

**Board Meeting Minutes
May 21, 2007**

A meeting of the MCT Board of Directors was held at 7548 Standish Place in Rockville, Maryland on Monday, May 21, 2007. The Board members in attendance were:

Toby Beach	Darryl Lesesne
Michael Boblitt	Sharon Levine
Diane Butts	Marian Merewitz
Dennis Courtney	Paula Moore
Steven Friedman	Nancy Poole
Henry Hailstock	Eugene Saunders
Merrill Hessel	Paul Silverman
Tom Hoopengardner	Lesley Simmons
Marion Hayes Hull	Noreene Wells
Jim Klimaski	Francine Wyrton
Lee Klumpp	

Call to Order

This meeting was called to order at 7:34 p.m.

Also in attendance were:

Richard Turner, MCT Executive Director
Fernando Cruz-Villalba, former First Vice-President, MCT Board of Directors
Alysia Thaxton, Executive Assistant
Laura Cooper, Director of Client Services
Debbie Billings, Director of Administration
Patricia Stewart, Director of Research, Evaluation and Development
Don Katzen, Director of Technical Support
Barbara Kreiger

Roll Call

The following board members asked to be excused from the meeting:

Haig Ellian, Ginny Gong and Jonathan Walker

Toby Beach moved and Dennis Courtney seconded a motion to excuse the absences of all absent board members. All in favor; one opposed. The motion carried.

Approval of April 19, 2007 Minutes

Paul Silverman moved and Darryl Lesesne seconded a motion to accept the Board minutes of April 2007. The motion passed unanimously.

President's Report

- MFP Committee Meeting– Eugene Saunders explained what occurred during the MFP committee meeting. He shared his thoughts as to what the committee expects from MCT. Other members shared their opinions and interpretations of the MFP meeting. The board will meet on June 11, 2007 to prepare a presentation for the meeting with committee.

- Indiggo Associates – A final board meeting with Indiggo Associates will occur on Wednesday, June 27, 2007.

Board Secretary, Francine Wyron, read the minutes from the Executive Committee meeting of May 21, 2007.

**MCT Board of Directors
Executive Committee
Meeting of May 21, 2007**

Call to order – 6:20

Attendance

Gene Saunders, President
Nancy Poole, Immediate Past-President
Marion Hayes Hull, First Vice-President
Dennis Courtney, Second Vice-President
Darryl Lesesne, Treasurer
Francine Wyron, Secretary
Richard Turner, Executive Director

President's Report

- MFP Committee
 - This is an opportunity for us to approach the MFP committee and reassure them that we can work with them for a positive future. It is an opportunity to correct the misperception that exists.
 - There was a discussion about inviting the MFP committee members to attend/observe a board meeting.
 - Our approach to the committee's comments should be affirmative and positive and not defensive.
 - The MFP committee has asked to view the Indiggo progress report from February 2007.
 - There will be more discussion on this topic at the full board meeting.
- Indiggo Associates
A meeting with the EC and the leadership team will be planned. The meeting will likely take place on either June 26 or 27.
- Ethics Commission Filing Delinquencies
There is one member of the board who has yet to file.

Executive Director's Report

- Union negotiations begin tomorrow. Richard will negotiate based on the November CPI for cost of living increases, which is 3.1%.
Barbara Kreiger will be the staff representative for the negotiations.
Richard expects 3 days of negotiation with an attempt to complete negotiations by July 1.
- MCT Financials Update
 - Office chairs – the critical list of chairs for replacement amount to \$15,000.00.

- Advertising money – Advertising for the current promotion with the Gazette will put MCT about \$8,000-10,000 over the current line item in the budget. The hope was that there would be a trade with the Gazette for production. The timing needs for this promotion do not allow for us to negotiate a trade in time. The executive committee supports this advertising. This item will be brought up during the Budget and Finance committee report this evening.
- Richard expects to have a budget presentation for the June meeting.
- There was a discussion about the development of an action plan for accounts receivable. The Budget and Finance committee will discuss this further at their next meeting.

