

ConcordTV Board of Directors Meeting Minutes

Monthly Board Meeting October 24, 2023, at NAMI New Hampshire (85 N. State Street, Concord, NH 03301)

Present: Tonya Rochette, Steve Ambra, Robert Altman (Chair), Clint Cogswell, Richard Finkelson, Rachel Perri, Melissa Fisk (Remote) and Daniel Rich (Remote).
Also present was Executive Director Josh Hardy

Next meeting: November 28, 2023, 6:00 p.m. at ConcordTV (*REMINDER: November's meeting is when the Board records its annual holiday message. Please remember to wear something festive next month*).

1. Call to Order 6:01 p.m.

2. Determination of Quorum (5) Quorum confirmed.

3. Public Comment. None.

4. Staff Reports

- Josh provided a high-level summary of the staff's recent activities. ConcordTV is busy with local election season coverage, while balancing providing some much needed breaks to staff members. Josh mentioned that ConcordTV has hired a new employee, Jacob Desseault, to record CHS Sports' "Game of the Week".
- Josh and the Board discussed the recent "By the Numbers" segment of the Staff Reports and how this is an enjoyable new metric to track various data trends for ConcordTV.
- The Board briefly discussed with Josh the possibility, in the future, of fielding interns for ConcordTV from local community colleges and universities.

5. Board Minutes from September for review/approval.

- The Board reviewed and **motioned** to approve the September 2023 Board Meeting minutes. The motion(s) to approve the September 2023 minutes were approved unanimously.
- The Board and Josh discussed the list of approved signatories for ConcordTV's bank account and how adding Rachel Perri would create a scenario where certain fee(s) could not be waived when depositing certain checks. To account for this nuance, ConcordTV will deposit existing checks under the current listed signatories, receive the fee waiver(s) and then add Rachel moving forward. Rachel and Josh will discuss timing of this process more granularly.
- **Motion:** A motion was presented to the Board as it relates to rolling over the funds in ConcordTV's existing CD account for a 9-month renewal term. The motion to roll over ConcordTV's CD account funds was approved unanimously.

6. Reports of Committees

- None.

7. Treasurers Report

- Josh provided a high-level review of ConcordTV's financials. While the budget currently reflects a net loss, this is because the Q1 Franchise Fees are not currently reflected; however, it is Josh's understanding that they have been sent by the City and will be

ConcordTV Board of Directors Meeting Minutes

Monthly Board Meeting October 24, 2023 at NAMI New Hampshire

deposited into ConcordTV's account shortly. Additionally, various yearly expenses are being drawn at this time of the year which is why the numbers are lower.

- Lastly, the Board discussed payroll and the fact that it is currently approximately 2.5% above what has been budgeted. This excess will likely even out since part-time hours are variable; however, Josh is willing to exceed what has been budgeted for payroll so long as the services are justifiable.

8. Old Business

- *ConcordTV 25th Anniversary* – Josh gave an update on the potential Anniversary party / fundraiser event and floated the idea of using the Bank of NH Stage as a potential venue for the Board to consider. The Board and Josh also determined that an ad hoc committee specifically for the Anniversary event will not be needed and that the Board can work as a whole on the planning. Lastly, the Board discussed timing (annual meeting versus next fiscal year), with the Board preferring an event sometime during September / October.
- *Cyber Insurance Wrap-Up* – ConcordTV's insurance provider found an insurer that can provide similar cyber coverage without the previously mandated requirements. This will result in no lapse of cyber insurance coverage for ConcordTV. A brief Board discussion followed regarding efforts to still seek to bolster ConcordTV's cyber security practices, but that these efforts can be tabled until later in the fiscal year.

9. New Business

- *SONGA-NH Conference* – Josh has an extra ticket for an upcoming diversity training with SONGA-NH that he offered to the Board. The training will occur on November 15, 2023, and Josh encouraged Board members to attend the training, if available. In order to understand more about the program, an Agenda for the upcoming training will be sent to all Board members following tonight's meeting.
- *NAMI* – Thank you Tonya for allowing ConcordTV to have its Board meeting at NAMI, we appreciate you.

10. Adjournment 6:44 p.m., approved unanimously.