

**February 9, 2023**

**MEMO TO:** Town Meeting TV Trustees

**FROM:** Meghan O'Rourke, Channel Director, Town Meeting TV

12/15/22 at 3:00 p.m.

**Join Zoom Meeting**

<https://us02web.zoom.us/j/XXXXXXXXXXXX?pwd=XXXXXXXXXXXX>

**Action Agenda**

[Town Meeting TV Financials - January](#)

Motion to accept Amber, Matthew 2nds - no opposed

[Review Minutes - January](#)

Motion to approve minutes as presented Amber, Matthew 2nds - no opposed

Jordan Mitchell 33 forums for the communities we cover. All candidates, budget, and ballot item review. In Burlington 6 ballot items that we will be reviewing and recording community discussions. We will do an overview coverage with the Mayor. And will be hosting forums on each ballot item in Burlington. Results show on March 7 at 7 p.m.

Helen MP brings up that the ballot items might be a good place to bring in more of a debate context so voters can understand an issue more fully. This would be good to bring up when we revisit the Town Meeting TV election policies with the Trustees.

Jordan Mitchell is currently managing 2 roles and is in the process of setting up interviews with folks to take up the Channel coordination side. She will be taking up more of the Town Meeting management.

Add programming suggestions and updates to the agenda.

Helen MP may be able to collect results for the election show

April 10 is an informational meeting and the 11th is the Australian ballot - the voting place has changed from the high school to the Expo/ (Susan McNamara Hill is a good contact for that on outreach.)

Please make sure you can access the audit in preparation for Todd Wimmette's visit on 3/16/23

**Town Meeting TV Update**

Financials  
 Program Contract Dashboard (EOY)  
 Audit  
 Town Meeting Forums and Legislative Programming  
 Contract Update  
 2023 Meeting Schedule  
 Newsletter Signups

**Financials**

<u><a href="#">Town Mtg TV Financials</a></u>	<b>1/31/23</b>	<b>BUDGET</b>	<b>% BUDGET TO ACTUAL</b>
Revenue (\$)	242,512	695,898	35%
Expense	244,639	740,121	33%
Net	(2,127)	(44,223)	-553%
Per Month	61,160	61,677	99%
Capital Budget Expenses	38,374	144,071	27%
Current Cash	176,488		
Current Receivables (Cablecos + Munis)	189,138		
Current Assets	368,761		
Current Liabilities	73,387		
Current Ratio	<b>5.0</b>		
Months of Operation	<b>4.8</b>		
Assets + Liabilities	295,374		

**Contract Dashboard EOY**

We have completed one month beyond the quarter of the fiscal programming year. Town Meeting TV dashboard of programs is available here for your review. [Town Meeting TV Contract Analysis FY23](#)

**Town Meeting TV Audit**

Wisehart and Wimette have completed the audit and Todd Wimette will appear before the Trustees at the March 16th meeting. Please review the audit and prepare any questions for Todd. Audit can be found here. Pass is 4166 [2022 Town Meeting TV signed financials.pdf](#)

### **Town Meeting TV Staffing Transitions**

We have posted a job description for the Town Meeting TV Co-Director of Productions. Please share with your networks. <https://www.cctv.org/news/hiring-town-meeting-tv-co-director-production-and-cctv-productions>

### **Town Meeting TV Legislative Programming**

A small crew visited the statehouse on January 20th to record responses to the Gov's budget address and to meet and greet interviews with legislators from the Chittenden County delegation. In addition we will be doing regular legislative programming during the session in the Town Meeting TV studio beginning in April. This will be an opportunity to meet our law making delegation and to catch up on the legislative work.

### **Town Meeting Coverage**

Town Meeting is on March 7th this year. Budget and Ballot forums have begun. Candidate forums begin at the end of this first week in February. We have solicited community input on ballot items for pro/con forums on more complicated or contentious ballot measures. We expect a full lineup of election programming and a results show on that first Tuesday.

### **Contract Update**

CCTV is beginning now to review the contract for proposal to the Trustees by April of 2023.

### **2023 Meeting Schedule**

<b>Meeting Dates</b>	<b>Topics</b>
2nd Thursday at 3 p.m.	
1/12	Legislative and Election Update
2/9/23	General Update
3/16/23 (3rd Thursday!)	Audit Review with Todd Wimette

4/13/23	Town Meeting TV Contract Review
5/11/23	Joint Meeting w/ CCTV Board?
6/8/23	Budget Discussion
7/13/23	DEI Update from CCTV
8/10/23	Budget Review
9/14/23	Budget Finalize
10/12/23	Fiscal Year Review
11/9/23	
12/14/23	

### **Newsletter Signups**

Town Meeting TV works in a variety of formats to open the doors to local democracy. Our regular weekly newsletter is a great way to stay connected to the programming. If you are not signed up already please consider doing so now.

<https://cctv.app.neoncrm.com/np/clients/cctv/survey.jsp?surveyId=1&>