

# COMMUNITY MEDIA CENTER OF MARIN

*Board of Directors Meeting  
Thursday August 27th, 2009  
819 A Street, San Rafael  
4:00 pm – 6:00 pm  
Minutes Draft*

## **A. Call Meeting to Order – Bruce Bagnoli – 4:05**

### *CMCM Board Members*

- Bruce Bagnoli, *Chairperson* – P
- Bill Sims, *Treasurer* – P
- Larry Paul – A
- Trish Hibben – P
- Janette Gitler – P
- Flor Emert, *Vice Chairperson* – P
- Linda Davis – A
- David Dodd – P
- Gregg Clarke – P
- Lynn Bornstein – A
- Frank Crosby – P
- Mark Essman – P
- Jim Geraghty, *Secretary* – P
- Dane Lancaster – P
- George Rodericks – P
- Michael Eisenmenger, *Executive Director* – P - non-voting

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

**M/Geraghty – 2nd/Gitler – approved**

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

**Nuria Ibass** – I like the easy processes for taking out equipment, good training for the cameras, I have signed up for FCP class, suggest some “white parking” spaces for dropping off and picking up equipment.

**Barbara Sykes** – Suggests CMCM be an applicant for some of the 'stimulus' money. Also suggested that scholarships be promoted in communities that are historically under served.

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

**M/Lancaster – 2nd/ Sims - approved**

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

• CMCM day to day activities – The article in the marin IJ resulted in a flood of people coming in to both join and learn about us. We have had 120 go through the orientation, 40 people attended camera classes Final Cut pro classes are scheduled and we expect those to be full. There has been a good mix of people joining with five organizations also becoming members.

The staff has been excellent in handling the transition of our producers from the old system to our new systems. The calendar of trainings are in the board packets.

Facilities – We've slipped a little behind but most equipment for the studio has arrived and we are in

the process of installing and building out the studio.

The Civic Center Supervisor meeting room will be broadcast soon and added to the government channel.

Sam Long is working with Novato Public Access Television for file sharing via T-1 lines so we can streamline the system of sharing shows electronically without physically driving DVDs back-n-forth. Comcast – Our channels were not being received by some Comcast subscribers. We are looking into the problem. It could be a lowering of the allotment of Bandwidth. We will be working with Comcast to maintain quality of service for our channels.

- Orientations and courses in process, they can be looked at on our website <http://cmcm.tv>
- Facilities updates (819, Civic Center, AT&T, etc.) Renovation was completed in June, but we will need to finish a few projects, including more AC for the server room and acquiring a generator for power backup.
- Planning for next two months (member meeting, election coverage, etc.) Studio build-out so we are ready for election season.

CMCM Membership meeting and board election for the two seats that are up to be conducted in October.

CMCM launch party will be held October 10, 3 – 6 PM

We will be conducting community workshops for cities, governmental agencies and non-profits.

- Initiate Board Governance and Development Committees

Board Governance Committees

Trish Hibbens

Gregg Clarke

Bruce Bagnoli

David Dodd

Bill Sims

Development Committee - funding, grants, membership

Trish Hibbens

Lynn Bornstein

Public – Nuria Ibars

Linda Davis

CMCM is starting its second quarter of programming. We will need to revisit our programming policy to insure fairness and an equal process for all programs submitted.

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

### **•Finance and Budget Committee Report**

a. Accounting and audit preparations – Bill Sims – The accounting for IRS reporting is due, and we are in good shape with our records to finalize the reporting.

The 501-C-3 Application will be completed in a few weeks and we expect to have that final approval in 3 to 4 months time.

b. Investment planning – Gregg Clarke

The Draft Investment “Portfolio” will be edited to include Swabb Account Bond Mutual Funds. CMCM will always keep a sizable percentage of our funds in a bank for accessibility and stability.

We will be opening a Swabb Account and are also looking into insurance bonds. We have a target of 4% return in our investment policy statement. Average maturity of investment is 3 years.

PIMCO has a administration fee of 3% no-load.

Swabb investments would be conducted by the Finance Committee.

**Motion - Authorize CMCM Finance committee to establish an account with Swabb.**

**M/Gitler – 2nd/Sims – Approved**

- Outreach Committee - Update – Trish Hibbens – October 10 Save the Date outreach push for CMCM

Grand Opening Street Party. Michael Eisenmenger and Flore Emert Campos are working on a T-shirt design. Entertainment is being contacted and secured as well as permits for street closure. September 15<sup>th</sup> – 3 PM @ CMCM is the next committee meeting.

- MTA Report – Barbara Thornton – The MTA explored stimulus finding grants , but discovered that they couldn't file for funding due to the nature and the size of Marin's broadband network. The stimulus grants are funding larger complete rings.

Complaints received about reception were referred to Comcast. In some cases they replaced outside drops, others reflected a need to rewire inside systems due to sensitivity of the digital system. We will continue to monitor complaints.

MTA September meeting will be announced in the future.

MTA has received and forwarded the \$500,000 from Comcast.

#### **G. Public Comment - 10 Minutes**

**Norman Carlin** – Signed up for Camera training with the intention of shooting the MGH and MTA meetings. He is willing to volunteer and is a plumber by trade.

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

- Date and Time for next Board meeting – September 24th, 2009 @ CMCM
- Executive Session - none necessary

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

**M/Geraghty – 2nd/Hibbens approved.**