

# CCTV Center for Media & Democracy

## Meeting of the Board of Directors

Time: **Thursday, February 15, 2018 at 8:15 a.m. - 9:50 a.m.**

Location: **Feldman's Bagels, 660 Pine Street, Burlington, VT**

[Upcoming Meetings](#) | [Board Contact Information](#)

*The mission of CCTV Center for Media & Democracy is to open the door for democratic social change to happen. We aim to be a trusted provider of free speech training, tools and channels. We serve activists, civic leaders, nonprofits and community members who want to increase their reach and impact.*

## Minutes

Present: Jason Pelletier, Erin Malone, Mary Simons, Lauren-Glenn Davitian

Tess Gauthier submitted her resignation to the Board of Directors on February 14, 2018, effective immediately.

## Welcome & Introductions

We welcome Mary Simons to the Board of Directors after her election in January, 2018.

## Approval of Minutes

The following meeting minutes were approved:

- [November 2017](#)
- [January 2018](#)

## Approval of Financials

The following financials were reviewed and approved:

- [January 30, 2018](#)

## Consideration of Resolution

The following resolution was discussed and approved.

### **Resolution to Increase the Business Line of Credit with People's United Bank from \$20K to \$50K as of February 2018**

We have not drawn on this since 2012 and do not plan to, but it is good fiscal practice to keep this updated and sufficient to cover at least one month's payroll, which is closer to \$50K.

See:

- [Resolution](#)

## Consideration of Resolution

The following resolution was discussed and approved.

## Resolution to Allocate the Existing Credit to Commercial Cards with People's United Bank from \$10K to \$15K for Each Card (For a Total of \$30K) as of February 2018

We already have \$30K of credit for these cards, but it is not fully allocated across the existing cards.

See:

- [Resolution](#)
- ["Commercial Card Resolution Form"](#)

## Board Member Recruitment & Vote

- Update
  - Abbie Tykocki has withdrawn her name for consideration.
  - We will continue to recruit members to the Board of Directors, looking to the fall of 2018 as the timing for formally considering candidates. Specifically, the Board will focus on efforts to recruit a more diverse and inclusive group of candidates to better reflect our community. Additionally, we will consider candidates that bring specific professional experience (such as a candidate with a law background) that can provide a perspective that will be helpful in our discussions and consideration of resolutions/actions.
- The following candidates were formally considered, and approved, to join the Board of Directors for a term of 1 year:
  - Julia Vallera
  - Shay Totten
  - Scott Pavsek

## Executive Director Review

We discussed the process by which the Executive Director will be reviewed.

Jane (previously) and Erin expressed interest in moving this initiative forward. Erin will connect with Jane to solidify the process.

The current thinking is that Jane and Erin will likely (though, this is at their discretion) base the review on the [Previous Evaluation Tool](#), which will be distributed to and completed by senior leadership (the Executive Director's direct reports) within the organization and Board members with experience working with the Executive Director.

A possible timeline put forth would be to refine the review survey by mid-March (with a chance for Board members to provide comment prior to survey distribution), with submissions returned and summarized in the following weeks, and a discussion with the Executive Director in April (along with a written report). The thinking was that there is an opportunity to provide feedback in the short-term rather than at a later date due to a longer process around developing this process. We would likely revisit the review process again later in 2018 in order to develop a more structured, ongoing process for feedback.

## Board Objectives for 2018

We discussed the potential areas of focus for the Board in 2018. The idea would be that this will be discussed in a more structured way in the near future, specifically once new members have joined the Board. The current thinking is that areas upon which the Board can focus energy (either for direct work/actions, or in support of the Executive Director and/or staff) include:

- staff leadership development
- strategic partnerships
- Board governance
- diversified revenue sources
- efforts to increase government access

## Bylaws

The Board should review and amend as necessary the [organization's bylaws](#), as this hasn't been done in some time. Lauren-Glenn will create a version of the bylaws to solicit comments from the Board, and a document will ultimately be brought in front of the Board for review and approval.

## Updates

- Cable Advocacy
  - Comcast Case
    - The judge in the case has granted VAN (Vermont Access Network) intervenor status in the case.
- Advocacy/Legislative Matters
  - Net Neutrality
    - The Vermont Legislature has moved forward a bill to define Net Neutrality provisions that would need to be followed by providers of specific services to the State of Vermont.

## Adjourn