

GATe Board of Directors Meeting  
April 9, 2019

1. The meeting was called to order by President Frank Gervasi at 7:37pm. Board Members present were Frank Gervasi, President, Robert Zugby, Vice President, Renee Raysor, Treasurer, Claude Aubert, Ray Raysor, former Secretary, Deborah Hartwick, Kellee Baker, Maria Silvia (video phone call from Honduras), and Konrad Herling. Staff present: Alan Haley. Guests, Brett Fishburne and Bob Ross.
2. March 12, 2019 minutes, per motion by Konrad Herling and seconded by Renee were approved unanimously.
3. Receipt of Annual Meeting minutes and reports of March 10, 2019. A brief summary was provided by President Gervasi.

4. Given the office of Secretary was vacant, the election for that office was held. Board member Deborah Hartwick nominated Konrad Herling who accepted the nomination. No one else indicated an interest in serving in that capacity. Herling was voted unanimously to serve as Secretary.

5. Treasurer Renee Raysor reported that she has been online with Sun Trust and is currently using Quick Books to monitor our Account. The Treasurer announced that she will be look at reviewing the Non Profit version of Quick Books before the end of May.

The Treasurer also announced that we have approximately \$104,000 in the organization's treasury and that we have \$35,783 in our checking account.

The Treasurer queried about depreciation to which the President responded that the account is fully depreciated. He also stated that we pay city property taxes and county taxes. Further, Gervasi reported that we pay quarterly payments to Group Benefit Services.

Primary checks - (the Secretary needs clarification as to that this means) are at \$6,399.387.

IRS payments - linked to quick books. Gervasi stated that GATE was paying Rich (the Secretary did not get Rich's last name) \$250 a monthly amount for Quick Books. Further, Gervasi paid \$1100 annually to IRS. Additional information: Pay Pay Instant Transfer SEAG \$54.00.

Further payments: Total Disbursements: \$18,364.83. Secretary needs clarification

6. **Authorization for use of GATe's credit cards:**

Ray Rensor moved and Konrad Herling seconded a motion that the **Treasurer will be the Organization's Administrator. Further, the existing credit card account will be closed out and the card will be turned in and no longer effective and that a new card for the President, Treasurer and Executive Director will be issued and that each of the three individuals will be issued card, each of which has the names of the President, Treasurer and Executive Director.** The motion was approved unanimously.

Consistent with this action, the day to day payment of bills will be signed by the Treasurer. If funds are being withdrawn, both the President and Treasurer will sign the payment. If the Treasurer is out of town, then the President alone will sign, if the President is out of town, the Treasurer will sign.

7. President's report - No report provided

8. Guest Speaker: Lawrence Brett Fishburne, President of The Makers Club announced that the Makers Club will be working to promote a thoughtful discussion group. The Club is in the process of putting together a funding request to the Greenbelt Community Foundation (grant application due on April 15, 2019) and would appreciate promotional support, a PSA, or an 8 minute "Greenbelt Minute" from GATe. The Board approved the programming request to be worked out with the Executive Director. Frank will write a letter urging support for the project to the Greenbelt Community Foundation. Brett will email Frank with specific Information.

9. Staff Report

Animation Report from George Kochell highlights: The Video program has been selected for a final round of competitors in the London International and is also in the final competition round in a similar program in Houston.

Performance Report from Alan. The numbers look good.

10. Newsletter, Classes - Phoebe's report. Claude Aubert added that 20 videos have been produced and shown on the air.

11. Committee Reports

A. Administration - Bob Zugby, Chair, announced that the committee is reviewing the Ric Campbell situation.

B. Donations, writing grants - Ideas to be developed for Board consideration

C. Per the Administration Committee discussion regarding whether or not to renew Andrew Zmidzinski's contract to renew such contract for an additional six month. Further, that criteria for the position will be developed by July 1st. Treasurer Renee suggested that the contact include vacation time.

Administration Committee Report (continued)

Three months up to six months -

**The Board approved the Administration Committee's recommendation. By July 1st we will have a job description with specific criteria and include benefits for all staff employees. Thus the Executive Director's contract will be renewed for the next six months. Further, the criteria to be developed will be considered by the Board of Directors and acted on by the Board by July 1st .**

The Treasurer recommended that the contract include vacation time, leave time, and other benefits. Further, the Treasurer and Board member Russo recommend that a vacation time and benefits be included for all staff employees. While there was not a specific proposal Board members agreed that this would be considered in the next couple of months.

