

# COMMUNITY MEDIA CENTER OF MARIN

*Board of Directors Meeting*

*Thursday, May 27, 2010*

*819 A Street, San Rafael*

*4:00 pm – 6:00 pm*

*Draft Minutes*

## **A. Call Meeting to Order – Bruce Bagnoli**

### **CMCM Board Members**

- Bruce Bagnoli, Chair – P
- Bill Sims, Treasurer – P
- Larry Paul – P
- Trish Hibben – P
- Janette Gitler – P
- Flor Emert, Vice Chair – A
- Linda Davis – A
- Lawrence Bragman - P
- Gregg Clarke – P
- Lynn Bornstein – P
- Frank Crosby – P
- Vacant -
- Jim Geraghty, Secretary – P
- Dane Lancaster – A
- 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 - none**

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

M/Bornstein – 2nd/Paul – approved with Correction of Tax return due date to April 15, and corrected spelling of guest/public comment speaker Patricia Murray

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

• CMCM general updates

\* Nancy Shaw, Camera Instructor, left CMCM to pursue her career back in Canada. New CMCM hire, Laura Valladao, has taken over Shaw's duties.

\* Clinics – group gatherings focusing on our core services have been added to our member offerings. Clinics focusing on editing, camera use and studio skills are offered during the week to assist our members with specific skills in their areas of interest.

\* Continued Production work – including League of Women Voters, Belvedere City shoot including live streaming and video on demand services. Town of Ross, Sheriff/Coroner Debate, Mazzoni - Adams debate, Marin County **Assessor/Clerk/County Clerk debate, Clean Energy Presentation, a live stream/recording of the Marin Arts Council San Rafael Square event.** CMCM also produced a PSA for the **Center for Volunteer and Nonprofit Leadership.**

\* Facilities –

The HVAC is having repeating problems and was replaced but is still exhibiting the same problems. This continues to be looked into and the electricity supply will be tested.

The Playback Server went down and staff used DVDs to keep programming as close to original as

possible. We are working with the vendor to replace the defective equipment.

\* Alliance for Community Media Conference and Exhibition July 7-10, 2010 Hilton Pittsburgh Pittsburgh, PA

\* Marin Telecommunications Agency – meeting at CMCM, June 9<sup>th</sup>, 7 PM

\* Audit Recommendations

Inventory tagging

Accounting Manual

Inventory reflected in bookkeeping

\*Senator Boxer – On June 10, 2010, Sue Buske along with other media center directors will lobby the Senator for language that will make PEG fees unrestricted.

\* Larry Bragman - DIVCA - noted that state franchising is being researched by the MTA attorney to determine benefits to the MTA/CMCM.

• Property / Health Insurance Policy Updates

\* Kaiser Insurance is up 11% and Board Liability and Property Insurance is due for renewal.

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

• Finance Committee Report

Bill Sims reported that the Audit material is available and that the management letter shows that they were impressed with our organization management.

Gregg Clarke reported Bond Funds had a \$14,700 increase resulting in a 4.5 – 5% return. Clarke will submit a ½ year analysis at the July Meeting.

• Outreach/Development Committee Report

Janette Gitler reported that the committee will be part of the group exploring the state franchise options and develop a multi-pronged fund-raising strategy and look at opportunities for grants.

– *Committee meeting to follow board meeting*

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#### **G. Public Comment - 10 Minutes - none**

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

• Date and Time for next Board meeting – Thursday, June 24th, 2010

• Executive Session - If necessary

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

M/Geraghty – 2nd/Clarke - approved

*The minutes are a draft and subject to change.*