

CCTV Center for Media & Democracy

Minutes

27 January 2022

10:15 a.m. - 11.30 a.m.

CCTV HQ - IN PERSON - 294 N. Winooski Avenue BTV

[Board Package: \(Advise if you run into permission issues\)](#)

Upcoming Meetings: 217, 3/17, 4/14, 5/19, 6/9 (confirm)

Attendance: Welcome Michael Healy, [Columinate](#)

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

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

Approvals

Financial Report - [December 2021](#) - Approved

Minutes - [December 2021](#) - Approved with addition of ED time breakdown

Update

General Operations Update (see Below) - Alison offered an update on VT Language Justice Program that is gaining national interest, broader state support and looking at several development opportunities. Meghan highlighted the Town Meeting Forums and strong work of the staff. LG applauded the VT Legislature for their support for Vermont Access Network FY22Budget adjustment request and FY23 request. The future is friendly.

[Audit and 990 Drafts FY21](#) - Ask Todd Wimette to beam in to next meeting to review. [There are some fraud related to do's for the Board to be taking up.](#)

Discussion/ Decision

Succession Planning: Proposed Scenarios for Board Consideration: [CCTV Leadership Scenario Planning Draft 1/11/22](#) - Led by Michael Healy

The Board was presented with two ways forward. The first, to initiate an ED search immediately. The second, to enable current senior management to work with current staff to explore a new organizational form that better fits CCTV's organizational life cycle at the conclusion of its founding director's tenure.

Several questions came up including:

What would new ED job description be?

How can the Board rethink its own responsibilities and performance as part of this process?

How will the strategic direction guide this work?

Is current staff ready to take up this opportunity?

Will we have adequate resources to take this step into the next org dev cycle with supporting senior staff?

Will we build in time for Board to unpack staff recommendations given our desire to put new leadership in place by the Fall?

Benefits were considered for the org dev refresh including greater opportunities for current staff, positioning ourselves for new projects/ revenue,

The Board voted, after discussion, to select the scenario in which the current staff, under Meghan's leadership and LGD's support, explores the next organizational form for the organization, assesses staff capacity to take up leadership roles, and inventories the needed executive director responsibilities and other senior leadership requirements, along with supporting budget scenarios.

Board would like a report by July in order to ID new ED by Fall.

At the next meeting, MO/LG will work with Michael Healy to prepare a work plan and timeline for Board consideration and the pathway forward.

General Operations Update

CCTV - Audit for FY21 is almost complete! Record time. Thanks to Sarah Berger for her great work on this!

Advocacy efforts moving ahead with [a \\$900K FY23 VT Legislative Ask](#). House Appropriations passed our FY22 request for \$300K and know our \$600K is in the pipeline. We have some good support from key people in the House and Senate thanks to our slow and steady strategy and help from Action Circles. These funds will go to Town Meeting TV Trustees budget, once received.

Town Meeting TV - We are close to finalizing a new contract with Comcast once signed by the Trustees through 12/29/27.

VT Language Justice Project is has been super busy this month with testing messages. We are applying for a Planning Grant to expand capacity and partnerships. Have hired Diane Meyerhoff to get up to speed and help the Project with Development going forward. Also have been back and forth with Dept of Health on contract details (still waiting!). We have also garnered an additional \$15K to pay for production support so that Alison can branch out to other director level activities – like fundraising.

Development Update - We made \$15K through end of the year. The Auction brought in a few new interested people. Emily Brewer is starting on February 1st as our new Development/ Marketing Coordinator. Description of the [position](#). Received our annual generous gift of \$10K from Russ de Burlo.

Succession Discussion - LG iand MO met twice with Michael Healy to develop scenarios for Board consideration, see the attached proposal that Michael will be presenting at the Board meeting on Thursday. Thank you!

Strategic Planning Continued: [Strategic Planning Document To Dos](#). Staff ["What it takes to Work" Results](#)