C. Production / Programs - Ray Raysor proposed that Maria Silva serve as Chair of the Productions Committee. Maria accepted. No second was required.

Frank: Budget discussion - Andy and Renee (asked Renee to serve to which she agreed.)

D. Communications: Claude urged that we reach out to GAVA as they are a critical component of GAVA/ GATE. Mr. Aubert also reported that 750 copies of the brochure is being printed now.

Claude also reported that the March newsletter went out, that 32 percent of emails are being read, ads in The News Review have been published. The television class at Eleanor Roosevelt High School is not longer a credited class as the instructor not available.

T-Shirts – Claude to provide a sample. Discussion also involved considering a polo shirts as well (Renee: “we need to up our game”). The shirt is to be worn by staff thus Claude urged that staff have the key say as to what shirt will be worn.

A Future Bylaws Committee. Clear that there needs to be one formed as there are questions as making sure that those bylaws are being applied. If there are to be any changes, Ray pointed out that such changes need to be voted on by membership. VP Zugby indicated that this should be on the agenda for the May meeting.

E. Development/Public Relations. Konrad reported that the meeting has been proposed for Wednesday, June 19<sup>th</sup>. Council and appropriate city staff, which includes the Communications Director Beverly Palau, will be on hand.

Points raised by Frank regarding updating the Memorandum of Understanding: Beyond what we have done for the City,

Frank: GATE is truly promoting Greenbelt, Educating the public about issues of concern to Greenbelt. A vital city service, asserted.

Potential changes in cable coverage - If we are no longer receiving fees from the Comcast/Verizon subscribers (PEG fees), then the City has to make up the difference.

VP Zugby pointed out that the response from GATE's Executive Director to points raised by City Communications Director Palau may have been an overreaction to an over reaction.

Frank is concerned as to what may happen with the decline of cable and the discussion regarding going a different route with respect to the City.

### **Communications** (Claude Aubert)

Brochure - 750 copies; March newsletter went out; 32% of those we email are opening the mail' Ads (upcoming programs) are being prepared and published in The Greenbelt News Review. Claude also reported that Eleanor Roosevelt High School has downgraded the television production class as the teacher for that class is no longer teaching that program. It has been downgraded to a elective course. Finally, a busy communications committee chair reported that he seeks to get feedback from staff as to the t-shirt before moving on to order shirts. Renee expressed a need to upgrade our image with polo shirts.

**Utopia** (Deborah Hartwick) An Opening Night Reception will November 15th reception at the Greenbelt Arts Center. We've had our first entry submitted.

Frank Announcement regarding Utopia from Reels & Meals - "A Teachable Moment to be shown at the New Deal Café Monday, 630pm at the New Deal.

**Old business** - Ric Campbell – After considerable discussion, the **Board decided to vote for Deborah's proposal to attempt to sell the equipment on Craig's list for up to a month, as amended by Ray that no staff be involved in the transaction.**(Claude opposed).

Related Action: whatever is left will be dumped. The Board meeting was concluded at 9:30pm. Kellee Baker then left.

The regularly scheduled monthly Board of Directors meeting, per the motion of Ray Russo and seconded by Deborah Hartwick was adjourned at 9:29pm. Ray moved that we hold an Executive Session. No second was required. Kellee Baker had to leave at this point.

Executive Session commenced at 9:33pm.

Deb, Bob, Ray, Rene, Claude, Frank, Konrad, Maria were in attendance  
Rules of Executive Session - the discussion is not for public information. The item was a personnel related matter. In that these minutes are available to the public, separate information will be sent to the Board and Staff members available only to those individuals.

Motion to adjourn the Executive Session was moved at 9:50pm, approved simultaneously.

Return to Open Board meeting at 9:51pm

A motion by Bob Zugby was made and seconded by Deborah Hartwick, was made to reaffirm that GATE policy is determined by the entire Board and not by any one board member. The motion passed. Renee Russo abstained.

The meeting was adjourned at 9:58pm.