

# **COMMUNITY MEDIA CENTER OF MARIN**

**Board of Directors Meeting  
Thursday June 25th, 2009  
819 A Street, San Rafael  
4:00 pm – 6:00 pm**

## **Draft Minutes**

### **A. Call Meeting to Order – Bruce Bagnoli Call to order 4:10 PM**

#### **CMCM Board members**

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

### **B. Agenda Approval - 5 Minutes M/Geraghty, 2nd/Emert – Approved**

### **C. Initial Public Comment - 5 Minutes NONE**

### **D. Approve Minutes of Board Meeting - 5 Minutes M/Lancaster, 2nd/Sims – Approved with correction that Gitler was absent**

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

- Channel Launches and other update

CMCM took over broadcasting on June 15, 2009 and pitched it as a soft launch. There were some delays for setup with the master control, but we took over smoothly thanks to Sam Long, our Digital Media Manager. We found more producers and managed to squeeze all the shows into the program schedule. Scheduling is being done around themes and the “nugs” are being modified. UCTV is being broadcast, but will eventually move to the Education Channel.

- Employee hiring progress (new hire and part-time positions) Our new hire is Victoria Fong, Facilities Manager. We also posted for office and station assistants.
- Producer transitions, orientations, trainings - Trainings and orientation will

begin in July for producers and new members.

- Producer / member Handbook is printed and will be distributed. Suggested we also produce one in Spanish possibly via a grant.

- Facility development – a dozen more Sony Z-5 cameras have been ordered.

The facility is almost completed and expect the Use Permit at anytime.

Studio, we have bids out for studio curtain and expect those by end of July or early August.

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

- Finance and Budget Committee Report

- a. Benefits Selection update (Bill) – Selected Kaiser health plan. CMCM offers full pay for employees and half pay for spouse/dependents.

#### **\* Flex Benefits – Motion:**

Approve Flex Benefits Section 125 plan for use with any medical expense (Dental, vision etc.) with \$2000 limit for Exec. Director, \$500 limit for Digital Media Manager, \$500 Limit for Facilities Manager.

**M/Emert, 2nd/Hibben – Approved**

#### **\*401 K Plan – Motion :**

CMCM matched contribution: 100% of 2%, 50% to 3% employee contribution match. Employees maximum vesting reached at - 1<sup>st</sup> year 25%, 2<sup>nd</sup> year 25%, and third year 50% reaching total 100% vestment.

**M/Sims, 2nd/Emert – Approved**

#### **B. Investment Opportunities (Gregg) -**

Recommending the CMCM Board adopt an investing policy statement.

Clarke has been researching options, including:

Bonds

Mutual Funds

PIMCO Total Return Bond Fund (.25 - .35% management fees)

TIPS – inflation protection bonds

Vanguard Short term

Investment are out to a 3year duration and can be cashed out at points along the way. (referenced from Clarke handout)

**\*Motion - CMCM Board** directs Finance committee to put together an investment policy statement.

**M/Lancaster, 2nd/Gitler – Approved – Emert opposed**

- 819 A Street Renovation Updates (Larry) deferred

- Outreach/Transition Committee Report – (Lynn/Jeanette)

September 26 CMCM Launch Party with possible T-Shirts for training graduates.

Develop marketing materials for outreach local professional producers. Save the date announcements should go out by July 20<sup>th</sup>. Sims stated that it should be part of an expanded membership drive.

- MTA Report – Barbara Thornton

Comcast renovation money, \$500,000  
Interest accrued from all CMC county held accounts is being determined and received.  
Supervisor Adams wants the press release as soon as it is ready so she can announce at the supes meeting.

**G. Public Comment - 10 Minutes**

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

- Benefit Packages - already covered in old business
- Date and Time for next Board meeting – July 23rd, 2009 -
- Executive Session - If necessary - NONE

**I. Adjournment at 5:50 pm**  
**M/Gitler, 2nd/Emert - Approved**

Draft minutes