

COMMUNITY MEDIA CENTER OF MARIN

Board of Directors Meeting

November 20th, 2008

Location: The MYC, 1115 3rd Avenue

Front conference room

4:00 pm – 6:00 pm

Draft Minutes

A. Call Meeting to Order – Bruce Bagnoli

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 - A

Gregg Clarke - P

Frank Crosby - A

David Dodd - P

Mark L. Essman - A

Janette Gitler - P

Cathy Laveroni Hall - A

Trish Hibben - P

Dane Lancaster - P

Anne Montgomery - A

Larry Paul - A

Michael Eisenmenger – Executive Director – P (non voting)

B. Agenda Approval - 5 Minutes

C. Approve Minutes of Board Meeting - 5 Minutes

Cl.

D. Executive Director Report - 20 Minutes

- Equipment Ordered/Received – Anycast Switcher arrived.
- Next Producers Meeting – Tues Dec 9
- Insurance Update – is in progress and will be coordinated with lease signing. Director Clark suggested renovation insurance for anticipated work in the new space.
- Comcast Meeting update – Discussed connectivity issues with Cathy Noe, A St. to HeadIn location and fiber feed for “hook in”. Civic Center equipment can be used for serving video on demand playout server. I-Net use from A St. Also noted was friendly FCC under Obama Administration.
- Organizational Database Development – Need for “Policies” development in regards to Channel criteria (Public, Government, and Education) Use of Open Source Civic CRM (Civic Pixel, Openflow)

E. Old Business- 60 Minutes

- Finance and Budget Committee Report

Sims - \$600,000 delivered from MTA. Met with Circle Bank president and will be getting .08 increase in the interest on a 7 month CD. We also have CDs with Tam Bank and Redwood. So far we have received 1.5 Million from the MTA. Less than \$200,000 spent to date. Michael Eisenmenger has discussed with San Jose Media's accounting firm to determine best practices for “capital and operational expense” break downs so as to maximize our accounting for capital expenses. The first capital Report due to the MTA is due Novemeber 30, 2008. Barbara Thornton said that date is flexible due to the current needs. Michael Eisenmenger requested that Barbara Thornton provide an officail

extension for the due CMCM Capital Report. Need to amend CMCM Capital Plan to reflect the new space location and to remove College of Marin as the primary location from the plan. The CPA contract is ready to go.

- 819 A Street: Lease Update and Renovation Estimates -

Michael Eisenmenger – Negotiation are looking good and we will continue working on the details expecting a signed lease shortly. Spoke with San Rafael City staff and attorney.

Renovation Estimate Updates See Attached – for renovation estimates with varying cost and equipment modules.

Gregg Clarke – Spoke with attorney. Lease for 819 A St. is a good interim step. The attorney will rewrite the proposed lease to reflect the reality of the agreements and the direction that was verbally discussed. and expressed. We are looking at two separate leases, one for the upstairs office and the other for the main CMCM studio/training/equipment rooms.

- Outreach Committee – next meeting date – December 15, 2008, Visitors Bureau

- MTA Report – Barbara Thornton – Acknowledges the articles in both the Pacific Sun and the Marin Independent Journal. The MTA will be having a Telecommunications Workshop in January. The MAAC dissolution party at the last MTA meeting was very successful and the MAAC attendees were appreciative. Next MTA meetings, December 10, 2008 and January 14, 2009 San Rafael City Hall Council Chambers.

F. Public Comment - 10 Minutes – none

G. New Business - 10 Minutes

- Date and Time for next Board meeting; Dec 18th, 2008

- Other New Actionable Business

a. **Establish Policy Committee** to review employee job descriptions and policies. Composed of executive and other board members. Set a December date to meet for first review.

M/ Geraghty - 2nd/Sims approved by acclamation

b. **Establish Board Governance Committee**

M/Gitler – 2nd/ Clarke approved by acclamation

Recommended changes to by-laws, officer terms, executive director, board development

H. Adjournment at 6:03 pm

M/Dodd – 2nd/Sims approved by acclamation

These minutes are a draft and subject to change.