

# CCTV Center for Media & Democracy

Town Meeting TV | CCTV Productions | Vermont Language Justice Project

## MINUTES - DRAFT

16 March 2023 - Thursday

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

CCTV HQ - 294 N. Winooski Avenue BTV

**Upcoming Meetings:** 4/13, 5/11, 6/8 (Annual Meeting), 7/13, 8/24, 9/14 - Check Dates | [Board Calendar + Agenda Items](#)

**Present:** Elaine Haney, Mary Simonds, Tony Collier, Bryan Davis

**Staff:** Meghan O'Rourke, Alison Segar, Jordan Mitchell, LG Davitian

**1. Financial Reports** - [February 2023](#) (link will be updated before the meeting)

Tony moves approval, Mary seconds - passes unanimously

**2. Minutes** - [February 2023](#)

Elaine moves approval, Mary seconds, all in favor, Tony abstaining.

**3. Continuity of Operations Update:** Passing of Sarah Berger, Business Manager  
Hiring in house or outsourcing to someone like Quickstart.

We will be making up a job description and exploring options

Looking for board input:

Quickstart would be a percentage of a salaried person for slightly less hours

Would need to explore how many calls we can make in a month.

What is the response time when you reach out from the organization?

It might be good to put out an RFP for other outsourced bookkeeping (VSET)

Tony is offering help in the development realm and fundraising. Also interested in our CRM system.

**4. Program Update:** Advocacy Update - LGD - Two major projects we are working on with VAN:

- **FY24 Bridge funding from the legislature for \$1million.** We were included in the House Energy and Environment Committee budget memo and now our request is in the House Appropriations process. Once it is out of the House we have strong support in the Senate appropriations in Sen Kitchel.

Amy Shollenberger of Action Circles is our advocate and informant in the legislative process. This is a one time funding request out of the general fund while we work on a policy solution.

- **H. 458 Act Relating to the Community Media Benefit Fund.** It is a short bill that will be fleshed out more fully through the session. This is basically a pole attachment fee that would go to a community benefits fund. There are other implications adjacent to this - E911 and Universal Service fund. We did not land on whether the fee should be a right of way fee or an excise tax. CUDs would be exempt from a pole tax because they are considered 'municipalities.' We are engaging Nancy Werner of NATOA as a lawyer to advise on the process as VAN decides with Rep Patt about which direction to take. It may make it all the way through and get vetoed by our current Governor or it may need to wait another session. The board can help by staying abreast and remaining ready to reach out to legislators in support. We are stuck addressing this issue on a state by state basis because there is not likely to be movement on the level of the FCC.

## 5. For Discussion / Decision

### a. Hiring Committee + Succession Discussion - See Below.

Jane Van Buren will support the process as an external consultant to assist with the hiring of the Director of Operations. She will consolidate the Job Description, help with selection of staff involvement, will support committee work, and shepherd the process. Group reviewed the [proposal from Jane](#).

Alison - Will there be a community member on the committee?

Tony - Prepare a checklist to make sure that we are covering a broad range of applicants. Want to make sure we are looking at different basket of people.

Would like to look at all of the candidates.

Mary - Do we have options for Jane? She appears to be a traditionalist.

Elaine - Confident in Jane bc she is knowledgeable about the organization and her role is to take move the process forward. Would be open to a community member on the Board.

Bryan - Professionals of Color BIPOC Job Fair - April 1st

Tony and Mary are interested in working on the Committee.

LG asked that Tony spend some time on the CCTV orientation in advance of that.

Meghan - CCTV Staff members may come up with who would like to serve on the committee from the staff.

How to identify a community member who has interest in joining the Board? Staff can advance a few names of people who represent a different lived experience than middle class white people who have some knowledge of the job requirements and familiarity with the organization.

Meghan - Ask Jane how she screens for anti-bias in the hiring process. Would expect that all resumes would be available to the hiring committee. Will give names for the community and include a stipend to cover their expenses.

Are there more comments on the job description?

**b. [Board Recruitment Update](#)** - Outcome on poll for daytime v. evening meeting preferences for board (and staff?) - Weekday early mornings is in the lead. Elaine asked Meghan to share with the staff to get their input.

### **CCTV Operations Director Hiring Committee Brief - DRAFT**

CCTV leadership recommends bringing on a consultant to facilitate the hiring of a new Co-Director on behalf of the board. This consultant would recommend posting locations, accept and review applications, follow up on references, and set up first interviews for the hiring committee. Members of the Committee are to be determined by the Board - we recommend 2 CCTV board members and 2 staff. The consultant will organize the hiring committees participation in reviewing and interviewing applicants. The consultant will also facilitate the involvement of the current Co-Directors. Recommendations from the committee and Directors will be heard and synthesized by the consultant and given to the board who makes the final hiring decision. The hope is for this process to begin by April. [Jane Van Buren of Noonmark Consulting, has created a proposal to manage this process for our consideration.](#)

[Current full job description is located here](#) and has been amended based on the

experience of the Co-Directors over the last 4 months. It is recognized that this is a robust job description and responsibilities are listed in order of importance. Board comments are welcome:

<https://docs.google.com/document/d/XXXXXXXREDACTED/edit?usp=sharing>

**CCTV Staff Report** - We have sad news to share. CCTV's Business Manager, Sarah Berger died last week in a fire at her home in Richford. Sarah started to work with us in 1995 at the founding of the Old North End Community Technology Center and has kept her firm hand on our financial well-being and administration since then. Sarah was a lover of animals, particularly cats, and protected and saved them for many years. Sarah's loss is a great one for her family, her community in Richford, her network of animal lovers, her hiking buddies at the Green Mountain club, and CCTV. Please keep her in your thoughts. If you feel so inclined we imagine Sarah would want donations made in her memory to the Green Mountain Animal Defenders or the Green Mountain Club.

