

**\*Draft\* Board of Directors Meeting Minutes**

**September 23, 2025**

**6pm, Virtual on Google Meet**

**In attendance:** Steve Ambra (Chair), Josh Hardy (Executive Director), Rob Kleiner, Jim Bouley, Wendy Lapham, Dan Rich, Rich Finkelson

**Absent:** Tonya Rochette (Secretary), Rachel Perri

**1. Call to Order**

- Meeting called to order by Steve at 6:04 PM.
- Quorum confirmed

**2. Public Comment**

- No public comment offered.

**3. Approval of Minutes**

- August minutes were not available for review.
- Board agreed to review and approve August and September minutes together at the October meeting.

**4. Treasurer's Report**

- **FY25–26 Financials:**
  - Q1 franchise fee expected at the end of September or early October.
  - Sponsorship efforts ongoing; spreadsheet shared to coordinate outreach and avoid duplication.
  - Sponsorship tiers: \$500, \$1,000, \$2,000.
- **Comcast Franchise Renewal:**
  - Contract expires summer 2026; no meetings yet between Comcast and the City.
- **Audit and Form 990:**
  - Auditor (Hennessey & Valley) reviewing FY24 bookkeeping and preparing the 990.
  - Discussion on formal board review and approval of the 990 before submission — board agreed this should become standard practice.
  - Filing deadline with IRS may be extended to May, which is not uncommon

**5. Staff Report (Executive Director – Josh)**

**A. FCC Developments:**

- Discussion regarding recent FCC actions and free-speech concerns.
- ConcordTV is not directly impacted but monitoring implications for public access.

## B. Election Coverage Plans:

- Candidate Support Program: equal airtime for all Concord candidates to record studio messages.
- Collaboration with **Concord Patch** and **Concord Monitor** for candidate forums — ConcordTV provides technical and production support only. Upcoming **Election Night Live** coverage (Nov 4).
- Last year's election coverage placed **Top 3** in the Alliance for Community Media Northeast Awards- will find out if we came in 1st place later this year.

## C. Discussion on Disclaimers:

- Wendy raised the need for disclaimers clarifying ConcordTV's non-involvement in forum content.
- After discussion, board agreed to adopt the **standard public access disclaimer**:
  - *"The views and opinions expressed during this program are not necessarily those of ConcordTV. The producer is solely responsible for its content."*
- **Action:** Josh to implement this disclaimer for election forum programming.

## 6. Board Evaluation Review

- Discussion of recent board self-evaluation survey results.
- General consensus that responses showed strong agreement; few outliers.
- Observations:
  - Desire for clearer **orientation/education** for new members.
  - Need to identify **specific, actionable follow-ups** from survey results.
- **Action:** Formation of a small subcommittee (Rob, Wendy, Josh) to review survey results and recommend key action items.

## 7. Committee Reports

- None presented.

## 8. Old Business

- None discussed.

## 9. New Business

### A. Awards Recognition:

- ConcordTV received two **Top 3 national recognitions** from the Alliance for Community Media:
  1. *Election Coverage* (Civic Engagement category)
  2. *The Sky This Month* (Science category, produced by Dave McDonald)

**10.** Entered Nonpublic Session at 6:48 for purposes of discussing property/office location. Motion made by Jim, seconded by Rob. Approved unanimously.

**11.** Exited Nonpublic Session at 7:06pm

**12.** Motion to adjourn made by Dan and seconded by Steve; meeting adjourned at 7:08 PM.

- Next meeting: **Tuesday, October 28, 2025, at 6:00 PM** (location TBD).