

# ConcordTV Board of Directors Meeting Minutes

**Monthly Board Meeting April 23, 2024, at ConcordTV**

**(170 Warren Street, Concord, NH 03301)**

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

**Next meeting:** May 14, 2024, 6:00 p.m. – Live Budget Presentation via Zoom (Please note that this presentation will also be live-streamed on YouTube and broadcasted live on ConcordTV's public access channel!!).

**1. Call to Order.** 6:00 p.m.

**2. Determination of Quorum (5).** Quorum confirmed.

**3. Public Comment.** None.

**4. Board Minutes from March 2024 for review/approval.**

- The Board reviewed and **motioned** to approve the March 2024 Board Meeting minutes. The motion to approve the March 2024 minutes was approved unanimously.

**5. Staff Reports**

- Josh provided a summary of recent staff activities, which included: (i) a reference to recent productions like the Rotary Speech Contest and the Canal Street Park Groundbreaking Celebration.
- Josh highlighted the fact that ConcordTV was featured in a Boston Globe NH article about public access podcast producer Owen Simoes, whose podcast “Youth in a Booth” aims to increase Gen Z interest in civic participation.
- Josh advised the Board that the broadcast server replacement efforts went well and that the new system as proved reliable thus far.
- Josh indicated that ConcordTV received survey results from the recent Concord Area Student Leadership (CASL) program back. The surveys indicated that the students enjoyed the ConcordTV portion of the session day, and Josh believes that ConcordTV will play a bigger role in the program moving forward.

**6. Reports of Committees**

- None.

**7. Treasurers Report**

- *Review of current FY 23-24 financials.* Josh presented financial information through the end of March 2024. Said financials reflected the fact that ConcordTV is still waiting on the City of Concord's fourth quarter payment for franchise fees. During the review of the financials Josh flagged for the Board the fact that payroll expenses are a bit higher than budgeted (due to pay increases and the need for more part-time coverage). Based on the financials it appears that ConcordTV has a deficit of approximately \$13,000, but that there is reserve funding available to offset this deficiency.
- *Draft FY 24-25 budget.* Prior to the meeting Josh shared three different budget proposals with the Board.
  - Option 1 – This budget aligns with the draft that was previously shared with the Board at March's Board meeting. This budget reflects a deficit of approximately \$39,000.00 given the fact that certain expenses must be treated as operational expenses (ex. TelVue support is an upfront payment of \$20,000 for 5-years). The

# ConcordTV Board of Directors Meeting Minutes

## Monthly Board Meeting March 19, 2024 at NAMI New Hampshire

following concepts were discussed by the Board as follow-up to the Option 1 budget presented by Josh: (1) concept of using ConcordTV's reserve to cover the TelVue support costs so as to avoid impacting the year-to-year budget; (2) payroll and how these numbers are estimated in a budget versus paid out practically over the fiscal year; and (3) discussion regarding the part-time marketing position and the costs and expenses relative to this position.

- Option 2 – This budget reflects what happens if the City of Concord was to contribute more to ConcordTV. Given the additional monies, the Board reflected on the fact that no deficit would occur. A Board conversation regarding the feasibility of receiving further support from the City followed. In addition to discussing the feasibility of further funding, the Board discussed staff retention and potential pay increases for ConcordTV staff and how that may impact the budget for next fiscal year.
- Option 3 – This is a budget that reflects cuts in certain areas such as payroll, marketing, ConcordTV's scholarship fund, paid subscriptions and other line item expenses. By making these cuts, Josh illustrated the Board what it would take on ConcordTV's end to cause the budget to balance. The Board reviewed this option, but agreed that making these cuts would be difficult for ConcordTV and preferred to see if Option 1 or Option 2 is more feasible.
- **Motion** – A **motion** was made to allow Josh to present the "Option 1" budget to the City of Concord with the understanding that depicting the deficit may allow for further conversation between the City and ConcordTV regarding funding opportunities. The motion to present the Option 1 budget to the City for their review and input passed unanimously.

### 8. Old Business

- *25<sup>th</sup> Anniversary Updates* – There was no specific update provided; however, Josh reminded the Board that ConcordTV is still looking for sponsors for the event and that marketing and other promotional efforts for this event will be ramping up in the near future (so be on the lookout).

### 9. New Business.

- *21C Grant-Funded Program* – Josh advised that ConcordTV received a grant to cover the expenses related to a 21C after school video program at Rundlett Middle School. The grant funding will cover a 7-session "trial," but Josh hopes it goes well and that there will be opportunities for further involvement in the future.
- *Sports Coverage Sponsorship / Underwriting* – ConcordTV received a \$500.00 underwriting contribution to cover certain spring sporting events that are not customarily covered!

**10. Adjournment.** 7:02 p.m., approved unanimously.