

ConcordTV Board of Directors Meeting Minutes

February 16, 2021

Present: Chair David Murdo, Michelle Gilbert, Charles Russell, Rob Altman, Steve Ambra, Melissa Fisk, Clint Cogswell, Tonya Rochette. Also present was Executive Director Josh Hardy.

Next meeting: March 23, 2021 6:30pm onsite at Greater Concord Chamber of Commerce

1. Call to Order 6:30pm

2. Determination of Quorum (6) Quorum confirmed

3. Approval of January Board Minutes approved unanimously following a correction made for Allwynne Fine's name.

4. Public Comment

- No public comment

5. Staff Reports *provided as separate attachment with highlights noted below*

- Students were able to assist with production utilizing remote production
- CHS Basketball was stalled due to COVID
- Concord NH to End Homelessness Talent Show production will be at the NH LOOK THIS UP Stage NH
- Support with the CASL program remote program this year in partnership with the Chamber of Commerce supporting what is now a virtual program due to COVID.
- See notes below from Staff Meeting: 9 Feb 2021 / attendees: Josh H, Mike M, Matthew Newton, and Rob A (also, a video was submitted by Connor prior to the meeting which included his updates/feedback)
 - Purchase details:
 - Per our capital plan for the current fiscal year, following items have been purchased:
 - Studio camera pedestals;
 - Components for a second mobile streaming unit (highly effective for CHS sports); and
 - Executive director computer upgrade.
 - Major items still on the docket for purchase this fiscal year:
 - Staff ENG camera (allowing for better single camera event coverage. Staff is currently evaluating models through a loan program with Access A/V);
 - Computer upgrades for 2 other full time production staff (to handle growing production demands); and
 - Wireless microphone kit (normal replacement schedule).
- Budget summary:
 - We are allocated \$52,500 for capital purchases each fiscal year through our capital grant from Comcast.
 - We have spent \$24,000 so far this year, with an expected additional spend of \$12,000 for the planned purchases.
 - This will leave us with a carryover in the capital account of about \$30,000, which the committee recommends we hold onto rather than spend on additional capital projects. This will serve as an "insurance policy" against catastrophic equipment failure, allow us to better evaluate our capital needs post-pandemic and post-contract renegotiations with the city and school district, and allow the staff time to do proper strategic planning with the board's guidance.

6. Reports of Committees

Board Development, Bylaws and Nominating Committee:

- No committee activities to report

Reopening Committee (ad hoc)

- Remain in current restricted status working remotely and readiness plan continues to be updated.

Executive Committee

- Charlie congratulated Josh on being recognized as one of the 40 under Forty most influential young professionals in New Hampshire by the Union Leader.

7. Treasurers Report

- Executive Director provided an update on minor financial transactions since the past Board meeting.

8. Old Business

- No old business to review

9. New Business

- Contract renewal
- Summer Camps are we going to be able to offer camps this summer if we remain in a virtual environment due to COVID-19 plans will remain to offer camps in a summer capacity, more to come before the March 15th, 2021 deadline.

Adjournment 7:05 pm approved unanimously

Next Board of Directors meeting will be in person at the Greater Concord Chamber of Commerce offices located at 49 S Main St Suite 104, Concord, NH 03301