

October 11, 2022

MEMO TO: Town Meeting TV Trustees

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

10/11/22 at 3:30 p.m.

In attendance: Helen Riehle, South Burlington; Helen Morgan Parmett, Williston; Dawn Hill-Fleury, Essex; Kristine Lott, Winooski; Amber Thibault, Essex Junction; Meghan O'Rourke, Town Meeting TV

Absent Karen Paul, Burlington

Upcoming meeting dates: 11/15/22, 12/13/22, 1/10/23, 2/14/23, 3/14/23, 4/11/23 all at 3:30 p.m.

Action Agenda

Town Meeting TV Financials - [August](#) & [September](#)

Held off on approving the financials as not everyone was able to open the links or review the documents in advance of this meeting. We will look at them at our meeting in November.

Review Minutes - [September](#)

Helen R moves to approve, Dawn seconds - all in favor of the Sept minutes.

Town Meeting TV Update

Welcome new Williston Trustee, Helen Morgan Parmett. Helen joins us with a deep respect for and interest as a researcher of community media at the University of Vermont. She is the UVM Debate team coach. She is currently doing research in the history of community media. She will be representing the community of Williston.

Karen Paul has secured interest from Kevin Lumpkin to serve as the Burlington Rep since his move to the city, she is awaiting approval from the city attorney to appoint someone who is not seated on the city council.

Financials (12 months 100%) - We are doing well at the end of the fiscal year. We may see some slight adjustments as we move to finally close out the books in

advance of the audit. The biggest reason we do not see a shortfall is in the savings we actualized on the capital side.

Financials

Town Mtg TV Financials	As of 9/31/22	BUDGET	% BUDGET TO ACTUAL
Revenue (\$)	663,245.50	658,122.83	101%
Expense	660,031.40	699,063.00	94%
Net	3,214.10	(40,940.17)	-8%
Per Month	55,002.62	58,255.25	94%
Capital Budget Expenses	81,443.71	115,473.00	71%
Current Cash	243,626.74		
Current Receivables (Cablecos + Munis)	142,441.35		
Current Assets	465,546.27		
Current Liabilities	104,382.46		
Months of Operation	6.57		
Assets - Liabilities	361,163.81		

Municipal Presentations

Town Meeting TV representative, Meghan O'Rourke and archivist, Jordan Mitchell have begun appearances with municipal boards and managers to present the Annual Report of our fiscal year activities and request continued contributions from municipalities. The biggest message continues to be that we need to find various ways to replace cable subscriber dollars as the main system that supports the variety of services provided by Town Meeting TV to our communities.

See below for the chart of projected municipal support requests.

Amber Thibeault asks how we came up with the initial amount. Meghan recalls this was to make up the offset when Comcast recalculated how they count revenue. It was the impetus and opportunity to raise the need for moving the cost of these services from solely cable subscribers to various sources. Amber also asks how we calculated the individual amounts given the varied sizes of the municipalities. Why

do Essex, Essex Junction and Williston all pay the same amount. Meghan answers that this is for a set amount of meeting coverage - the cost of which is the same regardless of population.

PROJECTIONS	FY19 (7/19)	FY20 (7/20)	FY21 (7/21)	FY22 (7/22)	FY23 (8/23)	FY24 (8/24)	FY25 (8/25)	
		50%	0%	5%	5%	5%	5%	5 years
Burlington	\$12,000	\$24,000	\$24,000	\$25,200	\$26,460	\$27,783	\$29,172	\$156,615
South Burlington	\$10,000	\$20,000	\$20,000	\$21,000	\$22,050	\$23,152	\$24,310	\$130,512
Winooski	\$6,000	\$7,000	\$8,000	\$9,000	\$10,000	\$11,000	\$12,000	\$57,000
Essex	\$6,000	\$12,000	\$12,000	\$12,600	\$13,230	\$13,891	\$14,586	\$78,307
Essex Jct	\$6,000	\$12,000	\$12,000	\$12,600	\$13,230	\$13,891	\$14,586	\$78,307
Williston	\$6,000	\$12,000	\$12,000	\$12,600	\$13,230	\$13,891	\$14,586	\$78,307
Increase	\$46,000	\$87,000	\$88,000	\$93,000	\$98,200	\$103,610	\$109,240	\$579,050

Trustees Audit

We will begin the annual audit of the Town Meeting TV Trustees with Wisheart and Wimette. Sarah Berger has finished end of year financials and will forward materials from them. We don't anticipate many complications and hope to have the audit returned by the beginning of 2023.

