

# **COMMUNITY MEDIA CENTER OF MARIN**

**Board of Directors Meeting**  
**Mar 26th, 2009**  
**1115 3<sup>rd</sup> Street (the MYC), San Rafael**  
**Conference Room**  
**4:00 pm – 6:00 pm**

## **Draft Minutes**

### **A. Call Meeting to Order – Bruce Bagnoli – 4:15 PM**

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

Bruce Bagnoli - Chair - P

Flor A. Emert – Vice Chair - A

Bill Sims – Treasurer - P

Jim Geraghty – Secretary P

Lynn Bornstein - P

Gregg Clarke - P

Frank Crosby - P

David Dodd - A

Mark L. Essman - P

Janette Gitler - A

Cathy Laveroni Hall – resigned

Trish Hibbens - P

Dane Lancaster - A

Anne Montgomery - P

Larry Paul - P

**Michael Eisenmenger – Executive Director – P (non voting)**

### **Guests – Bruce Baum**

### **B. Agenda Approval - 5 Minutes**

M/ Geraghty – 2nd/Montgomery approved by acclamation

### **C. Initial Public Comment - 5 Minutes**

Bruce Baum – Concerned about the vacant seat on the CMCM board and suggest we fill it as soon as possible. Also wanted to know if CMCM was meeting its commitment and deadline for both the broadcast transition and CMCM board/officer elections.

### **D. Approve Minutes of Board Meeting - 5 Minutes**

M/Hibbens – 2nd/Sims - Approved with corrections:

1. Montgomery was not present
2. Gary Young was associated with studio build not master controls

### **E. Executive Director Report - 30 Minutes**

- Donation - CMCM received a generous equipment donation from **Pelican**

## **Studios**

- Upcoming CMCM Events – Amy Goodman – Democracy Now! CMCM in partnership with the College of Marin Film Program and student club Cinema League is hosting Amy Goodman at Olney Hall, College of Marin on April 12.
- New round of “AnyCast Trainings” are beginning
- New CMCM “Shoots” - Arbol's Cesar Chavez Day and One Book One Marin
- Re-model – going well the crew is installing – HVAC, Electric, Plumbing, Comcast fiber connection, and working swing shifts so different crew don't get in each others way.
- Down Payment for the Master Control has been sent.
- Expect digital media manager to be hired in May.
- Will be purchasing conversion tools so producers can convert VHS tapes to digital media and also met with Rick from Novato Public Access to establish a capacity for file sharing between centers.
- Studio – after renovations the studio will be built out and we will increase the purchase of field cameras and look at new HD Cameras to meet the needs of producers.
- Furniture will be purchased after renovation is complete.
- CMCM will be adding a third office space upstairs at 819 A St.
- The Digital manager position was posted in March and phone interviews are being conducted. The Operational/Facilities position will be posted soon.
- Transition work – programming policies need to be established.
- MTA Report requirement, the budget report breakdown will be prepared and delivered.
- Forthcoming Purchases/Budget Expenditures
- Employee Hire Progress

## **F. Old Business - 50 Minutes**

- Finance and Budget Committee Report
  - a. Accounting updates – Michael Eisenmenger has been working with the bookkeeper to set up our systems and accounts.
  - b. The IRS Application for non-profit status will need budget numbers and the annual audit will begin October 2009, the expenditure account has been set up in the books.
  - c. Paychex – an employee services firm will provide an employee handbook which includes legal updates.
  - d. HR Employee benefits package

### **Action Item;**

Employee benefits: Motion to delegate the development and proposal of an employee benefits package to the CMCM Finance Committee.

M/Montgomery – 2nd/Sims – approved by acclamation.

- e. 819 A Street Renovation Updates  
Framing is completed and sheetrocking has begun as well as HVAC installation
- f. Outreach Committee Report – Lynn Bornstein  
committee will develop process for outreach
- g. MTA Report – Barbara Thornton – no report.

**G. Public Comment - 10 Minutes – none at this time**

**H. New Actionable Business - 15 Minutes**

- Date and Time for next Board meeting – April 23, 2009
- Executive Session - If necessary - none

**I. Adjournment at 6:00 pm**

M/Geraghty – 2nd/Hibbens approved by acclamation

*These minutes is a draft and subject to change.*