

# CCTV Center for Media & Democracy

Town Meeting TV | CCTV Productions | Vermont Language Justice Project

## MINUTES

**11 August 2022 - Thursday**

10:15 a.m. - Noon

CCTV HQ - 294 N. Winooski Avenue BTV

**Present:** Jane K, Erin M, Mary S, Shay To, Elaine H, Bryan D

**Absent:** Eric C

**Staff:** Meghan O, Alison S, Lauren-Glenn D

**Upcoming Meetings:** 9/15 < NOTE CHANGE 10/13, 11/10, 12/8, 1/12

**Resources:** [Board Handbook](#) | [Board Terms](#) | Dashboard [Link](#) | [Strategic Direction](#)

### 1. For Adoption

a. Financial Reports - [July 2022](#) - Approved

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

**2. Communication Update - Lamoille Valley Field Days** - Meghan updated on Matt Krauss' concern about the camera people who did not fully identify themselves and share their programming intentions. Shay asked if there should be protocols for staff and community producers related to public interaction. This could also be added to equipment take out form. Branded lanyard is also another good idea.

**VAN Policy Memo to Legislative Champions** - [Link](#) - LGD is working with VAN to present this memo to Legislative Champions at 8/15 meeting in an effort to move forward new policy in addition to FY24 general fund funding request. Whether the policy that moves forward reflects policy precedents (such as Right-of-Way) or political expedience (e.g., new streaming taxes) is yet to be seen.

### 3. For Discussion / Decision

a. **Board Announcements and Officer Slate** - Erin M leaving in September and Jane K in December. Elaine Haney will take up the President's spot. We will recruit a

person to help in the Treasurer's role. **Elaine Haney elected unanimously as CCTV's new Board President!**

**b. FY23 Budget - Draft - Second Reading** - Budget Summary, Budget Detail, Revenue Detail - [Narrative Attached](#).

Elaine would like funds added for DEI Consulting for the Board. LG suggested that this could come from the reserve, but it would make sense to declare the Board's intention to undertake this work.

Recommended: CQ Consulting and Creative Discourse (available in February).

Jane asked about the Labor Budget. FY22 Budget = \$533.4K / 11.4 FTE - There are 4 FTE new positions in this year's budget. Due to staff attrition and the VLJP (2 new people), the FY23 Budget = \$719.5K/ 14.1 FTE

Revenue: Happy that VLJP is supporting the overall overhead of the organization and reducing the cost of Town Meeting TV. This was the Board's goal. At the same time, the reliance on grant funding has grown substantially. We need to make sure that the new Development Director has strong grant writing experience (\$370K of our revenue) in addition to cultivating major donors and growing local donors (which is \$97K of our Revenue). With all of that said, we need to monitor the scale of VLJP and continue our business planning efforts.

Mary asked about the grant writer that VLJP has applied for and how that consultant will interact with the new Development Director. This is a good question and we expect that the grant writer will work under the supervision of the Development Director on behalf of VLJP.

Who will take up Legislative Advocacy? LG will continue with this work on behalf of the organization. The Co-Directors will also be involved in these efforts for FY24 General Fund allocations and policy direction.

Bryan asked about capital facilities and how this is planned for. Most of the capital budget is funded through the Trustees annual budget/ \$110K in FY23. We tend to use equipment until it is no longer usable. The typical shelf life is 3-5 years. The costs are not significantly less year to year.

Re: rental/ facilities costs. The Hinsdale lease expires in FY24. A 3% increase is built in. Based on comparables research, our price and quality of location is a good value. We are not on the ground floor (public access studio) but focus on our field presence. Moving to a new location would involve significant capital expense and relocation of dark fiber connection to Media Factory.

Board agreed to postpone Budget FY23 vote until complete discussion of new co-director positions in September.

**c. Succession Planning Discussion Continued:** [Succession Model Proposal](#) Recap of staff input, [Job Descriptions for Co-Directors](#). Discussion of next steps.

Meghan introduced the Job D drafts. Outline of Director of Operations and Director of Programs. How to replace a founding ED's tangible and intangible skills. Doing it as a co-directorship allows us to model the collaborative working practice so we can move that into other parts of the organization to build in redundancy.

Director of Operations - Supervises Development and Tech Team

Director of Programs - HR/ Leadership Development

Both include internal and external facing responsibilities (i.e. representing to the public).

Is this asking for a unicorn to have a person who knows COO and proficient in production Tech? Programs needs to be balanced a little more with tech responsibilities.

Program Director. Who do they supervise? The Program heads.

More of a key community liaison

Help the program leaders to grow into their positions

Director of Operations - HR compliance, budget, risk management, continuity of operations.

Work related to DEI needs to be mentioned as key competency and responsibility.

The Board requested more clarity on the jobs and relationship to each other. They'd like to see the internal detail and not wait until the positions are hired. Please include salary, years of experience, who they supervise and key responsibilities.

Include participation in leadership coaching.

Aiming for late September publication and hiring by end of year.

Also prepare this for the Development Director.

Postponed to 9/15

**d. ED Transition Public Announcement** - Announcement and public outreach. There are two different opportunities: celebrating the change in leadership to get more investment + Board supported effort to raise annual donor funds.

**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.

**e. Board Handbook Review - Found [here](#).** Board agreed to review the handbook and make recommendations about areas to edit and to assign a Board member to be sure that new members receive and understand the handbook and annually review and sign the Conflict of Interest policies.

**f. DEI Board Agenda** - The Board discussed these steps: a/ review materials, b/ decide to take it up, c/ review our policies and practices in light of what we are learning, d/ determine if we could benefit from guide by the side.

Bryan Davis provided a list of racial equity resources from his work at CCRPC. Rather than cull a few pieces, I figured it might be more helpful to share the list:

<https://docs.google.com/spreadsheets/d/XXXXXXXXXXXXX/edit?usp=sharing>

[https://www.whitesupremacyculture.info/uploads/4/3/5/7/43579015/okun\\_-\\_white\\_sup\\_culture\\_2020.pdf](https://www.whitesupremacyculture.info/uploads/4/3/5/7/43579015/okun_-_white_sup_culture_2020.pdf)

**g. [Board Recruitment Update](#)**

h. **Policy Update** - <https://docs.google.com/document/d/XXXXXXXXXXXXX/edit?pli=1#>