOU's with City, County, and University
- Establish and/or update numerous operational policies

Powerpoint of presentation distributed during meeting and copy attached.

**Action** - Mr. Tilghman and Ms. Buske met with Mr. Ed Baker regarding By-Laws on July 7, 2009. Mr. Baker shared his role in making the By-Laws in 2006. Mr. Tilghman stated that "Mr. Baker said "he does not have a problem with rewriting the By-Laws; however, he would like to review the new By-Laws once the Board has rewritten them."

**Agenda Item: Tasks for PAC 14 Initial Board Over Next Six Months**

**Discussion** - Ms. Buske discussed the following task that need to be completed over the next six months. Task are as follows:

- Review and develop Best Practices By-Laws and Articles of Incorporation
- File with state in order to complete IRS 501(c)3 status
- Develop and complete MOU's with City, County, and University
- Develop and/or review and update various policies such as operating rules/procedures, financial/purchasing, and personnel policies
- Develop a budget that includes paying for services previously provided by the University, such as payroll, insurance coverage, bookkeeping, and personnel policies

**Action-** Read and revise By-Laws, draft MOU'S, and create timeline for completing goals via e-mail prior to next Board meeting.

**Agenda Item : Adjourn**

The Chair opened the floor for additional comments. None offered, the meeting was adjourned by Mr. Phil Tilghman, Chair at 6:30 P.M.

- Next meeting and conference call with Ms. Buske is scheduled for August 10, 2009 from 3:00 PM - 5:30 PM at Salisbury University: Nabb Research Center.