

## CMBC Board Meeting Minutes, August 2, 2007

6 – 8:30 pm

Location: Mayors Office of Cable Communications

Attending: V.Lee Brady, LaNette Davis, Denise Lowery, Sandra Long, Bonnie Raindrop, Michael Gray, and Bunnie Reidel, Rebecca Jessop

Absent: Maresa Gold, Edgardo Nieves, Jayfus Doswell, Crissa Holder-Smith, Helen Holton

- 1) July Minutes approval, agenda review
  - a. Acknowledge of any producers or members of the public in attendance – none present.
  - b. Minutes approved with 2 minor changes (stat re: public access viewing corrected to 70% adding “sometimes to frequently”, Doswell not Long to send Paul Taylor candidate resume to Nominating Committee).
  - c. Attach separate to do list with minutes when distributing to Board.
  - d. Agenda review – postponed DVD showing to September meeting
- 2) Organizational Learning
  - a. Public access facility tour at Anne Arundel Public Access station - Members, Bunnie Reidel reported on tour, lessons learned
    - i. Additionally, it was noted that Prosumer line of equipment available @ \$6k vs. Hitachi @ \$20k
      1. Other stations loan only low end equipment @ \$400 with credit card securing equipment
      2. There is a very active Craig’s list for TV and video, good place to engage producers, people
- 3) Sites reporting
  - a. Sojourner Douglas (SD) – Sandra Long reported status, conference call w/ Dr. Simmons
    - i. SD architect contacted Ron Browne re: integration of his recommendations into a plan with architectural renderings, will deliver to Board as soon as available
    - ii. Details of the proposal unknown but expecting no rent; Dr. Simmons is meeting with his Board to map out details on their offer
    - iii. Sandra Long proposed a CMBC committee meet w/his Board in the next 2 weeks.
    - iv. Formed a committee to take next steps: Bunnie Reidel, LaNette Davis, Marilyn Harris Davis, and Sandra Long for next meeting with SD Board.
    - v. Sojourner Douglas must have \$1.8 (verify amt) spent by end of the year.

- vi. A date will be set with this committee and SD Board to work out details of the proposal, w/in two weeks (dependent on Dr. Simmons scheduling). Committee will report at next meeting.
  - vii. Full Board input needed—deep thinking—on what it means for us, our needs, terms and financial guarantees for Sojourner Douglas to honor all the elements of the agreement with CMBC.
- b. Alternative sites – Bunnie Riedel reported
- i. Helen Holton is helping to bring info to Board re: City surplus property and will send information
  - ii. Bunnie Riedel spoke to Walter Mitchell about possibilities including a library building that may soon be available; he is working on providing a list to Bunnie Riedel. Bunnie Riedel suggested putting Walter Mitchell in contact with Helen Holton.
  - iii. Need an action plan to compile alternative sites is needed.
  - iv. Bunnie Riedel will follow details on looking at spaces to identify logistically viable options and bring recommendations back to the Board.
    - 1. Requirements document – 5,000 sq ft, public transportation, handicapped accessible are minimum basic criteria given to the city.
    - 2. Bunnie Riedel will develop a spreadsheet listing requirements for SD meeting and general
    - 3. Must consider cost factors to operating at a City site vs. SD
    - 4. Many public access systems in functioning libraries, particularly in the Midwest. Huge new library opened on Eastern Library. Sandra Long will talk to Carla Hayden to open conversation.
- 4) Latest City Contract was reviewed and changes were discussed
- a. Section 1 A – question re: principles set forth in operating agreement – Bunnie Riedel will send this again to Board to review
  - b. C – insert to all Baltimore City residents rather than “members of the community” (can offer membership to other county residents at separate membership fee). Clarify “all members of community” to specify those certified or trained. Bunnie Riedel will combine B & C as discussed.
  - c. E – compliance; our attorney will help us with compliance specifics.
    - i. We will have to enter into an agreement with City for transitional use of their staff before we are fully operational.
    - ii. Board attorney is needed.
- F – delete

Section 2 –insert “as long as airtime is available”

Section 3 A – specify Designated Representative to be Board Chair/President or Chair/President’s appointee.

B. Add Board of Directors...

Section 8 A – move, redundant

B – ownership. If City owns equipment how can we insure it? What about equipment purchased by CMBC raised funds under its 501c3. Add final line re: specifying ownership of CMBC owned equipment. In event of CMBC disbanded, what happens to equipment? Separate inventory/accounting needed. Reality we will need to raise money for operating not equipment.

C. Change City getting insurable interest – will be redone

Section 9 – Insurance provisions: Risk mgmnt, general liability. Fidelity Bond should be removed; we will offer financial policies rather than bonding people.

Section 14 1. Get change to “use PEG support money to support PEG as operating money”, not specified as capital. Bunnie Riedel requested a sidebar letter to change this: “re agree money can be used for PEG support.” Bunnie Riedel will get evidence of who has done this; will approach Marilyn Harris-Davis to advise us on renegotiating this.

2. Training and development grant

3. City gets \$6 million/yr in franchise fees. Consider lobbying for more of it in the future, after track record is demonstrated.

A. not ch. 75 - needs to be non-specific

D. “solely for the purposes listed in Annual budget” add “and as amended from time to time to meet changing circumstances”

Section 16. Change have to keep records for 7 years, not 3 years. (Bonnie Raindrop to give back-up to Sandra; Rebecca also retains)

B. Duties section is redundant

C. Specify who is the registered agent: Secretary of organization

Bunnie Riedel will make the changes and send Attorney Linda Barclay, then show the next version to Board and our attorney, simultaneously.

## 5) Committee reports

a. Finance – LaNette Davis, Chair, reported

i. Will have recommendations for accounting firm by ExCom call 8/23.

ii. Will use Salina budget as format and solicit Committees to work with submitting their budget needs – hold decision for next meeting.

1. Will keep books in Excel or QuickBooks (depending upon Accountant preference)

- iii. Insurance pending Edgardo Nieves' estimates
  - b. Nominating – Edgardo Nieves, Chair, was not present to report  
Nominating – Bonnie Raindrop and Mike Gray will talk week of 8/13 to schedule date for interviews and committee will conduct interviews of current candidates and report at September meeting.  
Sandra Long will talk to Edgardo Nieves re: his availability to manage the committee.
  - c. Strategic Planning – Jayfus Doswell, Chair, was not present to report
- 6) Communications update - Crissa Holder Smith was not present to report.
  - a. Bonnie Raindrop will request Crissa provide an email update to Board
- 7) New business – Sandra Long
  - a. Website, formation of ad hoc committees for PR & Site Location
    - i. Website – need 6 pgs. Should include Board names w/ email links, Minutes of meetings, Chairs of committees, contact information, program guide – Lee will provide design concept and website plan
    - ii. PR committee needed – how to promote the station – will discuss next meeting. President will decide if it goes under Branding committee.
    - iii. Site location committee selected, as above.
    - iv. Proposed Strategic Planning Retreat for Board for October, and members asked to bring calendars to September meeting.
- 8) Approval of next meeting date: September 6, 6-8:30 at MOCC offices