

## MINUTES | CCTV Center for Media & Democracy

Thursday, April 12, 2018 5:00 - 6:20 p.m. at CCTV HQ

**Present:** Jason Pelletier, Scott Pavek, Erin Malone, Mary Simons, Julia Valera

**Absent:** Jane Knodell, Shay Totten

**SAVE THE DATE: Our 34TH anniversary party will be held in the Upper Shelter of Oakledge Park (Friday, June 15th, 5:00-7:00pm).**

**1. Minutes** [March 2018](#) - **Action:** Approved

**2. Approval of Financials** as of [March 31, 2018](#) - **Action:** Approved

**3. Resolution to Alter the Bylaws of the Corporation: Action:** Resolution was approved unanimously and CCTV ByLaws updated to increase the term of directors to three years, include email as appropriate notice of meetings, and increase officer terms to two-years. The amended resolution is [found here](#). Updated CCTV Bylaws that reflects these changes is [found here](#).

**4. Executive Director Review:** Erin and Jane drafted the Executive Director review process using the Survey draft [here](#). The Board deadline for submitting the evaluation survey is Friday, April 27. Senior staff will also have the opportunity to respond, as will the ED, who will also be asked to complete a narrative. New Board members have the option to complete the evaluation, and can answer "NA" to questions that they do not yet have an opinion on. Jane and Erin will present an interim report on survey results to the rest of the Board during the May 10 meeting. They will then meet with the ED to discuss results.

**4. Committees:** The Board discussed the necessity of establishing formal committees. Rather than reaffirm formal committees, Board members will move organize informal working groups related to Governance and Development. Both working groups will meet before the full Board meeting May; each group will formulate a mandate and define the scope of its work for the next six months. Mary

will propose meeting times for the development working group; Scott will propose meeting times for the governance working group. No action was taken on proposed resolutions.

**5. Fundraising: 34th Anniversary Appeal:** Kathleen Swanson, Development Director, gave the Board an overview of development efforts currently underway. A new case statement has been created for Channel 17, which will be the focus of future fundraising appeals. The development group may assist Kathleen in auditing the database of core donors to create a list of prospects for larger asks. The Board may assist in face-to-face meetings with core donors (135-200 individuals). Lauren-Glenn framed future development efforts as tapping more deeply into our current support using a disciplined approach.

**6. Board Policy Updates:** Jason and Julia will [segment policies for review by the whole Board](#). Directors will suggest changes by section; Jason and Julia will synthesize suggestions to be presented to the entire Board at a future meeting. This will be part of the Governance Working Group scope.

**7. Discussions with Channel 17 Trustees:** Jason met with Channel 17 President Elaine Sopchak. Channel 17 is interested in working together on development and would like input from CCTV/ Board on the scope of its channel programming.

#### **8. Cable Advocacy:**

- **Comcast case** is at Federal Court/ VAN has been granted intervenor status.

- **BT Case** is before the Public Utility Commission. The PUC is considering intervention by tax payers which include CCTV Board member Shay Totten. Note: Actions of Shay Totten do not represent position of CCTV.

- **Legislative Polices** - VT Legislature is taking up both Data Broker privacy policies and net neutrality action. Andy Crawford testified at House Science and Technology on Net Neutrality.

- **Burlington Access Management Organization (BAMO)** - Following staff meetings with RETN and VCAM, we have discerned an interest in joint-technical

strategy.

**9. Common Good Vermont Merger** - We continued to work on this with Center for New Leadership at Marlboro College. Vermont Community Foundation awarded CGVT \$30K and offer to be a “cornerstone partner”. We are currently working on proposal with A.D. Henderson, which will be submitted under the CNL proposal.

**Adjourn:** 6:20 p.m. | [Upcoming Meetings](#)