

## GATe Board Minutes

9 Oct 2018

Present: Pres—Bob Zugby; Vice-Pres: Ray Raysor; Treasurer: Frank Gervasi;  
Secretary: Rene’ Sewell-Raysor, Claude Aubert, Deb Hartwick

Absent: Konrad Herling

Staff: Andy Zimidzinski, George Kochell, Alan Haley, Phoebe McFarb

The meeting was called to order at 7:32 pm EDST

### **Minutes**

Some members did not receive the electronically transmitted minutes. It was suggested that the minutes also be attached to the “Reminder Email”. It was also noted that “Performance Indicators” ie number of community producers, should be included in the “Station Report”.

Deb Hartwick moved and it was seconded that the minutes be accepted with the corrections/additions.

### **Treasurer’s Report**

We have just completed our First Quarter [July-Sept2018]

\*Frank questioned item on the report-- p2-- **Equipment-Misc-Other** (\$15, 925.00)

\*Phoebe noted that—p1-- **Ordinary Income/Expense Income**--classes should be higher than 50. Frank noted that Phoebe, Rich Simonen [accountant] and he needed to label income in the same way. Deb noted that under same category, Miscellaneous was \$1640 which might include items not labeled correctly eg classes.

Alan questioned a Utopia expenditure so it would not be deducted from his paycheck. The treasurer reported Utopia has a budget of ten grand and it is given in the Utopia report. It is usually a “wash”.

\*Rich Simonen [accountant] double-billed us and paid the Withholding late. He will pay the fine if one is levied.

### **Staff Reports**

**Animation—George Kochell [Report attached]**

Fall Pathways Schools classes. Serving six students Tues/Thurs for six weeks.

Fall Animation:

- Home-School: Serving a dozen home-school students in AM/PM for 12 weeks
- Youth Animation: Serving 8 students for 12 weeks
- Late Teen/Adult Animation: Serving four students
- Utopia: 17 minutes of GAVA/GATe student films will be screened
- Festival News: **A Day in the Life of a Pig** by Hannah Collins will screen at the Boone Film Festival [North Carolina] and a festival in Queensland, Australia.

### **Station/Production Report—Phoebe McFarb**

- **Member Productions:** Five [see attached report]
- **Staff Productions:** Six [see attached report]
  - Labor Day Festival-Diamond Alley [Charlie]
  - The Space—Free Art for All [Phoebe]
  - Beltway Plaza Fashion Show [Alan]
  - Greenbelt Minute—Maker Space [Andy]
  - Ben Jealous Fundraiser
- **In Production:** Ten [see attached report]

Movie trailers at Old Greenbelt Theatre/teaser for Family Events/new movie trailer w/ Kelly McLaughlin each week.

Staff is shooting something everyday. Now just a matter of packaging.

**Utopia Blu-Rays**—Making backups. Had to buy two pieces of software \$35. and \$60 respectively. \$35.00 broke almost immediately.

**\*Cameras:** Receipt returned, but camera missing. Will follow-up. Will check on whether cameras are insured in transit to repair shop.

Bought all new 64 gigabyte CompactFlash cards [CF cards]. No problems since.

Basics of Editing Class: One student

Referring website “fine tuning” to Communications Committee

\*Invoice Scott Candey \$100.00—thought GATe had conditional agreement, not contract. Referred to Communications Comte.

Production Budget:

Replace channel play system	\$40,000
Streaming	3,000
Repairs	2700
Shipping	400
New cameras+ accessories[2]	10,000
Blank Media	1200
Contingent Labor [interns]	12,000
Misc [small tkt items]	1200
Studio [Light Stands]	5000
Software	500
	<u>\$76,000 Total</u>

President Bob Z asked whether the Channel playout system would come out of the Replacement Reserves. Rev Ray opined that if each committee submits a budget, it would give us a thumbnail of the projected funds from the Operating Budget, even if later it is taken from the Replacement Reserves. Treasurer Frank G said QuickBooks projects the current budget based on last year’s expenses. He will take another look at the figures. The Production/ Programming Committee would earmark/asterisk items that should come from Replacement Reserves.

Request: GATe needs a Laptop for editing. Recommended: 15“ Mac/16 gig/ 512 storage/ six core processor-- \$2499.00 Free shipping. As a nonprofit we pay no sales tax.

