

CCTV Center for Media & Democracy

Town Meeting TV | CCTV Productions | Vermont Language Justice Project

MINUTES

17 November 2022 - Thursday

10:15 a.m. - Noon

CCTV HQ - 294 N. Winooski Avenue BTV

Upcoming Meetings: 12/8, 1/12, 2/9, 3/16, 4/13, 5/11, 6/8 (Annual Meeting), 7/13, 8/24, 9/14 - Check Dates

Present: Mary Simonds, Shay Totten, Bryan Davis, Elaine Haney, Jane Knodell, Eric Covey

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

Also Attending: Myles Jewell (documentarian), Tony Collier (prospective board member), Quinn Mlynarick (Champlain intern)

Resources: [Board Handbook](#) | [Board Terms](#) | Dashboard [Link](#) | [Strategic Direction](#) | [Succession Model Proposal](#)

1. For Adoption

a. Financial Reports - [October 2022](#) - Approved. Tony asked about CCTV's philanthropy approach and suggested leveraging data on "customer journeys" could help with improving outcomes. Quinn has done SEO and additional research on Youtube viewing and CCTV Productions competition that is proving to be helpful.

b. Minutes - [October 2022](#)

2. For Discussion / Decision

b. Treasury Bill Resolution: LG recommending 12 month investment of \$300K, leaving 2 months of operating cash in the accounts. Tony volunteered to get some input from his colleagues at VEDA on our cash flow projections. Jane Knodell moved to approve CCTV TBill purchase up to \$300K subject to VEDA review. Seconded and approved. This will move the purchase to the December 22 Auction.

Notes on T Bills: There are a series of auctions that happen every 2 weeks or 4 weeks. TBill may be purchased through Treasury Direct. 12 month interest rates are running near 4.5%. This is likely to increase before the end of November auction given that the Fed will increase the rates again (expected to). You submit your offer to Treasury Direct within three days of the auction date. The 6 month TBills will auction on 11/11 or mid month). You are paid the interest at the time of expiration.

TBonds are longer term. They may be purchased and then sold at any time. However you need a broker (bank example) to do this and the fee is typically .3% which would offset any gains you may have made. You are paid interest every 6 months. These may also be purchased via Treasury Direct.

For the longer view: This leads to a larger discussion of the asset of our savings and how to invest it into a financial return, programmatic return, investment into the future. How do we steward our savings as we move into the future. Do we want to establish a policy for a minimum reserve?

c. Bylaw Amendments - [CCTV Bylaws](#) and [Bylaws Revised November 2022](#) (See Page 30) Board approved update of CCTV Bylaws to include:

VII. Board Responsibilities: Board Authority to Hire/Fire Executive Leader(s)
The Board of Directors shall have the authority to employ (including hiring and firing) executive leadership of CCTV. The executive leader(s) shall provide organizational leadership and exercise authority of and supervision over the day-to-day affairs and other duties that the Board of Directors may assign.

When Board reviews the Board Handbook (link above), changes may be made to further clarify responsibilities. Currently the handbook does include this responsibility: Hire, monitor, evaluate, advise, support, reward, and, if deemed necessary or desirable, change chief executive. Regularly discuss with the chief executive matters that are of concern to that person or to the board.

Board agreed add a second reading of this bylaw change for discussion at the December meeting. The statement is important as it signals to new recruits the intention of the Board and organization.

Statement of Inclusion

CCTV shall not discriminate against any person or group of persons on the basis of race, ethnicity, culture, language, national origin, age, disability, gender, sexual

orientation, gender expression, education, religion, faith, socio-economic status, heritage, immigration status, or lived experience.

Note: CCTV adopted this Diversity Values statement in March 2012:

<https://www.cctv.org/news/cctv-diversity-values-statement>

The goal of the Center for Media & Democracy is to foster a diverse and inclusive community.

In order for free speech to thrive, we must seek out and create opportunities to better understand our community beliefs, values, and cultures.

CCTV welcomes every member of the community to our programs and facilities. We do this through our programming, training, workshops and on-going review of how we operate, and how we embrace our own personal development. Since our founding in 1984, we have made great strides at making our diverse community a reality. We will never stop pursuing this goal.

CCTV shall seek full participation in the organization by all people regardless of political persuasion, race, color, religion, gender, sexual orientation, gender identification, national origin, marital status, pregnancy, citizenship, genetics, ancestry, medical condition, age, mental or physical disability, veteran status or any other protected status.

d. Leadership Transition Update

Meghan has had conversations with Michael Monte, Karen TS and Matt Cropp. MO and LG met with Jane Van Buren who will continue to help in partnership with Karen TS in meetings now planned to go forward. The goal of those meetings will be to work through the logistical and “emotional” requirements. It may be helpful for the Board to also meet with Jane and Karen as the discussions ensue. This could help with more successful recruitment of Ops Director.

Staff is moderately informed. There are several staff transitions currently taking place: hiring of new Tech Director, stepping down of Jordan Butterfield from Channel Director post, and others on the docket. These are significant and need to be managed. To be followed in Q1 by Operations Director hire. This job description is fully vetted.

Tony suggested that the King Arthur Flour head was replaced by co-CEOs, maybe we want to speak with him about this?

Board would like regular progress reports. A standing Board committee could evolve out of the Ops Director hiring committee.

e. DEI Board Agenda - brief update - EH - Examples of RFPs from YMCA, Vital Communities. Bryan will share CCRPC example.

Application for VCF Capacity Building Grant - \$5K, strong proposals include concrete goals, what we will learn, what we will accomplish, role of Board and staff.

Following discussion, settled on proposal for an *equity assessment* to inform an action plan, i.e. scope of work that Board and Staff will pursue in 2023-24 with each other and community producers (does the community see themselves here). This scope of work will re-examine our current framework and map our actions going forward.

Discussion

- Meghan - DEI is ongoing work that has been taking place in an ongoing manner at CCTV. Interesting to look at what we have done in the past.
- Helpful for Ops Director candidates to be aware that we are taking up this work.
- Cast a wider net for help with this work (beyond the consultants that come immediately to mind). For example Mike Hill at EJHFutures.com
- For December: Look at our current diversity statement (see above).
- Could Professionals of Color help CCTV with hiring process?

f. [Board Recruitment Update](#) - Update on meetings. Ita Meno just joined 350.org, Ryan at VT Public is interested in being a community producer (v. Board Member), Matt Daly is out of town for a bit more. Meghan recommended Akol Aguek (moderator), suggests that the New Americans Council folks are v. busy, will look at local newspaper people (Bridget Higdon, Essex Reporter) and will generate some more recommendations with Elaine.

g. Archive Mission Update

<https://docs.google.com/document/d/XXXXXXXXXXXXXXXXXXXX/edit?usp=sharing1>

CCTV Center for Media & Democracy advances free speech, promotes local democracy, facilitates participation in political decision making, and builds unity and empathy in the community by convening, recording, airing, sharing, and archiving community voices. CCTV's advocacy and innovative project development secures media channels, tools, and training that allow community involvement in the exchange of ideas and decision making. CCTV preserves archival video assets that document the exchange of diverse ideas, local community history, and the processes of community democracy.

Request to approve the amended mission which reflects the archival goals. Some comments about the length of the statement and desire for brevity. Given work on, approved by Board with intention to revisit for shortening at some undetermined point in the future.

December Agenda

CCTV Archives Update

January 2023 Agenda

CCTV Contract with Town Meeting Trustees

Program Update - Vermont Language Justice Project