

CCTV Center for Media & Democracy

Town Meeting TV | CCTV Productions | Vermont Language Justice Project

MINUTES

8 December 2022 - Thursday

10:15 a.m. - 11:30 a.m.

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), 8/24, 9/14 - Check Dates

NOTE: Board Future Work Plan - 12/19 at 4 p.m. - 6 p.m. Facilitated by Jane VanBuren. Pickering Room, Fletcher Free Library.

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

Present: Elaine Haney, Mary Simonds, Bryan Davis, Shay Totten, Jane Knodell, Tony Collier **Staff:** Meghan, Bobby, Jordan M, LG, Quinn, Alison.

1. Board Vote on New Member - Tony Collier - Unanimous welcome to Tony.

2. Board Thanks to Jane Knodell. Jane has indicated her intention to resign after two terms plus and dedicated service as Treasurer. Fond thanks to Jane for her 10 years of service. Jane has brought intelligence, dedication and care to her work at CCTV. Thank you Jane!

3. For Adoption

a. Financial Reports - [November 2022](#) - We are on target for our budgets (17% of the year, 12% expenses) Outstanding CCTV Production billing will take place in December, also an important fundraising month. We recently received \$9900 in restricted archival support and \$2500 from the LZ Francis Fund for Vermont Language Justice Project.

b. Minutes - [November 2022](#)

4. For Discussion / Decision

a. Treasury Bill Update - We will not pursue VEDA review. LG to purchase \$300K of bills in December auction.

b. Bylaws Update - For further discussion and vote.

Statement of Inclusion

CCTV programs and services shall affirmatively be open to any person or group of persons including but not limited to the basis of race, ethnicity, culture, language, national origin, heritage, age, disability, gender, sexual orientation, gender expression, education, religion, faith, socio-economic status, immigration status, or lived experience. (Updated 12/22)

CCTV Current Diversity Statement (2012): <https://www.cctv.org/news/cctv-diversity-values-statement>

c. Leadership Transition Update - Staff Updates, Meeting with Jane VB and Karen TS - Discussion of how organizational values are embedded in and reflected in the operations. Initiated a regular effort to keep staff informed and asked them to suggest milestones, including staff meeting with operations director candidates. Also the hiring committee may include staff members (not supervised by the Ops Director).

Time frame emerging following the hiring of new Tech Director and departure in late December of Kim Villemaire (Master Control) and Jordan Butterfield (Channel Co-Coordinator). Looks like we would start Ops Director hire in March. Board agreed that this is reasonable time frame that supports a deliberate process.

Karen TS suggested that the staff look at [Reinventing Organizations](#) as part of our discussions. The Board members indicated an interest in this. Copies being sent.

d. DEI Update - VCF Grant, RFP for Equity Audit - Bobby Lussier - Discussion of VCF Grant proposal. Bobby is aiming to share a draft for consideration with a consultant in order to strengthen the proposal. Discussion of scope. Board asked that we start to look at our decision making, partnerships. Curiosity about how the community sees us and their experience of working with us. Want to be sure we take up the question of how CCTV addresses free speech issues at a time when perceptions of this community value is in flux. To Do: Bobby will send out a draft rfp for the Board to consider that is realistic in scope and falls within a reasonable budget.

e. Project Update:

SEO Update - Quinn Mlynarick, Champlain Intern - Quinn has been looking into our web stats, in particular how CCTV Productions and Town Meeting TV appears and ranks. Recommended that we promote reviews for CCTV Productions because this will improve our rankings and visibility online when people are looking for production services. This could also be done for Town Meeting TV.

CCTV Productions: <https://search.google.com/local/writereview?placeid=XXXXXXXXXXXXXX>

CCTV/Town Meeting TV: <https://search.google.com/local/writereview?placeid=XXXXXXXXXXXXXX>

CCTV Archives - Jordan Mitchell - Jordan updated our great archive work since April 2022. Special thanks for her leadership and diligence as our Archivist. Especially as she balances other responsibilities.

We've completed the NEH funded work with NEDCC and developed a collections policy manual.

We sent 9 lost cause tapes to BAVC which also revealed the size of ideal preservation size files.

In other news, we have benefited from interns this summer and fall who were able to digitize 400 DVDs on our behalf.

Instagram is proving to be a great way for the archives to engage with the wider community. Bernie and BTV memories are the best performers. We've gone from 80-140 followers this year.

We are preparing a larger NEH funding bid (and possibly other grants) for 2023.

The good news is included here:

<https://docs.google.com/presentation/d/XXXXXXXXXXXXXXXXXX/edit#slide=id.p>

f. Board Recruitment Update - Elaine set to meet with Akol Aguek. Shay following up with recommendations from Mohamad Jafar.

January 2023 Agenda

CCTV Contract with Town Meeting Trustees

Project Update - Vermont Language Justice Project