

COMMUNITY MEDIA CENTER OF MARIN

Board of Directors Meeting

Feb 19, 2009

1115 3rd Street (the MYC), San Rafael

Conference Room

4:00 pm – 6:00 pm

Draft Minutes

A. Call Meeting to Order – Bruce Bagnoli – 4:09 PM

CMCM Board Members (P-Present, A – Absent)

Bruce Bagnoli - Chair - P

Flor A. Emert – Vice Chair - P

Bill Sims – Treasurer - P

Jim Geraghty – Secretary P

Lynn Bornstein - P

Gregg Clarke - P

Frank Crosby - P

David Dodd - P

Mark L. Essman - A

Janette Gitler - P

Cathy Laveroni Hall – resigned

Trish Hibbens - P

Dane Lancaster - A

Anne Montgomery - P

Larry Paul - P

Michael Eisenmenger – Executive Director – P (non voting)

B. Agenda Approval - 5 Minutes

Motion to amend agenda as follows.

E.1 Authorize Facilities Committee to approve contacts for 819 A St.

E.2 Authorize Michael Eisenmenger to execute capital plan for equipment purchase.

E.3 Approve Job Description for “Digital, Media Manager”

M/Geraghty – 2nd/Hibbens – approved by acclamation

C. Initial Public Comment - 5 Minutes – None

D. Approve Minutes of Board Meeting - 5 Minutes

M/Sims – 2nd/Emert – approved by acclamation

E. Executive Director Report - 20 Minutes – Michael Esienmenger

• Recent Activities – Updates –

There have been video shoots including: One Book, One Marin, Human Race, Rafael Theatre, MCAL Wrestling and MYC Performances and others. We continue to have producers meetings and support their needs for the transition.

Contractors have been coming in for the plans so they can bid on the 819 St. CMCM Center renovation. We expect four to be bidding by Monday, February 23.

Consultants will be interviewed for DRUPAL CMS backend and database Civic Actions and Matthew Gavlin are part of a group working on media center systems.

Master control equipment will have a 4 – 6 week turnaround and is being negotiated for ordering. We are working with engineer Gary Young.

- Anticipated 2009 Purchases/Budget - expenditures – The Capital Budget \$786,000, see attachments.

- Revised operational timeline - see attachments -

Coordination of remodel and installation of new equipment will be an ongoing work in progress. We will continue to service our producers and provide training and information as needed for the transition.

Trish Hibbens – Raised the need for the boards transition activities such as program policies, and creation of the “new” look of the channel(s) which includes: polices and procedures, curriculum and trainings, employee/volunteer handbook.

E.1 Authorize Facilities Committee to approve contracts for 819 A St.

M/Dodd – 2nd/Sims – approved by acclamation

E.2 Authorize Michael Eisenmenger to execute capital plan for equipment purchase.

M/Geraghty – 2nd//Clarke – approved by acclamation

E.3 Approve Job Description for “Digital, Media Manager” (with Buske's stamp)

M/Emert – 2nd/Dodd – approved by acclamation

F. Old Business - 60 Minutes

- Finance and Budget Committee Report - Gregg Clarke - will be developing a draft Investment Policy Statement to bring to the board, The draft will outline parameters for capital preservation as well as exploration of opportunities other than Cds, possible PIMCO Bond Funds with a total return on investment over the return on CDs within the next year as the economy strengthens.

- a. MTA Payment,

- b. New Accounts

- 819 A Street Renovation Updates - - Larry Paul – We have four bidders on the 819 A St. project. The permits and plan check process have been approved by the SR Planning Department/Committee

- MTA Report – Barbara Thornton – PEG fees from ATT will be going through the State Franchise, these are mostly in Novato and should increase PEG fees as ATT subscriptions increase.

Met with Deb Padia from Comcast to look at responsibilities of transition issues. And will continue meeting in march and April as we approach the transition deadline.

Requested the Government Channel.

In discussions about a”transitions message” insert in the monthly Comcast bill and on the Bulletin Board.

The MTA Board Workshop will be held february 28, 9 AM- 2:30 PM Tiburon City Council Chambers.

G. Public Comment - 10 Minutes - none

H. New Actionable Business - 15 Minutes

- Date and Time for next Board meeting – Mar 26th, 2009

- Executive Session - If necessary – not necessary

- I. Adjournment at 6:00 pm

- M/Hibbens- 2nd/Gitler by acclamation

- II.

These minutes are a draft and subject to change.

Jim Geraghty/CMCM Secretary