It was moved by Rev Ray and seconded that we purchase the Mac.

### **Key Performance Indicators—Alan Haley**

No hard copy available. Will be emailed.

New Members: 0    Projects completed: 5        Camera rentals: 4

1.5k new views on YouTube > over previous month

Claude commented that Phoebe's Art Space video brought new viewers to Facebook page.

Discussion followed

### **Committee Reports**

#### **Administrative-- Chair Bob Zugby [Report attached]**

Replacement Mission Statement—Breaks down public access from education.

It was moved by Rev Ray and seconded that we accept the Mission statement as submitted. The motion was withdrawn. A Procedural Motion was made by Frank and seconded that we table until Nov. There are implications for brochure which is in process

\*Tabled until November meeting.

Items in process:

- Health Savings Accounts
- GATe's Liability
- Compensating Interns. Three categories:
  - Student
  - Public Service
  - Independent
- Employees' Job Descriptions—will be working collaboratively with Andy

\*Frank said GATe carries \$2 million of liability insurance/ damages to the premises —no equipment replacement/damage insurance. He will look into it and report back.

**Budget/Finance—Chair Frank Gervasi** [No Report]

**Production/Programming—Chair Rev Ray Raysor** [Report attached]

- **B-Roll Media Project**—Unable to host while GATe is in transition. Geo generated an email to that effect.
- **Key-pad Door Entry to GATe**

\*Code changed. Board needs to generate policy as to whom should have code.

**Policy:** The code shall be given to all staff and board members; no interns or volunteers. It will be changed once per year following Annual meeting. Exception: Code will be changed if employee or board member leaves.

- **Ric Campbell Update** [copy of letter sent to board 10/10/18]

Emailed copy of letter to Ric Campbell

A registered letter over Pres Bob Z's signature will be posted to last known address.

His three concerns were addressed:

- Return of equipment
- \$95,000 tax write-off
- Funds for truck rental/ storage unit

\*Check with Maker Space--are they interested in cases/equipment. Andy will check with Brett Fishburne.

- Equipment Reservation Policy--Referred to Executive Session
- \*Equipment Inventory—in progress

Budget Projection [July 2018-July 2019] [See Production Report]

Heat impact on equipment—Public Works adjusted air conditioning

**Development/Public Relations—Chair Konrad Herling** [Absent]

No Report

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## **Communications—Chair Claude Aubert [Report Attached]**

**Goals:** Strengthen social media presence

- Production of printed materials
- Communications with members and broader public

Future Projects: Electronic newsletter for general public

First meeting 2 Oct. Will meet 1x per month—3<sup>rd</sup> Tues of ea month

Projects in Process:

- Board members' handbook
- Glossary

## **GATe Brochure**

Claude shared his vision of brochure. New GATe brochure: Developed for general public. Explains GATe. Can be used for fundraising. Differs from current brochure which is geared to community-producers.

## **Utopia—Chair Deb Hartwick**

- Full Page color ad on back on Greenbelt News Review—to run for two weeks
- Greenbelt News Review Article written by Susan Gervasi
- Postcards—Thousand distributed. Another thousand to be distributed this week. Programs are printed--ready for distribution
- Social Media—Facebook--Claude has been honchoing
- Trailers shown on GATe station
- Invitations sent to reception. 80 RSVPs
- Invited embassies that had films originating from their country. Swiss film liaison attending.
- Updated website. Volunteer updating website has been great, but he resides in PA. Need local presence
- New food purveyors for this year's reception

- Expecting nine filmmakers at reception; eleven for festival.
- Sunday: *Defending Utopia: The Greenbelt News Review at 80* by Susan Gervasi
- Monday: 2<sup>nd</sup> showing of *In the Executioner's Shadow* at New Deal

Thanked Phoebe for her hard work on compiling the tapes.

8:55 pm--The president entertained a motion to move into Executive Session. Frank moved and it was seconded.

It was moved by Rene' and seconded that we move back into open session

The board meeting was reconvened at 10:15 pm

1. It was moved by Rev Ray and seconded that Andy Zmidzinski's title be changed to interim Executive Director.
2. \*It was moved by Claude and seconded by Bob to rescind the motion terminating health insurance to the former executive director.
3. It was moved by Debbie and seconded that a revised health insurance offer, from the president, be addressed in a letter to the former executive director.

The meeting was adjourned at 10:30 pm.

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