

# CCTV Center for Media & Democracy

Town Meeting TV | CCTV Productions | Vermont Language Justice Project

## MINUTES

**15 September 2022 - Thursday**

10:15 a.m. - Noon

CCTV HQ - 294 N. Winooski Avenue BTV

**Upcoming Meetings:** 10/13, 11/10, 12/8, 1/12

**PRESENT:** Mary Simonds, Shay Totten, Eric Covey, Jane Knodell, Elaine Haney, Erin Malone **Staff:** Kim Villemaire, Meghan O'Rourke, Alison Segar, LG Davitian

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

### 1. For Adoption

**a. Financial Reports - [August 2022](#)** - Approved. Doing well for 11 months. We are \$70K ahead for the year. With a current ratio of 28 and 6 months of operation available (\$530K) Explained why Town Meeting TV is classified as a grant v. earned income. In order to maintain nonprofit status with IRS CCTV must raise less than 33% of its revenue from fees for service. CCTV Fundraising revenue (\$67650) includes donations large and small + unrestricted grant funds.

**b. Minutes - [August 2022](#)** - Approved

### 2. For Discussion / Decision

**a. FY23 Budget - Draft - For Approval** - Budget Summary, Budget Detail, Revenue Detail - VLJP Budget changes will result in some revenue and expense changes. Addition of \$10K for DEI work. To be Revised once we confirm with DOH. Current [Narrative Attached](#).

The budget includes an addition 2+ staff members over the course of the year. Given that we are waiting to confirm a \$43K request from the CDC grant, LG will send out the revised budget to the Board next week for final approval.

Discussion: Consideration of wages for new Operations Director. Are we offering enough? Will we limit our pool?

Board seeks to have a long term picture to create an organization with sustainable salary. The fund balance gives us the flexibility – see how the pool shapes up.

Agreem: Approve FY23 Budget provisionally subject to decision on VLJP and its inclusion. Send out a revised narrative for board approval next week.

**b. Succession Planning Discussion Continued:** Review of detailed Job

Descriptions for Co-Directors:

- [Director of Projects](#)
- [Director of Operations](#)
- For reference: [Succession Model Proposal](#)

**Discussion of the overlap and shared responsibilities** (See p 3 of Project Director Description for the Chart). These are spelled out in the details in the job description.

<b>Operations</b>			<b>Projects</b>	
CCTV Team Member	2		CCTV Team Member	3
Strategy Planning Evaluation	2		Strategy Planning Evaluation	2
Board & Governance	2		Board & Governance	3
Operations & Policy Management	6		Community Outreach & Development	6
Financial Management & Reporting	8		Financial Management & Reporting	2
Revenue Development	8		Advocacy	3
Human Resource Procedures & Policies	2		Staff Support & Development	6
Technical Services Management	4		Project Management	6
Organizational Planning	2		Organizational Planning	2
Production	3		Production	3
<b>Total</b>	<b>36</b>		<b>Total</b>	<b>36</b>

**Discussion of next steps:** Further questions to explore? Do we proceed with co-director proposal? Are there more questions about this? Does an ED model continue to hold appeal?

**What is the value to the Board to pursue the co-director model v. hiring a new Executive Director from a cultural point of view.**

**Shay:** Reading the report this reflects energy of the staff to want to grow in the organization, more flexible bc less hierarchical, more people at the table, makes people more accountable by design, opportunity to rethink how we do work, being in a question space (design thinking in real time). Exciting - long term more resilient overall. Could yield a more healthy workplace. More potential to create.

The Board could also think about this re: committee structure as we pursue this model in the organization.

**Mary:** If done well, shared responsibility. It goes counter what we are all used to. Do we have some support to make it successful? Who are the resources and who will we rely on if things go wrong. What protocols can you put in place before it gets strained? What are the communications systems? That's pivotal.

Requires a lot more investment by every staff member.

Possible resources: Vermont Employee Ownership Center.

**Jane:** In theory its great. How will it work in practice? It's an experiment. Be aware of what will go wrong and be willing to acknowledge. The model has potential to generate alot of time in talking about how we do the work. You still have to be efficient. And more self-aware.

**Erin:** Agrees with Jane. Worried about gaps and lack of efficiencies and keeping the revenue coming. Not at the cost of output.

