

MCT Board Minutes
March 16, 2009

A meeting of the MCT Board of Directors was held at 7548 Standish Place in Rockville, Maryland on Monday, March 16, 2009. The Board members in attendance were:

Paul Amon	Elizabeth Ortega-Lohmeyer
Toby Beach	Marian Merewitz
Diane Butts	Sean McMullen
Dennis Courtney	Charles Finn Pena
Steven Friedman	Nancy Poole
Gregory Hamilton	Della Stolsworth
Marion Hayes Hull	Jonathan Walker, Sr.
Lee Klumpp	Noreene Wells
Darryl Lesesne	

Call to Order

The meeting was called to order at 7:40 p.m.

Also in attendance were:

Richard Turner, MCT Executive Director
Alysia Thaxton, Executive Assistant
Don Katzen, Operations Director
Debbie Billings, Business, Admin & HR Director
Bill Stewart, Volunteer Association President

Roll Call

The following board members are absent from tonight's meeting:

Henry Hailstock proxy to Darryl Lesesne
Gregory Hamilton proxy to Lee Klumpp
Jim Klimaski proxy to Noreene Wells

Toby Beach moved and Darryl Lesesne seconded a motion to excuse the above absence. The motion passed unanimously.

Approval of January 2009 Board Minutes

Dennis Courtney moved and Darryl Lesesne seconded a motion to accept the minutes of January 2009. The motion passed unanimously.

Presidents Report

Lee Klumpp introduced, Sheila Laryea, of the Montgomery County's Ethics Commission. Ms. Laryea made a presentation explaining the procedures for filing annual financial disclosure statements. She also remained on hand to assist board members who opted to file during the meeting.



Marian Merewitz, the Board Secretary, read the Executive Committee minutes for January 12, 2009.

MCT Board of Directors
Executive Committee
March 16, 2009

Call to order – 6:25 p.m.

Attendance

Lee Klumpp, President
Marion Hayes Hull, First Vice-President
Dennis Courtney, Second Vice-President
Darryl Lesesne, Treasurer
Marian Merewitz, Secretary

Also in attendance were:

Richard Turner, MCT Executive Director
Don Katzen, Operations Director
Debbie Billings, Accounting Director/ Human Resources Manager

Executive Director's Report

- Richard gave an update on his outreach activity. Richard discussed some of the groups he plans to meet with including Interfaith Works and Bethesda Green.
- Richard is continuing to build the event calendar and developing a process of recruitment with Marlyn. A draft listing of dates that Debbie had prepared with deadline dates for taxes, budget reports, audits, Combined Services and Master Contract dates was handed out to the committee. (See requested action item #1 for staff below related to this.)
- Richard gave an update on the status of the County Contracts. Both are annual at this point and expected to be extended. Nothing has been renegotiated yet. Nothing has been formally received at this time. (See requested action item #2 for staff below related to this.)
- Budget plan was released today by County Executive. This will be presented to the Full Board.

Operations Manager's Report

- The reorganization is now complete.
- Manager salaries and positions were discussed in relation to the reorganization. The committee unanimously approved red circling salaries that exceeded the reorganization salary levels.
- Don handed out a report with staff follow-up ideas from the viewer survey. Developing a timeline of implementable ideas is the next step. (See requested action item #3 for staff below related to this.)

- A Granicus update meeting was held. MCT will be ready for streaming by 3/30. The last of the user agreements is coming in. A Soft launch is planned. A big release for the archiving will go out using a May/June timeline. Dennis is putting together the focus group consisting of members from several different stakeholder groups to make sure any concerns are addressed.
- Richard presented a Scope of Work for integration with a Facil and Granicus proposal related to this.
(See requested action item #4 and #5 for staff below related to this.)
- The prototype of the Third Quarter Report was presented. Any comments should be given to Don and cc'd to Darryl.
(See requested action item #6 for staff below related to this.)
- A Capitol Budget report was handed out to the committee. A report will be presented at the full board meeting before it is submitted to the Budget & Finance Committee. The proposal for the new inventory of fixed asset system upgrades should be included as part of that budget.
- Don gave a residency report update on Dr. Lih Young. An update on an incident in the building concerning Dr. Young on Thursday 3/12/09 was given. There has been one formal incident report filed by a staff member.

