

GATe Board Meeting
11 Sept 2018

Present: President--Bob Zugby; Vice-president-- Rev Ray Raysor; Treasurer-- Frank Gervasi; Secretary—Rene’ Sewell-Raysor; Claude Aubert; Deb Hartwick; Konrad Herling [late]

Staff: George Kochell; Alan Haley; Phoebe McFarb

Guests: Asmeret Darby; Andy Zmidzinski

The meeting was called to order at 7:32 pm

Minutes

The president called for a motion to accept the minutes which had been electronically transmitted.

Claude asked for a point of clarification before approval of minutes. The president clarified the various committee assignments/chairs.

Communications/Social Media will be a stand-alone committee chaired by Claude Aubert.

The amount to be spent at the Old Greenbelt Theatre—OGT-- for advertising was amended by Frank to read “up to \$2,000”. It actually was \$1665.00 to reflect the later start in fiscal year.

It was moved by Deb Hartwick and seconded that we accept the minutes with the corrections/ amendments.

The minutes were approved.

Treasurer’s Report--Frank

Frank forwarded a Profit and Loss [P & L] from last year 2018 and an Operating Budget for 2018-2019.

We are in a very strong cash position.

Typically, we have had \$100,000 in reserves. Our operating can drop down to nothing [due to late payments]. We then “borrow” from reserves.

Balance is \$159,000

Operating system and camera replacement comes out of “replacement reserves” not from operating budget. Operating budget is on P&L statement.

Submitted document[s]: P & L for 2017-2018 fiscal year; P & L budget overview 2018-2019. P&L predicts \$25,000 “profit” [surplus]

Konrad asked whether this budget reflects less money coming in due to fewer cable subscribers. Frank stated that the last four quarters reflected that trend, however, this quarter did not reflect that. There is less funding coming in—down from \$44,000. to \$41,000. [7%]. It’s not like we’re taking a big hit.

The president asked whether the P&L for 2018-2019 is the proposed budget to be adopted. Frank said there are two documents—the spending plan and the proposed budget. We need to focus on the spending plan. It is attached to the budget. It is not really a spending plan as it is a “wish list”.

Currently we have \$159,000 balance; \$38,000 in operating and approximately \$120,000 in replacement reserves. Konrad asked where were figures for personnel? [They’re] in operating budget figures which only reflect one quarter which is replenished every quarter from Comcast/Verizon by approximately \$40,000. The President asked how much has gone into replacement reserves last year. Frank explained that \$20,000 had to be transferred from the replacement reserves [Jan 2018] into the operating budget because of late payments from cable companys. The treasurer has since transferred \$42,000 into the replacement reserve account. A question arose as to whether we put in a specific replacement amount each year. The President explained that the annual surplus is put into the replacement reserve account. The annual income from Verizon/Comcast is approximately \$164,000 per annum. Payroll expenses last year were \$134,000 as per P&L [2017-2018] incl health insurance/ worker’s comp.

Budget overview for 2018/2019 is \$98,619.00 for personnel/health/worker’s comp. The replacement reserve has its own budget.

The president called for a motion to adopt the 2018/2019 document as a working budget for the balance of the fiscal year.

Konrad moved and it was seconded.

Health Savings Plan for George Kochell. George has health insurance. Group Benefit Services no longer provides the service and it has been referred to the Administrative Committee.

Animation Report—[Attached] George Kochell

- Saturday B-Roll Media—3 out of 5 students completed projects. Two will do makeup.
- B-Roll Media has requested use of GATe studio space on Saturdays 10:30—2:30 for Nov-Dec. Will provide their own instructor. A discussion followed: Mr Geo suggested that our organizational membership requirement drop the language that “[an organization] must be chartered and incorporated in Greenbelt”. Bob suggested that rather than amending the by-laws, we offer it as an “in-kind service” and noted our first responsibility is to Greenbelt residents. Claude and Andy weighed in regarding lack of studio access for community producers who often only have availability on Saturdays. Konrad commented that it could be a vehicle to get our name out in Prince George’s county.

It was referred to Production Committee to address logistics, mutual benefit and create policy

- Fall Pathways has scheduled Fall classes. Mr Geo will teach.
- Fall Animation Classes—all classes are filling up except for Adult Animation.

Production Report—[Attached] Phoebe McFarb

- Labor Day Festival—complete in spite of weather
- New photos for Instagram
- Newsletter announced new Instagram page, new interns, new classes, volunteer opportunities
- Working on promo video for Labor Day Communications Comte
- Other editing projects: Art Space at Beltway Plaza
- Intern William Peterson has begun inventory. Once complete will calculate depreciation/worth of inventory.

Camera Repair: All five cameras have at least one broken CF card slot. Repair warranty will cover two previously repaired cameras. The problem appears to be a single defective card which has been identified and remanded to the pit of CF card hell.

Replaced one 32 gig CF card with a 64 gig CF card to decrease the number/insertion of CF cards on a shoot. They cost about \$50.00 ea. Recommendation: Replace other 32 gig cards.