Digital Capacity Grant

CCTV was awarded a grant from the VT Arts Council to support the set up of hybrid systems at 3 locations in the community. These will be used to produce cultural programs and test accessibility workflows. In November, we will be inviting staff and community members to join us for accessibility study circles. Town Meeting TV will undertake this work as part of its commitment to Opening the Doors to local government.

Date	Time	Topic

11/17/22	1-2:30	Why Accessibility? Who is impacted and how? Accessible Workplace and events
12/1/22	1-2:30	Accessible Communications, Social Media and Event Planning
12/8	1-2:30	Website Design Tips and Tricks
12/15	1-2:30	Video Accessibility and Captioning

Trustees are invited to attend and to pass this information along to municipal partners. Helen MP shares that when they need to debate deaf university debate teams they have trouble finding sign language interpreters. Helen R says S.B. is getting a new communications manager that may be interested in participating or have information for us on this. We may want to pilot a municipal accessibility on a single community or set of meetings.

Contract Dashboard EOY

Between 10/1/21 and 9/30/22, Town Meeting TV produced and supported ~~1313~~ 1161 programs (nearly 1500 hours) for our member communities; 397 were categorized as municipal coverage. It is worth noting that based on the averaged unit cost analysis of 5 hours per program this represents approximately 6,500 labor hours.

Town Meeting TV dashboard of programs is available here for your review.
<https://docs.google.com/spreadsheets/d/XXXXXXXXXXXXXXXXXXXXXXXXXXXXX>

Town Meeting TV Primary and General Election Season

We are wrapping up the season this month with 30 or so General Election forums. These forums invite all candidates on the ballot to participate regardless of party. In some cases it may be the only place issues are brought to the table between major and minor party candidates. There has been general appreciation especially amongst the down ticket local election seekers to be able to meet their opponents in a comfortable, civil, and community based format.

CCTV Succession

As of 10/1/22 the transition to Co-Director leadership from Executive Director has been launched. Currently, Lauren Glenn Davitian will be the interim acting Operation Director and Meghan O'Rourke will be taking up the work of Interim Projects Director. More work continues and a transition plan is being developed to move this process forward. Decentralized leadership paves the way for more staff involvement and ownership of our shared work and mission. The CCTV board approved this organization chart and it can be viewed here:

<https://drive.google.com/file/d/XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX>

Helen R asks if we have a timeframe for succession. As of 10/1 the Co-Director model is in place with LG as acting operations manager and Meghan as acting Projects manager. It is likely not until we have onboarded the new CCTV Development Director that we will put out to hire a new Operations person - probably Spring of 2023.

Town Meeting TV Budget FY23

Complete Details Here:

<https://docs.google.com/spreadsheets/d/XXXXXXXXXXXXXXXXXXXXXXXXXXXXX>

Budget Summary

BUDGET SUMMARY	FY20 - APVD	FY21 - APVD	FY22 - APVD	FY23 DRAFT	
Revenue	\$673,722	\$641,968	\$658,122	\$686,804	4%
Expense	\$718,398	\$667,843	\$699,063	\$741,121	6%
Net 9/30	-\$44,675	-\$25,875	-\$40,941	-\$54,317	25%
Revenue Detail					
Cable Companies	\$582,722	\$551,468	\$550,122	\$550,122	0%
Municipalities	\$86,000	\$88,000	\$103,000	\$108,000	5%
Interest	\$5,000	\$2,500	\$5,000	\$2,500	-100%
Legislative Grant				\$25,000	
Revenue Total	\$673,722	\$641,968	\$658,122	\$660,622	0%
Expense Detail					
CCTV Contract	\$559,230	\$538,000	\$554,140	\$564,900	2%
Other Operating Costs	\$31,150	\$22,250	\$29,450	\$32,150	8%
Capital Costs	\$128,017	\$107,593	\$115,473	\$144,071	20%

Expense Total	\$718,398	\$667,843	\$699,063	\$741,121	6%

We will move the November meeting to the 15th to avoid conflict with election day on November 8th. Meghan will send out a calendar invitation.