

CCTV Center for Media & Democracy

Town Meeting TV | CCTV Productions | Vermont Language Justice Project

MINUTES

17 March 2022

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

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

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

Absent: Bryan Davis

Staff: Lauren-Glenn Davitian

Upcoming Meetings: 4/13 Strategic Planning Staff - 12.30 p.m., 4/14, 5/19, 6/9 (confirm)

1. For Adoption

> **Financial Report - [February 2022](#) - Approved**

Discussion of Localez CCTV Contribution last month for \$5K. This in addition to web platform services purchased by Town Meeting TV. Contribution to help in code sprint to complete key deliverables.

> **Minutes - [February 2022](#) - Approved**

> **Dashboard - FY21 - [Link](#)**

> **Dashboard - 12/31/22 - [Link](#)**

> **Succession Planning Update: Timeline/ Agenda - [Current Planning Document](#)**

Staff announcement by LGD taking place on 3/24. Strategic Planning discussion starts on 4/13 at 1.30. Board is invited to attend.

2. Review/ Discussion

> **Board Transition Time Line - [Board Terms](#) + [Board Recruitment Update](#) - Update the Board Term Document to reflect that Jane and Erin started in 2013. Follow up with Chloe at FPF (Mary), Mohamad Jafar (Shay), Elaine Haney (LG), Eric Covey (LG).**

3. General Operations Update

CCTV - Based on recommendations from Todd Wimette, the CCTV treasurer will start to review the monthly Bank reconciliation. [That process has commenced.](#)

Advocacy - The House finally passed BAA FY22 Budget with \$300K for Vermont Access Network. This will be distributed equally among all the access centers- \$12,500 from this round. We are now working on the FY23 Budget, a \$600K allocation. VAN's request was included in the House Energy and Technology Memo to House Appropriations and is currently under consideration. Headed to the [Alliance for Community Media Northeast Conference](#) at the end of March with several staff members, will be moderating policy panels along with Amy Shollenberger of Action Circles, who will join us.

Town Meeting TV - [Town Meeting Day 2022 - YouTube](#) - We had a jam packed town meeting, run by the fantastic staff, led by Jordan Mitchell this year. Hosted by Diane Meyerhoff and Mark Johnson, we had on the spot results and a comprehensive program. Planning is now underway for Primary and General elections 2022!

VT Language Justice Project - We received the signed contract and issued the first billing to VT DOH. Proposals are into National Life, People's, Ben and Jerry's, Lisa Steele. We are billing health departments in Nebraska and Iowa for scripting/ post production of health messaging. Requests are coming in from a variety of sources, including VT Trans.

We have been encouraged to propose an earmark or Congressionally Directed Spending (CDS) request to Senator Leahy's office for \$350K for FY23 to support translation of broader public health messaging for Vermonter's with Limited English Proficiency (LEP).

The Medical Center declined our LOI for a collective impact planning grant but indicated additional funds would be available in FY23.

Development Update - Emily Brewer has started as our new Development/ Marketing Coordinator. We are focusing on making our lists bigger and stewarding existing donors. Hope Green (formerly of VT ETV back in the day) will also be helping us to improve our individual donor efforts. How are we doing on the [CCTV End of Year 2021 Thank you Calls?](#)

Succession Discussion - Please see plan of action for Future Readiness to start on March 24th with the Staff, above.

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