

## **Minutes** Town Meeting TV Trustees

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

**March 16, 2023**

### **Action Agenda**

[Town Meeting TV Financials - February](#)

Kevin moves to accept as presented, Dawn seconds, all in favor.

[Review Minutes - February](#)

Kevin motions to approve, Amber seconds, all in favor.

### **Town Meeting TV Update**

Community News

Remembrance of Sarah. Thoughts from Todd Wimette on Sarah. The biggest challenge the agency has at this point would be the loss of Sarah and her knowledge of the business.

### **Audit Presentation by Todd Wimette**

Started the audit in December and wrapped up in January.

Big view - annual risk assessment overview - received everything requested. No significant adjustments. Largest ones were recording depreciation expenses. Another large entry for 13K of equipment that was capitalized.

Todd works with a number of third party bookkeeping firms. Make sure you are not doing what is easier but you are doing what you need and how you need it to get the results you want.

No questions from the Trustees for Todd Wimette.

Program Contract Dashboard (EOY)

Town Meeting TV Update

[Contract Update](#)

[Contract Evaluation](#)

Newsletter Signups

## Community News

CCTV's Business Manager, Sarah Berger died last week in a fire at her home in Richford. Sarah started at CCTV in 1995 when I was a young and new Town Meeting TV field producer. She was patient but persistent with my late timesheets. She was not afraid to let me know how my youthful moods and attitudes impacted those around me. She was straight forward and down to earth, trustworthy, organized, and loyal. Sarah was one of a kind. Besides her contributions to CCTV and all of its projects, Sarah was a lover and savior of animals, in particular cats. When I brought her a feral old barn cat in the late 1990's, to be spayed and released back to the barn (the practice of the day), she took it in and a few weeks later brought me back a beautiful, washed, and groomed house cat who had no interest in anything other than pats and laps and naps on a comfy couch. She had a magic way with animals. Sarah was one of the first people hired by CCTV in a capacity not directly involved with TV production. However, she did indeed inspire and help produce this program produced in 2008. [Peggy Larson of the Colchester Spay and Neuter Clinic.](#) Sarah is already and will continue to be missed here and by her family, friends and network of animal lovers and nature appreciators. [St Alban's Messenger obituary.](#)

## Financials

<a href="#">Town Mtg TV Financials</a>	2/28/23	BUDGET	% BUDGET TO ACTUAL
Revenue (\$)	292,982	695,898	42%
Expense	296,837	740,121	40%
Net	(3,855)	(44,223)	-671%
Per Month	74,209	61,677	120%
Capital Budget Expenses	42,912	144,071	30%
Current Cash	192,589		
Current Receivables (Cablecos + Munis)	106,007		
Current Assets	356,769		
Current Liabilities	(47,004)		
Current Ratio	<b>(7.6)</b>		
Months of Operation	<b>5.4</b>		
Assets + Liabilities	403,772		

## 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 Staffing Transitions**

The process of reviewing applicants for the Town Meeting TV Co-Director of Productions position has been undertaken by a committee of Town Meeting TV staff. We expect to know by the end of this week if we have the position filled or if we will initiate another search process. It has been incredibly helpful to clarify roles and responsibilities in the organization and to further explore shared leadership concepts.

**Election Season** - 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 faces 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).

### **Contract Update**

CCTV Co-Director, Meghan O'Rourke and Town Meeting TV Director, Jordan Mitchell have begun the process of reviewing the CCTV/Trustees contract. We don't anticipate any major changes. We will be updating sections, and reviewing the past 3 years of service to see how it has aligned with expectations. The contract will be ready for your review and discussion at the April meeting. If any Trustee is interested in digging into the materials behind the contract and the thought that goes into reviewing and outlining, [supporting materials are and will be collected here in this folder](#).

### **Contract Evaluation**

As part of the CCTV contract review process, the Trustees have periodically undertaken a survey on behalf of their communities to weigh in on how CCTV is meeting the Trustee needs. The last time this was done was in 2014 so we are overdue. Please take a moment to complete this survey on behalf of the community you serve. [https://docs.google.com/forms/d/e/XXXXXXXXXXXX/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/XXXXXXXXXXXX/viewform?usp=sf_link)

**2023 Meeting Schedule**

Meeting Dates	Topics
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&>