Replacement Cameras: Andy Z recommended a visit to a local professional camera shop to identify features in replacement cameras.

Classes: Editing class will begin 20 September

Will begin reworking website

Performance Indicators: [August 2018]

Cameras loaned out: 8 Red Camera: 1

YouTube Views: 1.3k; Subscriptions: 5 Total Subs: 84

Claude suggested we list number of productions/ producers in Performance Indicators. Phoebe has been including them in newsletter.

Administrative Committee—Chair: Bob

- Consultant Proposal: On Hold
- CTV Tour: Executive Director Sandra Peaches suggests last week in Sept about 3 :00 This will allow us to see how they mount their daily newscast.
- Meeting betw Andy and Phoebe: To be scheduled
- Mission Statement: Rewrite to distinguish betw public access and education projects/definitions and its relation to performance indicators.
- Malia's request for health insurance: referred to executive session.
- Admin Committee Meetings: Scheduled: First/Fourth Wednesdays 4:00 @GATe
- Future Agenda will reflect new construct of committees reporting out

Budget/Finance—Chair—Frank

No report

Production/Programs—Chair—Rev Ray

- Ric Campbell

There have been 15 plus calls between the Production Chair and Ric Campbell. Campbell's intention was to volunteer to integrate his electronic equipment into an existing organization's inventory, in this case GATe. He did not understand that he was *donating* the equipment and that GATe could use/donate or recycle the equipment as it saw fit. He was offered a lifetime membership.

He would like the GATe Board to "make him whole" by:

Lifetime membership

Funds to rent a truck

Funds to rent a storage unit

Tax write-off of \$95,000.

Committee Recommendation: Send a letter from the board/president thanking him for the donation. Suggest he speak to his accountant about the valuation of the equipment. GATe dispose of equipment by next meeting. George's valuation of the equipment is \$7,085.00 current value/tax deduction based on "eBay asking price".

- Cameras—CF cards

Consulted with someone using same model camera/same problem. They had better outcome with 32 gigs vs 64 gigs. Unclear how often cameras are serviced. The cameras are reaching end of their life-cycle.

Committee Recommendation: Priority: Inventory equipment/serviceability of cameras. Create spreadsheet. Consider staggered camera replacement plan beginning in Jan 2019. Single camera replacement will be \$2500-\$3500.00.

RED Camera—Malia requested that a touch screen be purchased for the RED camera to make it more useable@ \$2,950.00.

Channel Encoder: The negotiation with the city has stalled on sharing their channel.

Committee Recommendation: Look at budget implications and plan on replacing the encoder ASAP.

Editing Booths— **Committee Recommendation:** Will look at OSHA workspace requirements and bring findings back to board

Express Editing Class—[Phoebe--more to come]

Production Boot Camp—Shoot-Edit-Show in single class [Andy--more to come]

Temperature—Impact of heat on equipment—will consult with Public Works [Phoebe]

Development/Public Relations/Marketing/Branding/--Chair--Konrad

No Report

Communications/Social Media—Chair—Claude

GATe tabling with Old Greenbelt Theatre for Bluesfest—22 September from 1-6 pm.

Creating Board Packets—Will include by-laws, procedural hand book, mission statement, email addresses, current financials, committee roster, policy/procedures manual. Will distribute to board and staff.

Utopia—Chair—Deb

On schedule.

Utopia in advertising phase:

- Writing articles for Greenbelt News Review [GNR]
- Advertising—Full back page of GNR— 4 October and 11 October editions
- Promotional film [by Andy Z] is complete and will be shown as trailer at Old Greenbelt Theatre [OGT]
- Promo will be shown on GATe at 7:00 am, noon, 6:00 pm daily thru Festival
- Andy will produce (5) 60 second promos total. Shown on YouTube and Facebook

Ten-twelve filmmakers will be attending Utopia Festival

Reception [heavy hors d'oeuvres/wine] at Greenbelt Arts Center [GAC] Fri--12 Oct

Utopia t-shirts, mugs will be available. Utopia-themed background for interviews.

Unfinished Items:

Meeting with City Manager referred to Konrad. Deferred until Jan 2019.

Referred to Admin Comte

- Supervision/compensation/ interns
- Job descriptions, key performance indicators, liability

- Phoebe will complete website. May need help from Scott Candey

New Business:

Color Correction Grading Class[es] for RED camera. Available one day @\$800.00 or two days@\$1600. Preferred dates: Sat-Sun--22/23 Sept or Sat—22 Sept or Sat—29 Sept. Declined opportunity.

9:35 Frank made a motion and it was seconded to go into executive session.

It was moved by Frank and seconded that we move out of executive session at 10:30 pm

10 minutes:

In consideration of Malia Murray's request, the board will send a letter addressing the request.

New Hire—It was moved by Frank and seconded that Andy Zmidzinski be hired as the interim Chief Operating Office [COO] for a six- month period [beginning 1 October 2018]

The president entertained a motion to adjourn at 10:40 pm