Action Items Requested of Staff

1. Lee has requested a formalized report with an informal centralized process for using the calendar that Richard was tasked to develop in November. This should be developed by the next Executive meeting for outreach. It is something that all should be able to use and review. Someone is to be placed in charge of updating the information to reflect what is happening/can be done and is being done. IE: During wkly staff meetings upcoming events can be reviewed for possible coverage divided out or planned for by anyone who wants to take care of taping or reaching out to different organizations. An update should be presented at each Executive Committee meeting.
2. Lee has requested that Richard send the cable administrator an email, cc'ing Lee, requesting updated information about the County Contract.
3. Lee has requested that a focus group be put together to include staff, not just senior management, to review these ideas and come up with the ones that could be implemented. This should be done by the next Executive Committee meeting. By the next full board meeting these recommendations should be presented to the board to be discussed. Additionally, a timeline as well as other concerns and issues regarding the viewer survey should be presented.
4. Lee has requested that Don do a cost analysis for the amount of hours and benefit load it would take to program this in manually.
5. Lee requested that Richard get a legal review done to verify our current agreements, contracts, copyrights etc. are still adequate with the streaming and archiving.

6. The Third Quarter Report needs to be vetted and reviewed by staff before next Budget & Finance committee meeting so that it can be submitted by the due date of 4/30.
7. Lee has put Debbie in charge of starting, organizing, setting up times and distributing areas to be inventoried in coordination with Don so that the majority of staff will be included and participate in order to be able to accomplish the inventory task in time.

Unfinished Business

None

New Business

None

Adjourn – 7:35 p.m.

Lee Klumpp discussed House Bill 1182. Sheila Hixson, a delegate from Montgomery County, introduced a bill that would take the cable franchising fees away from local municipalities and give it to the state instead which would change how MCT is funded and ultimately could put MCT out of business. However, the bill looks like it will disappear for this session but could come back again next year. We will have to continue to monitor this.

Lee brought up for discussion the various ways in which members may receive their board package. Each member will be polled for their preferred method for receiving the board package. Options include mail, email or paper copies provided at meetings.

Executive Director's Report

- The County Executive recommended that only \$10,000 of MCT's FY10 budget be cut. The County Executive also recommended that some other cable centers get increases. Traditionally, MCT receives the smallest increase and the largest cut if there is one. The budget will go to the full Council and then to the MFP committee for hearing and review. (see Action Item #8 for staff)
- MCT completed a successful campaign against HB1182. The campaign culminated in a bus trip to Annapolis to testify against the bill and show support against the bill. Volunteers, board members and staff participated in the effort and even visited state legislators to voice their concerns about the bill.
- Richard requested that we continue our NATOAA membership.
- Richard explained that The Alliance For Community Media attempts to introduce National legislation. They met with the FCC and legal staff about

the importance of filing comments. Comments on digital slamming were filed.

- Richard has met with the National Council of Negro Women.
- GOCO gave a citizen of the year award to one of MCT's local producers, Lisa Stancik for the Olney Loop.

Operation Director's Report

- MCT's reorganization has been successfully completed.
- Don introduced the new department managers and each gave a presentation on their department:
 - Stuart Garfinkle – Programming Manager
 - Larry Merewitz – Training/Volunteer Services Manager
 - Marlyn Ferguson – Outreach & Publicity Manager
 - Patrick Thorpe – Technical & Network Manager
 - Rodney Bryant – Production Manager

Committee Reports

Budget & Finance Committee – Darryl, the committee chair, explained the most recent financial statements.

New Business

Financial Disclosure – Sheila Lareya, of the Montgomery County Ethics Commission, delivered a presentation the financial disclosure process.

At-Large Appointment – Greg Hamilton moved and Marion Hayes-Hull seconded a motion to appoint Merrill Hessel to an At-Large seat on the board. The motion passed unanimously.

Election of Vice-President and Treasurer – At the May board meeting the election of the Vice-President and Treasurer will take place.

Action Items For Staff

Lee requested that an advocacy calendar be provided for everyone by Richard.

Closed Session

Adjourn – 10:15