**PAC 14, INC BOARD MEETING MINUTES**

*8-11-21*

**Opening**

The board meeting, held on the Zoom platform was called to order by George Whitehead at 4:00 p.m.

**Present**

George Whitehead, Tom Taylor, Mark Thompson, Jen Myers, Brett Hammond, Jack Galloway, Jack Heath, Tracy Sahler, Demetria Marshall, Suzanna Mallow

**Approval of Minutes**

Brett motioned to approve minutes from the previous meetings, and Mark T seconded.

**Treasurers Report**

Jen reported on the most recent deposits, which included the Franchise annual appropriation of $155,000 from the County. Received $14,616 county reimbursement for PEG, Jen said Melissa at PKS is on vacation and she needs her help to balance August. When that is completed, a P&L will be sent out to everyone on the board. George mentioned we need a PKS rep to attend the annual board meeting in October. Brett inquired about the difference between the savings account and the contingency fund. Tom explained there was confusion in the beginning stages of receiving PEG funds for capital expenses on where to deposit the funds to. In case of needing to be separated from franchise, the initial couple of peg reimbursements were deposited in the savings account where it has sat since. There was discussion on where to move that money to since PAC 14 does not need the capital funds separate from the operational funds for accounting purposes. The separation of operational and capital funds shows on the Quickbooks reports. Jack Heath suggested we get PKS’s opinion on where the $40,208.41 sitting in the savings account should be moved to.

**Executive Director’s Report**

Tom reported on the summer interns, and what they accomplished.

Tom said PAC 14 is currently interviewing for Video Production Tech. He is also said he is sending two of the interviewees out on a test shoot to see their work.

Matt exit interview – George and Tom conducted an exit interview and George said Matt seemed to have a very positive experience at PAC 14, and that he moved to Pennsylvania to start aviation mechanics school.

Insurance rates rising – Tom explained there was a 42% increase in PAC 14 SPIP / property insurance. Workers comp insurance also had an increase.

**New Business**

Jen has communicated with the National Gallery of Art to acquire rights to air many of the cultural and arts programs produced for the National Gallery of Art. PAC 14 is starting to air them.

CFES renewed their sponsorship / partnership with PAC 14 and we received $1000.00 from them. MAC has a new program director and they are doing more videos.

Tom stated there is nothing to report on the SU MOU. We are still waiting to hear from them – and Jason Curtain did say legal was working on it, but they’re extra busy keeping up with covid protocols etc.In the meantime, PAC 14’s computers were delivered and IT has performed maintenance and work as well. PAC 14 and SU are once again functioning as the MOU would have us do, but we have not signed anything as of yet.

Tom said we donated 2 of the old MAC computers to the Newton Street community center.

Podcast – Tom says we don’t have the personnel to entertain the idea at this time. It was said again, that the info on the costs associated with the Podcast and marketing ideas went out in email to the board in April, then again in June. Jen said she can resend all the info again if anyone needs it. It was agreed we can revisit the Podcast idea after another employee is brought on, when PAC 14 isn’t short staffed.

Jen briefed the board, at George’s request on what Mark has been working on. Shows included: Delmarva Today, Prepare Wicomico, Planning and Zoning Commission, Shore up! Wicomico, Life Crisis Today, City, County council meetings, Budget re-districting commission among some other regular shows too.

**Old Business**

Tom reported on a meeting we had with Scott Cinnamon, counsel for the FCC, who was able to get info to us about local construction permits for a broadcast tower. Tom said Scott expressed interested in joining our board, and Scott confirmed there wasn’t a conflict with the FCC if he did join our board. Jen verified we have not received an application from Scott C yet & that she emailed Scott a reminder link on 8-9-21 to the application. Brett expressed that he would like us to bring Scott onto the board. George did say there is a vacancy on the board open for him but we need the application to be able to vote him onto the board.

Tom stated Scott can still participate in strategic planning meetings he doesn’t need to be a board member. Tom said he would send Scott Cinnamon an email to double check that he received the link to the application.

In reference to the annual meeting - Tom will reach out to MAC about whether or not they’re booking meetings in person. The October 13th conflicts with Tawes Crab Feast, so we’re moving the annual meeting to October 20.

**Adjournment** Meeting adjourned at 5:10 p.m. **Next Meeting** October 20, 2021 4:00 p.m.