

## **COMMUNITY MEDIA CENTER OF MARIN**

Board of Directors Meeting

Thursday September 27, 2018 4:00 pm

CMCM 819 A Street, San Rafael

DRAFT Minutes

### **A. Call Meeting to Order - Bruce - 4:04 PM**

Cynthia Abbott - P  
Bruce Bagnoli, Chair - P  
Gregg Clarke, Vice Chair -  
Barbara Coler - P  
Frank Crosby -  
Jim Geraghty, Secretary - P  
Dane Lancaster - P  
Jim McCann - P  
Larry Paul - P  
Bill Sims, Treasurer - P  
Steven Tulsy - P  
Brad Van Alstyne - P  
Lawrence Strick -  
Michael Wolpert - P

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

#### **Approve Agenda**

**M/Geraghty - 2nd/Sims - APPROVED**

#### **Approve Minutes**

**M/Coler - 2nd/Paul - APPROVED**

### **C. Executive Director Updates - 30 minutes**

#### **CMCM ED Report - September 2018**

EEK, seems our busy Fall is extra busy this year. Staff are plenty busy in September and October looks to be the perfect storm. It'll all be fine though, but we're not looking for more work at present. We have 5 nights of support for MVFF, numerous candidate debates and many other misc shoots in addition to other center work. In mid-October Megan is finally taking her honeymoon and especially some vacation time (she never takes off), she'll be gone two plus weeks. I've also been taking occasional Mondays off to expedite the finishing of a construction project at home, desperately trying to finish before the rains come.

#### **Center, Productions and Staff work**

- Our new book keeper Jamie, worked with Amy last week on training for the transition. They will pick up again in early October. Seems good so far, though reports will be late this month as they didn't quite get to that part of the lesson.
- Staff still trying out media center management software for a Fall rollover. Costs are reasonable but our available time to fully evaluate different packages has been lacking.
- CMCM attended the County's arts and culture master plan meeting, we'll see how this develops, more meetings are planned.
- I am revisiting the possibility of buying a truck for the center. We have too many car-less staff and Scott's car just threw a timing belt in Utah and may not be coming home. We have people using rentals to help them do their job and we can't allow that to happen. Plus my 30 yr old Danger Ranger is not in great health and frankly the staff seem afraid to drive it. I've narrowed the search down to a 2013 or later Ford Transit Connect (after the bad transmissions). These are plentiful on the used market and we could expect to

spend 7-10K for a 2013 model with under 100K miles. We could expect to spend \$900 yr for parking and another \$900-2000yr for comprehensive insurance (less if I add it to my personal policy). We would use this mainly for schlepping equipment, but we'd also outfit it to take our portable studio gear and function as a production van (with a long extension cord). This could then be used for school visits and future media academy shoots at schools. No equipment would ever be left in the van.

- Comcast installing new encoders, probably early November. This will be a video over IP encoder but digital so likely much better quality than what we have. No HD though.

#### **Government Updates**

- San Rafael install working fine, we've done a couple other events there too.
- Ordered mics for Fairfax and due to scheduling to get into the Women's Club, we had to delay continuing the installation until early October.
- Tiburon still in play - it's looking like November now, once we catch our breath.

#### **Education Updates**

- MCF donation for media academy arrived and was duly deposited. We're at work on the 1yr FTE job description and curricula. Given the later arrival of the funds, we will start outreach Oct-Dec for a full January launch but run a trial workshop series this Fall as a soft launch.
- White Hall School 'Youth News' came for their first studio effort and will be back in October for a couple days. A lot of kids - over 20 in all.

#### **Fee for Service Productions - Upcoming Staff Productions**

- A series of FFS shoots for the MVFF starting in Oct 4-14
- Two more UC Berkeley events in October
- Sept 28 MCE Monster Retreat in Richmond
- LWV and other candidate Debates
- Oct 5 County Library Oral history Project - Herb Rowland
- November 11, Marin County Veteran's Day Shoot - live to the gov channel

#### **Upcoming Events at the Media Center:**

Media Mixer: Oct 3, 7:00pm, MarinSanity: Oct 8, 6:45pm, MTA meeting: November

#### **D. Other Business - 30 Minutes**

- CMCM Committee Updates - Outreach/Finance  
New bookkeeper coming onboard. Should we contract payroll?
- CMCM Board Elections and reappointments  
- Two member elected seat expire (Bruce B, Jim G)  
- Designated Seats need reappointment/replacement - COM, Dominican, CVNL, MCOE, CMCM
- MTA Report (tentative) MTA reappointed Coler and McCann as their representatives on CMCM's board. MTA has new bylaws that streamline operations. The MTA is watching SB157 and SB649 in relation to local control with the public right-of-way. The next MTA meeting is November 14. CMCM will be presenting.

#### **E. Public Comment - 10 Minutes NONE**

#### **F. Closed Session if Necessary - 30 min - NONE**

#### **G. New Actionable Business**

#### **H. Adjournment**

##### **M/Geraghty - 2nd/Sims - APPROVED**

MTA Meetings Next MTA Board Meeting in November 14. CMCM will be presenting.

2018 CMCM Board Meeting Dates: Fourth Thursdays; Jan 25, Feb 22, Mar 22, April 26, May 24, June 28, July 26, Aug 23, Sept 27, Oct 25, Dec 6.

These Minutes are in draft and subject to change