

CCTV Center for Media & Democracy

Town Meeting TV | CCTV Productions | Vermont Language Justice Project

MINUTES

19 May 2022 - Thursday

10:30 a.m. - 11.30 a.m.

CCTV HQ - REMOTE- 294 N. Winooski Avenue BTV

Present: Elaine Haney, Shay Totten, Erin Malone, Bryan Davis, Mary Simonds

Staff: Meghan O'Rourke, LG Davitian

Upcoming Meetings: 6/9, 7/14, 8/11, 9/22, 10/13

Welcome Elaine Haney!

1. For Adoption

a. Financial Report - [April 2022](#) - Approved

b. Minutes - [April 2022](#) - Approved

c. **Board Policy Adoption** Re: Review of Bank Reconciliation: Approved

21. REVIEW OF BANK RECONCILIATION (April 2022) *The Treasurer shall receive and review the CCTV Bank statements on a monthly basis for current CCTV bank accounts. In addition, the Business Manager shall send a set of monthly reconciliation to the Treasurer, once completed, via email. On behalf of the Board, the Treasurer's goal is to ID unusual activity (vendors, amounts, transaction types), that things are done timely and that the balances used are the actual bank balances.*

Vendor Activity - *The Treasurer receives the monthly bank statements and reviews canceled vendor checks in an effort to assure that all vendors are bona fide and no one in the organization has made up a fake vendor in an effort to draw funds off the accounts.*

Confirm Bank Balances - *The Treasurer reviews both the bank statements and the reconciliation statement with the same ending dates to compare the beginning and ending balances on both sets of documents for CCTV's three bank accounts and be assured that they congruent. Questions about the vendors or incongruent balances are brought to the attention of the Executive Director who will consult with the Business Manager and respond to the Treasurer in writing in a timely manner.*

Board Policies: Found [here](#). Shay asked if the Board could review the Board Policies to see what type of updating or amendment would be needed. There are three sets here – which are all included in the Board Handbook. This document was

reviewed by the Board as recently as 2018 (see version history). The status of that review is amended to the Table of Contents.

Board Handbook (for review by new members) also includes: Conflict of Interest (for annual review by the Board) | Financial Policies (maintained regularly and appended to Board Handbook).

d. Mission Update to Include Archival Purposes

The receipt of the NEH grant helps us to prepare to be a trusted digital repository. One of the first recommendations from the NEDCC report is for the Board to update its mission in order to include our archival purposes. This refresh of the mission is brought to you to consider this update.

This will be brought back to the Board once the Archivist reviews, in the next month.

Proposed: *CCTV seeks to secure free speech, open the doors of democracy, and build community connections through airing, sharing, and archiving community voices. Through our advocacy and program development we provide access to media channels, tools, training, and archival assets that promote the exchange of diverse ideas, preserve community history, and grease the wheels of democracy.*

Current: *Launched in 1984, CCTV Center for Media & Democracy's mission is to secure free speech and open the doors of local government for all. Through our advocacy and programs we provide public access to local media channels, tools and training that promote the exchange of diverse ideas and grease the wheels of democracy.*

e. Board Member Nominations - Eric Covey - Board Members would like to arrange meeting with Eric prior to voting. Shay and Erin will set that up. They think he could be a good addition as he is committed to democracy, a strong organizer and is impact oriented.

Eric currently serves as Chief of Staff for Vermont's Secretary of State Jim Condos, where he works to increase government transparency and accountability, and reduce barriers to voting for all Vermonters.

He served on the Winooski City Council from 2017-2019, where he advocated for progressive, people-centered policies that ensure Winooski residents are safe, connected, and supported. He also served on the Winooski Charter Commission, responsible for crafting the now-effective all-resident voting charter change.

Eric is the Founder of the New Leaders Council (NLC) Vermont chapter, and was Director from 2017-2019, focusing on recruiting, training and supporting the next generation of emerging, progressive leaders in Vermont. He was a founding board member and Co-Director of the NLC Maine chapter before moving back to Vermont, and is a trainer for the organization nationally.

Eric has years of progressive policy experience working to empower his community members to engage in the decision making process on a local, statewide, and national level. He loves spending time outdoors with his partner Elsie, their dog Luka, their cat Kermit and friends and family, when the world allows it.

2. Reports/ Review/ Discussion

a. Dashboard - 3/31/22 - [Link](#)

b. [Board Terms](#) + [Board Recruitment Update](#) - Discussion of Board focus on people of color, LGBTQ, youth communities. Board is sensitive to demands on Black leaders and are focusing on longer term relationship building. Summary of discussion:

Black and LGBTQ leadership - Expand list of potential. Who do we work with directly. Is there a connection with VLJP? Are we making efforts on our programming that reflects the interests of these communities? That connection, between programming and leadership is important to be part of our strategic planning going forward. (VLJP is an example of this).

Youth - Highschool students can rotate on and off the Board and lend important perspectives while gaining leadership experience. This could involve students who are currently involved in CCTV programs or related programs such as Burlington City and Lake or Burlington Tech (Mary?). College students may be harder to recruit but perhaps we can work with Myles Jewell to encourage their participation. Check with Myles on students from his Community Media Class?

Meghan could help with a list of names.

We may also need to consider compensation as a way to engender participation.

DEI - This conversation is happening under a larger umbrella of the organization's commitment to diversity, equity and inclusion. The Board will take this up so that we do it properly. A guide by the side would improve our outcomes.

3. General Operations Update

CCTV - Based on recommendations from Todd Wimette, the CCTV treasurer will start to review the monthly Bank reconciliation. Jane and LG have put together a simple procedure, which could be adopted as a policy (see above) to increase accountability and add to our sound financial practices.

Advocacy - The VT Legislature approved VAN's FY23 Budget request for \$600K. This is the result of a few years of steady work, resulting in a general understanding of our request and wide spread support and recognition for our collective efforts. This should result in about \$37.5 K for each community media center, depending on VAN decides to allocate the funds.

Development - Development activities largely focus on VLJP. In March we applied for 9 grants. Waiting to hear. We submitted (Vt Arts Council Digital Capacity Grant, Vt Community Fund Health Equities). The list of grants applied for and pending for all areas may be found here:

https://docs.google.com/spreadsheets/d/1DcV_CDfZmz2r6UADAN5LLaTcRJKSdaECLZ0HLG3dKr0/edit#gid=0

CCTV Productions - Working on two doc projects, including Suicide Prevention interviews (\$7500) and explainer for Vermont Public Health Association (\$2500) in addition to the VPHA annual meeting livestream. Vermont Law School has finally hired an IT/ Video staffer, but expect to work with us again and offered high praise for our work with them over the past year. We are over 60% of our goal.

Strategic Planning Documents: [Strategy 2021 Document](#)