We are working on continuity of operations with the help of our Auditors Wisheart and Wimette and are actively investigating alternative bookkeeping services v. in house position. The payroll will be on time. The bills are current and we have a method to generate invoices and track transactions for the short term. Banking permissions have been updated to enable the co-directors to operate the finances.

## **6. Program Reports**

**Advocacy Report** - With the help of Rep. Avram Patt, Vermont Access Network has a short form bill "in the hopper: to address the long term funding issues related to PEG.

[H. 458 - An act relating to the Community Media Public Benefit Fund](#) is now in the House Environment and Energy Committee and we hope to start to move that forward after the recess. In short, the bill proposes a pole attachment assessment of \$10/ year per utility pole to be paid by the telecommunications/ communications/ ISPs (with a CUD exemption) to the state. The utility companies that own the poles would provide back up census information. These funds would be paid to the Vermont Access Management Organizations and include an offset for cable companies payment of franchise fees (so they don't pay twice). We have several aspects to explore further, as in the legal implications of this approach.

NY and Mass are proposing streaming services tax as their approach to PEG funding. Vermont already collects these funds and it goes into the Education fund as a sales tax.

Re: VAN's FY24 \$1M one time bridge funding request, we were included in the House Environment and Energy [Budget Memo](#) to House Appropriations. Five VAN ED's [testified at](#) the public hearings last week. We now focus on our allies in that committee to make sure we are included in their bill, which would then get House full approval and move on to the Senate where we generally have support from the Chair Jane Kitchel.

**Development** - CCTV's Development work has been focused on Town Meeting Day coverage & campaign, friendraising, and seeking federal and small philanthropic support for VLJP. We received a \$5,000 grant from Ben & Jerry's Foundation for VLJP this month and have applications and inquiries out there for another \$30,000 - \$50,000. In addition to fundraising around Town Meeting Day coverage, Bobby and Emily moderated many of the forums and led the marketing, research, and script development for a successful results show, which received over 1,100 views. Our Town Meeting Day fundraising campaign was not super successful - we raised just over \$400. We will be revisiting our approach to that campaign this week and strategizing ways to make a more targeted pitch to elected officials and others who came into the studio as part of our TMD coverage. Other ongoing projects include drafting the CCTV 2022 annual report, planning for the launch of the Archives Fund and NEH grant application this summer, and taking a Common Good Development Certificate Course to update our Development Plan. The DEI proposal is still on pause as we're waiting to hear back from a consultant we'd like to work with (Ita Meno, CQ Strategies).

**VLJP** - VLJP has had a busy month. With Sarah Letteney leaving I am recruiting for a new project manager. We will be interviewing the week of March 20th. We have been working with UVMMC, Vermont Dept of Health and Rebecca Gurney to understand which are the best federal grants to apply for, and slowly gathering community support to position ourselves to ask the hard questions with VDH leaders to understand their strategic commitment to continue the work of health equity with marginalized populations. Bobby, LG and myself, (but mainly Bobby and LG ) have worked really hard to put in an application through Bernies office for FY24 congressionally Directed Spending money..(earmark) .

We received support from the highest level of UVMMC so that was exciting.

I am working hard on churning out videos, particularly the housing video which is a partnership with CHT, Winooski and Burlington Housing, VHFA and Evernorth. By last Saturday, after only three days the Mandarin video had received 110 views. Next on the list is doing a poop test. We will be filming for that next week... should be fun!

The Department of Mental health is about to contract with us for another \$30,000 for a couple more videos, and I am meeting with Steps to End Domestic Violence, Food Stamp People, Wic people and the Policy Analyst for the Department of Children and Families this week to discuss collaborations. It appears that many groups want a piece of us, and are working to find money to make it happen. I appreciate everyone's support, and am really happy to be working with CCTV.

**Town Meeting TV** - The Town Meeting 2023 election season has wrapped up beautifully (and we look forward to Essex Junction's annual meeting in April). We had a really successful Election Results Show on March 7. As of writing, our [YouTube show has over 1,100 views](#) (twice as many as last year). Here is a full report: <https://www.cctv.org/news/town-meeting-day-2023-was-success>

We had a lot of new staff in new roles on election night, which was exciting to see the organizational growth; specifically, our Content Curator Kate Heppner was the project manager for election night, and supported staff to help with running a smooth show. Overall we covered 36 forums and community discussions relating to elections, while continuing our usual programming. We received positive feedback from candidates about the questions we asked during forums, saying that our questions prompted them to do research and/or outreach to find out more information (example: question about language access initiatives).

Also, we are excited to have hired a new part time field producer, Bella Spano, who is a soon-to-be graduate of Champlain currently covering Winooski meetings, with plans to pick up more production with us post-grad.

We are near the end of the hiring process for the Director of Production/CCTV Productions position, having interviewed a handful of candidates and doing a round of final interviews with our best matches.

**Archives** - Currently in the process of researching a few requests from UVM students (Food Not Bombs) and documentary filmmakers (VICE asking about Old North End b-roll), and continuing to digitize tapes. Chris Lavoillette, a Fall Intern,

now works part time on digitization. We are working on a plan for the Nat Ayer Archives Fund with the development team.