**Eric:** Some organizations suffer from turbulence from the desire of peron at the top to move in one direction. Co-directors addresses that along with the blind spots of leadership. Reaction to reading through alot of this. It may feel differently for the co-directors internally, but for the staff and outside organization they may not feel that different.

**Elaine:** Cited the Vermont Network/ Domestic Violence org - Long conversation on pros and cons. Got a good sense of the investment of time and emotional commitment to the change. They have had good outcomes financially. The org chart will require time to get there. It will be bumpy no matter how optimistic we are.

We want to make sure we have resources available to jump over the hurdles we will encounter. Mission is honored and customers are served.

Ideally, we want a long a clear runway to this transition.

To keep in mind: Is the Board working toward a flat structure or replacement of Executive Director model?

**Possible ways to move forward?** Do we create a structure and hire into the structure or do we hire the new director and have them invent the structure.

**Resolution:** Approved the job descriptions for the co-directors understanding that they will still evolve. Eric Covey abstained due to possible interest in one of those position. (Knodell Motioned, All approved, Eric abstained).

**Resolution:** Move the organization from an Executive Director to a co-direct model and Meghan and LG serve as interim co-directors. All in favor.

This gives approval to the roadmap that has been laid out as the transition of initiating co directors, training new positions and moving to Special Projects.

Still need to discuss Board role in hiring the final positions as they are responsible for these positions. Next meeting.

**Timeline for hiring Operations Director** - November (after election) to Post, Jan/Feb to hire, Feb/ March.

**Board member to help with hiring process of Dev Director:** Jane Knodell.

**Director of Operations Process** to be discussed in October.

Lauren-Glenn thanked the Board for their support during this process.

**c. [Development Director Job Description](#) (<< link) -** This position has been posted. Two applicants so far (!) Hiring process update.

**d. Leadership Transition Public Announcement -** Announce new co-directors when interim period is over. Proposal to celebrate Lauren-Glenn more specifically at 40th Anniversary in June 2024. In the meantime fundraising effort could focus on Nat Ayer Archive Fund. Later in 2023, could shift to LG Leadership Fund. In any event, will need Board support effort to help raise annual donor funds.

**d. Mission Update to Include Archival Purposes - To do:** Set the stage for the new mission statement with a draft for review and discussion. Meghan check in with Elaine on this before the next meeting in order to achieve NEDCC recommendation to incorporate archival purposes into the CCTV mission statement.

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. DEI Board Agenda -** Discussion of goals and timeline for proposals. Ideally this would take place in conjunction with staff development. Initiation of vendor search to start this Fall in preparation for Board work in Spring.

Necessary for us to explore our policies and procedures, our programs, our leadership. All the process starts with self-reflection and taught the concepts of equity and justice and then to the staff and then to policies and programs.

**Include in the RFP:** Create a specific roadmap with signposts to get to the hands on work. Be sure to operationalize the work (through a train the trainer model) - more consistent reinforcement of the culture change.

Would love to know how other people experience the organization - do some people feel more welcome than other people (a community survey)?

**TO DO:** Elaine will draft the RFP and work with co-Directors on moving this forward.

What do we mean by having this discussion:  
Potential timeline:

Added \$10K to the FY23 Budget.

**g. [Board Recruitment Update](#)** - Brief discussion of gaps. Set a deadline for adding new members.

**Gaps:** Financial, Business, Development experience.

**Add to that list:** Former Members of the Town Meeting TV Board.

### **Tribute to Erin Malone - Departing Board Chair**

The Board expressed their deep appreciation for her service as the a great leader for CCTV. Erin expressed her gratitude for the opportunity to service over the past nine years and for how her life has evolved under the shade of the CCTV tree. She is proud of the work we have done, including the pandemic pivot to hybrid coverage and community engagement, and she is very optimistic about the future. "As Board members we supported this mission based work. When we think about what this team can do, they are very capable. You did this great work and can continue to make great changes."

**h. Public Policy Update** - Summary of legislative proposals, under discussion with current legislative outreach. See:

<https://docs.google.com/document/d/XXXXXXXXXXXXXXXXXXXXX/edit?pli=1#>

### **Save for later:**

**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.

### **Racial equity resources from CCRPC.**

<https://docs.google.com/spreadsheets/d/XXXXXXXXXXXXXXXXXXXXX/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)