Unfinished Business - None

New Business - None

Adjourn – 7:15

Executive Director's Report

- **Union Negotiations** – The November 2006 CPI for the Washington area is being used as the benchmark for establishing the cost of living adjustment.
- **Quarterly Report** – A correction to the report was distributed as an additional insert for the report. The report will go to the Public Access Policy Committee for further comment and review prior to its final distribution to the board.
- **FCC Update** – The FCC is proposing that the current rules for new entrants be applied to existing applicants as well, which will result in reducing our available revenue from 8% to 5%. The question is whether the FCC will enact these rules immediately or upon renewal of a franchise.
- **Nonprofit Day** – June 13, 2007 at Gilchrest Center. Additionally, there will be an specific Nonprofit Day for Arts & Humanities organizations.
- **Ad campaign** – The ad campaign continues for the Montgomery Gazette.
- **Hispanic Community Outreach** - Took place in Bohrer Park in Gaithersburg.
- **Taste of Wheaton** – MCT set up a booth for outreach to the community and produced a program on the event involving volunteers and staff. About 15-20 people walked over to the Gilchrist to sign up for orientation class.
- **MCT Apprentice Program** – A new apprentice program is expected to roll out in June. Expect a presentation regarding the program during the June board meeting.
- **Production Services Contract** – Negotiations with the county are nearly complete.
- **DVD Playback** – The DVD playback has been tested and is expected to be available for use beginning June 1st.
- **New Summer Placement** – MCT has been recognized by the Montgomery County Superintendent's Leadership Program for working with student Naz Beyranvand, a former intern, who has now been hired as a summer placement.

Committee Reports

Audit Committee – The committee had a conference call with the ERISA attorney to determine if the employee benefit plan required auditing. After speaking with the attorney it was concluded that an audit of the employee benefits plan is unnecessary.

It was also determined that the auditors failed to file the specific extension required for the 5500 Form. However, the assessed \$3,500 penalty fee was forgiven based on MCT's timely filing in past years. Based on several blatant mistakes made by the current auditors, a decision was made to seek bids for a new auditor. Consequently, a couple of accounting firms have been contacted to submit bids for our upcoming annual audit.

Lee Klumpp, the committee chair, moved that the board approve the RFP to hire a new auditor. A proposal for the new auditor will be presented at the next board meeting on June 18th for approval. The motion passed unanimously.

Budget & Finance Committee – The committee approved a budget amount to add a full-time accountant to the staff. Additionally, the committee approved a budget amount to replace damaged chairs for staff.

Darryl Lesesne, committee chair, moved that the Executive Director be authorized a budget variance of \$10,000 for advertising costs. The motion passed unanimously.

Code of Ethics Committee - The committee will address MCT's code of ethics in sections and will distributed draft sections to the board for review. Presently, the committee is addressing the conflict of interest section. The next section to be addressed will be Privacy. There are a total of eight sections.

Public Access Policy Committee – The Public Access Policy committee met to draft Article I of the Bylaws for the Bylaws committee to review. The Public Access Policy Committee reviewed the original intention of the flagship channels. The committee drafted a statement regarding the intentions of the two channels which they also sent to the Bylaws committee.

Bylaws Committee – The committee is seeking clarification on the two channels. They are also working on clarification of membership.

Technology Committee – The committee has not met since prior to the NAB Conference.

Promotion & Outreach Committee - The committee has met twice since its creation in April. So far the committee has been collecting information and brainstorming on promotion ideas.

Volunteer Initiatives Committee – The committee has been working with the Montgomery County Volunteer Center to establish the Volunteer Association. A meeting to set up the Volunteer Association will be held on June 12, 2007 at 7 p.m. at 401 Hungerford Drive in Rockville. The committee is also developing a matrix to identify barriers to volunteerism. They are also exploring ways of collecting data on volunteer hours.

New Business – None

Adjourned – 10:16 p.m.

William Bluff
Secretary

7/6/2007
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