

Minutes - 2/16/21 - 4 - 5:30 p.m.

Present: Jane Knodell, Julia Valera, Mary Simons, Shay Totten

Staff: LG Davitian, Meghan O'Rourke

See [Memo and Draft Agenda](#) for in depth discussion of financial performance and other items noted below.

Minutes Approval [from 1/19/21 Joint Meeting](#) - Reviewed.

Financial Report - January 2021- Reviewed, no action taken.

Todd Wimette, Auditor Presented on the CCTV FY20 Audit. The organization is in strong financial health. The PPP loan will be forgiven in FY21. The depreciation schedule has been cleaned up within 5 years of FY20. Unqualified audit opinion rendered on FY20 CCTV books.

Development Update - CCTV Productions Discussion - Pandemic has resulted in fewer meetings, although we have innovated on hybrid events. Tell the story: Marketing Piece, Short Video with Demo and testimonials, think beyond the pandemic time frame, consider related technical assistance we can offer (running meetings, communications strategy advice). Check on the Champlain College graduation in May. Cross promote on You Tube channels. Add brand presence on the event itself.

Comcast Contract - Trustees proposal sent on 2/2. Waiting for response from the Company.

Board and Staff Interviews - Opportunity to understand the work and thinking of the staff. Building bridges within the staff and leadership. Meghan has matched up staff and board and will take notes when Board folks report out.

Executive Director Evaluation - [Sample](#), [How To](#), [ED Job Description](#) - Jane and Erin will take a look at moving forward. This is healthy for the organization to conduct on a regular basis and has an impact on the operations of the ED.