

CCTV Center for Media & Democracy

MINUTES

11/16/21 - 10.15 a.m. - On Zoom

Present: Jane Knodell, Bryan Davis, Mary Simons, Shay Totten, Erin Malone

Staff: Meghan O'Rourke, Alison Segar, LG Davitian

Board Package

Upcoming Meetings: 12/14 IN PERSON (no Erin) - 10 a.m. - Holiday Party 12/16 - 5 p.m. ONLINE

Attendance:

Welcome Byan Davis! And Alison Segar, VT Language Justice Project

Alison described the VT Language Justice Project and its 11/15 launch with the support of the DOH and CCTV Board. We are waiting for the final contract from DOH. CCTV will be a "subrecipient" and the grant holder. We are operating as more than a fiduciary. We are providing management services to the project. ED will provide the budget once it is finalized.

Financial Report - [October 2021](#) - Approved. We've reached 6 months of cash reserve, a long term financial goal. This status was helped by the PPP loan of \$103K.

Minutes - [October 2021](#) - Approved

Board would like an Archives Update at an upcoming meeting. Meghan provided a brief version (Northeast Document Conservation Center NEDCC) will conduct preliminary assessment and CCTV will pay for with part of recent gift from Orly Yadin and Bob Summers. The NEH grant will pay for the in depth trusted digital repository study and work plan as scheduled. This will position us for January 2023 NEH big grant application. Vermont Humanities/ Arts awarded \$10K, just received for turning several hundred VHS tapes into digital files. Jordan Mitchell spends half of her time on the archives. 20% of archive collection has been digitized.

Board Recruitment - Meet up with John Martone of Clearbearing on Friday. Sandrine is considering. Still to report on from last meeting.

Executive Director Transition - LG informed Board that she would like to step down from executive responsibilities between October - December 2021. She would like to continue work on the archives, advocacy (if needed), 40th Anniversary and TV production. She could provide development support if requested.

An analysis of the current ED responsibilities and competencies shows that there is bench strength in many of the "realms" (CCTV Productions, Operations, Archives, Risk Management) and there is bench strength yet to build in the development realm.

Lauren-Glenn recommended that she provide the Board with scenarios for executive and organizational leadership in January, that she will develop in conjunction with Meghan and members of the staff.

Lauren-Glenn also plans to hire a new development associate to nail down the development "assembly line" as part of the plan for transition here.

The Board reflected that this scenario planning highlighting current staff and possibly, new staff would be welcome, requested a breakdown of ED responsibilities, would like a time line for succession 2022, wants to be sure that if LG continues to serve the organization in a way that does not invite micromanaging or post-succession issues.

The larger issue of succession will need to address the wage pressures that employees face in working with CCTV in a nonprofit pay structure.

The Board thinks the [Strategy work of 2021](#) will help to guide these efforts.

The Art of Democracy Auction and Holiday Party will be remote on 12/16 at 5 - 6.30 p.m. with dinner from Chile Gordo.

Strategic Planning Continued: [Strategic Planning Document To Dos](#). Staff ["What it takes to Work" Results](#) - We are moving forward on many of these fronts.

ED Update

CCTV - Audit for FY21 is underway. See Board letter, attached. Need Treasurer to Complete Fraud Assessment.

Advocacy efforts moving ahead with a \$900K FY23 Legislative Ask. Champions call with legislators slated for Tuesday 11/16 at Noon. FY23-25 request = \$3.4M.

Town Meeting TV - Hybrid meeting set ups have been established in Town Meeting TV member communities; Comcast 2021-26 on the verge of settlement with .1% increase in capital funding, delayed promise of HD and no change in marketing support; busy production schedule; new field producers are working out well. CCTV is handling finances, preparing for audit. Meghan may have more to add here.

VT Language Justice Project coming on board 11/15 with addition of new staff member Alison Segar. Contract with VT Dept of Health about to be settled. DOH willing to help with additional revenue sources over the course of the grant (through 5/31/23). Onboarding of budget, staff, grant has taken some time. Opting to reflect Admin allocation in CCTV Budget in order to reflect more accurate cost of grant. Sharing news of this is on the marketing agenda.

Archives - Received generous gift from Orly Yadin and Bob Summers (\$5.6K), NEH grant will be used following preliminary planning work conducted by Northeast Document Conservation Center. We can use gift (above) to cover that work. New staffer, Jordan Mitchell is working in Archives now part time. Vermont Humanities/ Arts funding received to "catch up" on work missed during COVID - \$10K

CCTV Production - Very busy September/ October - Business slowing a bit, business development and planning can proceed.

CCTV Development - Annual Campaign is being organized "Why We Give" + promotion of sustaining giving options. Spending November with Thank You Campaign. Grant research to begin in earnest again. Considering hiring Development Associate to help with the day to day and strategy implementation. Current intern looks promising for this.

Considering an auction for the **12/16 virtual Holiday Party**. Do you have any media relevant items to share?

Succession Discussion - LG is working with MO to develop scenarios for continuity of operations and leadership for Board consideration in January. [Materials from recent webinar that may be of interest](#). Scenarios include: hire new executive leadership, promote current executive leadership with development and needed support along with time line.

Strategic Planning Continued: [Strategic Planning Document To Dos](#). Staff "[What it takes to Work](#)" Results - We are moving forward on many of these fronts, worth reviewing when Board is able.

For Reading: <https://www.niemanlab.org/2021/11/public-access-television-channels-are-an-untapped-resource-for-building-local-journalism/>

https://www.timesargus.com/opinion/editorials/fcc-and-peg/article_d3d1d6f2-0b9a-538f-8410-1385cd978773.html

