

GREENBELT ACCESS TELEVISION, INC.
Board of Directors Meeting
July 9, 2019
7PM

The Board of Directors met on the date above but the meeting itself was not official until the Chair, President Frank Gervasi, declared the meeting to begin at 7:09pm.

Present were:

Frank Gervasi (hereafter "Frank"), President
Robert Zugby (hereafter "Bob") Vice President
Rene Raysor (hereafter "Rene") Treasurer
Konrad Herling (hereafter "Konrad") Secretary

Also attending were Fellow Board Members:

Deborah Hartwick (hereafter "Deborah")
Rev. Ray Raysor (hereafter "Ray")
Claude Aubert (hereafter "Claude")
Maria Silvia Miller (hereafter "Maria Silvia")

Board Member not present Kellee Baker

Staff Members Present:

Andrew Zmidzinski, Executive Director (hereafter "Andy")
Phoebe McFarb, Station Manager (hereafter "Phoebe")
Alan Haley, Production Assistant (hereafter "Alan")
George Kochell, Animation Instructor (hereafter "George")

NOTE: I realize I have the titles incorrect for Alan and George.
Please email me with the correct names of their titles.

At 7:09pm, per Frank's request, the Board read the minutes of May 14, 2019 and June 11, 2019. Konrad corrected, per the Board, the minutes of the May and June meetings. (Those minutes will be sent via email by July 15th, 2019, if not earlier.)

Re: the May 14, 2019 Minutes: Following the amendments were offered and approved, Bob moved and Claude seconded that the May Minutes be approved. The motion was adopted unanimously.

Re: the June 11, 2019 Minutes: Following the amendments which were offered and approved, Bob moved and Maria seconded that the June Minutes be approved. The motion was adopted unanimously.

Treasurer's report

Rene reported that GATe's expenditures during the month of June 2019 was only approximately \$4. (Beginning balance on June 1st was \$89,631.73, Ending balance on June 30, 2019 was \$89,635.41.)

Figures from the Primary Checking Account reflected withdrawals of \$10,295.16 as the Beginning Balance was \$45,513.77 and Ending Balance was #34,967.11.

Following was an extensive discussion regarding the payment of our credit card. Maria pointed out that businesses make it their business to pay what was due to be paid on the credit card. Any disputes, (several board members expressed the same analysis of how to deal with disputes) need to be resolved in the 60 days following the issuance of the credit card statements. Thus, that will be the approach our Treasurer will implement.

Regarding the filing system which as Rene noted needs to be implemented. Frank indicated that we need to keep files in our filing system.

Points were made by both Maria Silvia and Deb that staff needs to pay the bills. Konrad indicated that there needs to be communication between staff and treasurer in seeing to it that this process if followed.

Several board members suggested that payments which which are regular payments should be set up so they are regularly debited from our account.

Regarding the credit card, the board voted to tear up the credit card which Andy, after securing a pair of scissors, did with relish.

Discussion points indicated that only the Executive Director needed to have a credit card.

Purchases of equipment have been and will be made by the Executive Director. He will be the only person who has a credit card.

REPORTS:

Frank urged that Board Members look at the Alliance Community Media's web site. That organization is holding its annual conference (we participated at last year's conference as it was held in nearby Baltimore). The web site shows what other community access television organizations are doing.

ANIMATION REPORT: Because of George's illness, Phoebe presented his report, much of which focused on the video "Life of a Pig" which was entered in a number of animation conferences including one in San Diego, another at the Children's Festival in Los Angeles, and yet another at the Chataqua Festival, Jamestown, NY.

KEY PERFORMANCES Alan reported that a major piece of information is our public access productions are down, are in house, staff produced programs are up. (Points raised by Bob.)

Phoebe was open to holding classes in orientation to possibly increase the number of individual public access (non professional) programs.

Alan reported that only two cameras were loaned out in June, 25 for the entire year. Viewers in Greenbelt were able to view GATe productions via UTube 1,500 experiences, since that has been a possible experience, the public viewed such productions 53,900 times.

Further, Alan reported that there were 779 facebook experiences.

ADDITIONAL OBSERVATIONS: Executive Director Zmidzinski described a potential public access experience that did not make its way to a production. One student participating in the initial boot camp failed to complete the “boot camp” and did not therefore begin or complete the program and was not then able to put together a public access program. This was a specific occurrence but one staff member indicated that it has become far less frequent that members of the public complete their work. Andy pointed out that Laurel no longer is a home for local public access produced programs.

DEVELOPMENT - Maria Silvia, as chair of that committee indicated that we need to put together more program proposals. And to go beyond proposals for program to get more people to give production a shot, several board members suggested putting together a promotional video.

PRODUCTIONS ON THE AIR DURING JUNE: **Andy** reported that his interview with Mark Opasnick, a Greenbelt writer who has written articles and a book on rock & roll in the DC area, an interview with the News Review editor, and highlights of the 2019 Greenman Festival were on the air.

Station Manager’s Report: Live streaming fixed, Newsletter out, program in the works on Makers Space featuring Manager Brett Fishburne. Additionally, Phoebe reported a program on the goings on of the Old Greenbelt Theatre.

Committee of the Whole – Suggested by Rene at the previous Board meeting, the Board will consider what the Bylaws Committee proposes for change at the August Board meeting.

COMMUNICATIONS Claude reported that The Communications Circle is working on expanding the mailing list that presently has approximately 110 subscribers. Next meeting of the Committee will occur in September.

UTOPIA FILM FESTIVAL

Deborah reported that there have been 63 submissions. Five film were pre-selected which included “Seed to Seed”. One film is an hour and 26 minutes, an animation film

is 8 minutes in length. \$1,057 has come in so far from fees. Konrad urged that connecting with other County Festivals could help us secure more followers. Deb said she would consider that idea.

The Development Committee of Maria and Konrad will be working on finding grants, much easier said than done.

CAMPBELL EQUIPMENT. After an extensive conversation, Ray moved and Konrad seconded a motion to authorize Andy to dispose of the equipment.

Maria moved to adjourn, Konrad seconded, the Board voted unanimously to adjourn at 8:49pm

Executive Session was held regarding an Update on a personnel issue.