

## **January 12, 2023**

**Minutes:** Town Meeting TV Trustees

**Present:** Matthew F Smith, Winooski; Helen Riehle, South Burlington; Helen Morgan Parmett, Williston; Kevin Lumpkin, Burlington; Amber Thibeault, Essex Junction; Dawn Hill-Fleury, Essex; Jordan Mitchell, Town Meeting TV Co Director; Meghan O'Rourke, CCTV Co Director

### **Action Agenda**

#### [Town Meeting TV Financials - December](#)

Reviewed - Kevin Lumpkin notes that the advertising budget has been expended for FY23 already by the first quarter. Meghan explains that a couple of large expenses from FY22 were paid out of this year's budget. Kevin notes these are good items to flag for explanation - when the percentage is so far off the mark. Kevin Lumpkin motions to accept financials, Helen Riehle seconds. All are in favor of accepting the financials as presented.

#### [Review Minutes - December](#)

Kevin Lumpkin motions to accept minutes as presented. Helen Riehle seconds. No opposition, no absentions, all vote in favor of accepting the minutes as presented.

### **Town Meeting TV Update**

Welcome new Trustee from Winooski, Matthew Smith. Matt moved with his family to Winooski 5 years ago. He works for VT Public on the VT Edition program.

Financials - reviewed as above

### **Program Contract Dashboard (EOY)**

Meghan introduces the contract dashboard. This is where we count the programs we have produced in a given month and match them against the contract CCTV has with the Trustees to provide specific types and amounts of programming to fulfill the government and public access components of the Certificate of Public Good with the VT Public Utilities Commission. Kevin Lumpkin points out that there is always a tension between how much we want to cover for the community and how much we can afford to cover for the community and the historic reason beyond CCTV fundraising on behalf of the Trustees. Helen Riehle points out that the municipalities also assist with the overall operational goals of Town Meeting TV to support these contractual units. Helen Riehle asks if we work with CCRPC to provide meeting coverage or contracted services. Is there more we could do with

them? Currently CCTV productions provides hybrid meeting support and recording of the CCRPC commission meeting once a month. Town Meeting TV also periodically will cover regional events that CCRPC may be involved with.

### **Update on Town Meeting TV Staffing Transitions**

Jordan Mitchell shares that she has taken up the work of Town Meeting TV Co Director and we are currently posting for the other Co Director position. We have reworked the position of Channel Coordinator and Channel Director into two new Co Director positions. We expect to take applications over the next few weeks and then hope to hire within the next one to two months. When we are through hiring and leadership transitions, Jordan Mitchell will take up convening and leading Trustees meetings.

### **Audit**

Todd Wimette of Wisheart and Wimette has begun the FY22 audit. He will be asked to report his findings directly to the Trustees at an upcoming meeting when the audit is complete. They will also prepare the Trustees 2022 990.

### **Town Meeting Forums and Legislative Programming**

See below for written update

Helen Riehle supports the collaboration with VT Public on live streaming of the inauguration and budget address this year. We have appreciated being able to work with them in advocating for the transparency we have grown to appreciate from zoom and hybrid access during Covid to the legislative proceedings at the statehouse.

### **Contract Update**

CCTV will be preparing a 3 year contract for the Trustees based on our current understanding of what it takes to do the work outlined in the 2019-2022 contract.

<https://docs.google.com/document/d/XXXXXX/edit?XXXXXXX>

### **2023 Meeting Schedule**

Generally the Trustees appreciate meeting online via Zoom but agree that once a year meeting in person makes sense. Our meeting schedule is posted below, the June 8 meeting at 3 p.m. will be held at the Town Meeting TV studio. Kevin Lumpkin's schedule is somewhat unpredictable at this moment and he will do his best to attend meetings.

## Newsletter Signups

If you are not signed up already please consider doing so now.

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

## Financials

<b>Town Mtg TV Financials</b>	<b>12/31/22</b>	<b>BUDGET</b>	<b>% BUDGET TO ACTUAL</b>
Revenue (\$)	166,246	695,898	24%
Expense	162,103	740,121	22%
Net	4,143	(44,223)	-367%
Per Month	54,034	61,677	88%
Capital Budget Expenses	14,668	144,071	10%
Current Cash	183,256		
Current Receivables (Cablecos + Munis)	146,871		
Current Assets	330,127		
Current Liabilities	31,618		
Current Ratio	<b>10.4</b>		
Months of Operation	<b>5.5</b>		
Assets + Liabilities	298,509		

## Contract Dashboard EOY

We have just completed one quarter of the fiscal programming year.

Town Meeting TV dashboard of programs is available here for your review. [Town Meeting TV Contract Analysis FY23](#)

## Update on Town Meeting TV Staffing Transitions

Town Meeting TV said goodbye to two key staff this past January. Kim Villemaire has been with us for close to 10 years starting as a field producer and moving into her skill strengths position of managing our playback and technical work. She will be greatly missed however we are pleased that she is starting her own copy editing

business in Montpelier. Jordan Butterfield picked up the production reins during Covid having started as a field producer covering municipal meetings and events. He really helped shepherd our technical systems through the pandemic and brought real feeling and precision to his work. We are excited to see him off and back to school. Kim's scheduling work is being taken up by an internal hire, Kate Heppner has been working with us as a field producer and has recently graduated from Champlain. She brings enthusiasm, commitment and great skill to her work. As part of our organization transitions, Jordan Mitchell has taken up the role of Town Meeting TV Co Director of Operations. We will be hiring for a Co Director of Productions to replace much of the work Jordan Butterfield had been doing. Together the two Jordans had been taking up the management of Town Meeting TV overall and we hope to solidify that transition with this new hire.

### **Town Meeting TV Audit**

Wisehart and Wimette have collected all of the items needed for our annual Town Meeting TV audit and will continue working with Sarah Berger to wrap that up by February. They are also undertaking the CCTV audit simultaneously.

### **Town Meeting Forums and Legislative Programming**

January kicks off a new legislative and election planning season. In year's past we have had our own camera in the statehouse to live stream the legislative inauguration and Governor's state of the state. This year we partnered with VT Public to share their livestream. We will have a crew in the statehouse on January 20th to record the Democratic response 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.

Town Meeting is on March 7th this year. We will begin forums with candidates and on ballot and budget items in February. 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

Meeting Dates	Topics
2nd Thursday at 3 p.m.	
1/12	Legislative and Election Update
2/9/23	
3/16/23 (3rd Thursday!)	
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&>