

COMMUNITY MEDIA CENTER OF MARIN

Board of Directors Meeting

Thursday April 23rd, 2009
1115 3rd Street (the MYC), San Rafael
Conference Room
4:00 pm – 6:00 pm
Draft Minutes

A. Call Meeting to Order – Bill Sims 4:04

CMCM Board members

Bruce Bagnoli - Chairperson - A
Lynn Bornstein - P
Gregg Clarke - P
Frank Crosby - P
David Dodd - P
Flor Emert - Vice Chairperson – P – Chaired meeting.
Mark Essman - P
Jim Geraghty - Secretary - P
Janette Gitler - P
Trish Hibben - P
Dane Lancaster - P
Cathy Lavaroni-Hall - resigned
Anne Montgomery - P
Larry Paul - P
Bill Sims - Treasurer – P
Michael Eisenmenger – Executive Director- nonvoting – P

A=Absent P=Present

B. Agenda Approval - 5 Minutes

M/Essman – 2nd/Geraghty by acclamation

C. Initial Public Comment - 5 Minutes

Heilig – Applied for a CMCM position and wanted to attend the board meeting.

D. Approve Minutes of Board Meeting - 5 Minutes

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

E. Executive Director Report - 30 Minutes

- **Updates – past events/trainings** – The Amy Goodman event, at College of Marin on April 12, Easter Sunday was successful, attracting 350 people. The video taping was a partnership with Link TV. We distributed membership forms and introduced CMCM to the attendees.
- **Update on organizational progress** (renovation, planned installs, consultants, etc.) - The renovations are moving along and details will come with Larry Paul's report. The DishNetwork is being installed next Monday. The contract for the consultant/development team for the Drupal database/website came in a little over projected cost at \$14,000.
- **Employee hire progress** – Sam Long is the newly hired Digital Media Manager, the job

posting for the facilities manager has been circulated.

- **MTA renovation plan update, G Channel Request, Broadband stimulus funds** – The renovation plan was submitted to the MTA and the G Channel was requested. This submitted renovation plan will trigger the \$500,000 payment from Comcast. The MTA is proposing a grant for discussed federal stimulus money with the MTA and the possibility of workforce development through the CMCM trainings.
- **Producer transition planning and programming/scheduling forms** – We are continuing Anycast trainings and facilitating off site shoots, including One Book, One Marin in Marin City and a cultural music shoot in Bolinas. We will be working closely with the producers on the transition from Comcast to CMCM by assisting with conversions from VHS to DVD. There will be online scheduling for the producers to make appointments to have the tapes transferred.
- **May 4th producer meeting** – The next producers meeting will be on May 4th, 2009 at the MYC youth center.
- **Education Channel** – CMCM will to outreaching to members of the education community to develop plans and recommended policies for the Ed Channel. The general consensus is that the Ed Channel will include all Marin schools.
- **Program Scheduling** – We are inviting producers to submit shows for June showing. Programing will run on a 13 week semester. We are looking at thematic grouping of shows and time appropriate slots for the diverse shows coming in. The producers and or show sponsors will be signing a statement of compliance that hold harmless the CMCM.

F. Old Business - 50 Minutes

- **Finance and Budget Committee Report** – CMCM will deliver the annual CMCM budget to the MTA meeting on May 13 in the San Rafael City Hall Council Chambers, this triggers the \$500,000 payment to CMCM from Comcast.
 - a. **HR** – employee manual, benefits – Paychex- Joe from Paychex came to CMCM offices to go over employee benefits and left a survey for employees to fill out for the Employee Manual. The following ar in place, 401k Plan, Flex Spending and Pre-Tax dollars. Gregg has proposals from 4 different Health Care Insurance Providers, each with a number of options as choices.
- **819 A Street Renovation Updates** (Larry) – Expect completion of construction within 3 weeks and ready for occupying. The master Control Room will be completed first.
- **Outreach/Transition Committee Report** – (Lynn/Jeanette) – The Marin Arts Council is looking forward to working with CMCM (Lynn). Due to the time limitations the Outreach/Transition committee decided to keep our current logo design and work in house on refinements for the channel identifier “bugs”.

Motion – The CMCM will keep current logo design and work in house on minor modifications.

M/Mark Essman – 2nd/Bill Sims, approved by acclamation.

Larry Paul suggested that some elements of Sharon's submissions might work in the development.

Michael Eisenmenger suggested there was latitude for branding with interchangeable images and music used as elements in the base design.

- Board Governance Committee Report (Bill Sims) – Suggests a strong membership drive to create a large base for the fall 2009 elections. Bylaws now state that election ballots are to be mailed. I suggest that wording be changed to include/allow ballots by email.
- Establish membership levels see attached from Agenda
- MTA Report – Barbara Thornton – CMCM Business Plan will be on the May 13th MTA agenda. The MTA is exploring stimulus funding with the cities, including broadband usage and expanded access.

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

H. New Actionable Business - 15 Minutes

1. Amend Bylaws -

a. to include “email” in section 5.06 (see agenda attachments)

b. to include “mail and written” section 8.04 (see agenda attachments)

M/Montgomery – 2nd/Geraghty by acclamation

2. Approve membership Form/Application/Fee Structure (see agenda attachment)

M/Gitler - 2nd/Clarke, by acclamation

- Membership Fee Structure – see attached
- Date and Time for next Board meeting – May 28th, 2009
- Executive Session - If necessary - none

I. Adjournment at 6:00 pm

M/Geraghty – 2nd/Gitler by acclamation

These prepared minutes are a draft and subject to change.