

## Greenbelt Access Television Board of Directors Meeting of Tuesday, May 14, 2019

### The Meeting began at 7:40pm

- I. Call to order  
Attending: Frank Gervasi, Bob Zugby, Ray Raysor, Rene Sewell- Raysor, Claude Aubert, Deb Hartwick, Maria Silvia, Kellee Baker, Konrad Herling  
Staff: Andy Zmidzinski, Phoebe McFarb, Alan Haley, George Kochell  
Guest: Brenda Raysor, Office of the State's Attorney (Prince George's County)

2. Frank Gervasi opened the meeting by requesting the board review the minutes of GATe April 9, 2019.

Board members noted the following corrections for the Secretary to correct:

Guest attending the April 9, 2019 meeting was Bob Ross President of the Prince George's County NAACP (noted by Ray Raysor); The spelling of Rensor was incorrect as it should read Raysor (as noted by George Kochell); The word (regarding GATe staff) should read "contract" not "contact" as noted by VP Bob Zugby; Maria Silvia's last name is "Silvia" not "Silva" as noted by VP Zugby and Maria Silvia. It was moved by Bob Zugby and seconded by Kellee Baker to approve the amended minutes as seconded Motion to adjourn to the regular council meeting, and timing

The minutes of the April 9, 2019 meeting were approved as amended at 7:48pm.

3. Treasurer's report

Treasurer Rene Sewell-Raysor reported a balance of \$104,627.72. She reported payments made from April 1, 2019 to April 30, 2019 which included \$455 for Rent. Further, she reported that GATe received a check of \$450 from GAVA in February, 2019.

The Treasurer also reported that we now have a check register and that GATe is in possession of checks that have not been deposited. After a lengthy 30 minute conversation, the it was determined that the Treasurer would meet with the accountant to clarify process, but if circumstances wanted, the accountant would meet with the President and Treasurer and other appropriate staff / board members. A key goal to be resolved, consistent with the board's vote to (look for term in minutes) was that the President, Vice President, Treasurer and Executive Director would have cards assigned to them. The Treasurer also reported that she is putting into effect a system to track checks as well.

\$450 payment from GAVA - February 2019

Non durable items valued at approximately \$4,000 could be expended. (Question raised by Executive Director Zmidzinski.). Further note: there would be a debit card designated for the Utopia Film Festival. Regarding payments from GATe to Utopia (hereafter "UFF"), Board Member Hartwick indicated that UFF would not need a payment until October; a payment perhaps of \$2,000. In concert with this, the Treasurer reported that GATe has secured a pay pal account for UFF.

President Gervasi reported that he needs to go to SunTrust to establish a Transfer of \$5k from GATe to UFF Account. However, Board Member Hartick indicated that UFF would not need a payment until September, perhaps an amount of \$2,000. To better monitor outgoing and incoming funds, it was suggested that Utopia Funds would go into a general fund. Maria and Rene both spoke to this.

**Subsequently, Board member Ray Rensor proposed that a sub account of \$5 for Utopia be established. VP Zugby seconded the motion. The motion passed unanimously.**

Further discussion regarded tax free purchases. Executive Director Zmidzinski asked about the tax certificate. The Treasurer indicated that the tax certificate would expire in 2022.

Regarding transaction involving UFF, Ms. Hartick indicated that President Gervasi would need to see UFF's financial transactions.

Once again, the discussion returned to the Treasurer securing a greater understanding of how our finances are recorded and thus she requested a copy of the contract with the accountant, Rich Simonen. Program Manager Phoebe McFarb stated that she would provide a copy of the contract for the Treasurer.

A key item was brought up again which was to set up a meeting with the accountant and the Treasurer. The discussion was followed circular in nature. It was determined that another attempt would be made to Meet with Mr. Simonen. The key figures involved with this would meet with him but a section of the Meeting would be dedicated towards providing a Q&A session for the Treasurer and Accountant. Again, what had been determined at the previous board meeting, the President, Treasurer and Accountant would have access to the bank account.

**President's Report** – Mr. Gervasi's reported that he was Impressed with video productions. Democracy Now was still being aired.

Get - accepted in the kids video program in Atlanta and the Florida  
Heritage Film Festival  
New Carrollton Library

Key Performance Indicators -

Phoebe McFarb

committee Report: George Kochell to find four items which would be advertised for sale, promote the sale of those items. After that date for sale, any of the four items not sold would be disposed. Rick would be informed.

Animation report: accepted in two competitions. Also, the animations will be part of the Heritage Film Festival. Alan Haley reported that he had a film in the festival, "Mannic at Midnight".

Phoebe McFarb. Program Manager reported that we now have business cards which Phoebe advocated that each board member take with them. GATe will be on display at the Community Center's case. May 25<sup>th</sup> – There will be labs. There was a tablet idea to be made available at the CoOp, OGT.

Fundraising idea: Sponsorship possibilities of films which could be shown, identified as "RetroFilm Vault". Director Zmidiniski mentioned as one possible film: "The Red Shoes." Andy Z also mentioned Michael Powell films.

Question: How would we get the word out? Board member mentioned putting together an ad on our programs.

**A motion proposed by Maria Silvia and seconded by VP Zugby to pursue building a film library; the Development Committee will find individuals to sponsor the films.**

Ms. McFarb also mentioned a tablet: (I need clarification) to be made available at the Old Greenbelt Theatre, Coop, New Deal Café, etc.

Come classes were cancelled due to weather conditions.

These are films you can buy -

"Commercials" on the channel - perhaps when we meet w/the City in June

Motion to pursue building a film library - finding individuals are will to sponsor the film. Pro-Reds /

Moved by Maria, seconded by Mr. Zugby.

To be developed later.

Phoebe: membership fees

VP Zugby: Regarding Rick Campbell - George has would select 4 salable items that he wants to bring here for demonstration. George would compile the information. Then we would send a notice. That anything left here would be disposed of.

Item 2 from the VP: Liability of equipment – our liability FG reported was \$1,000. Frank looking into liability issues.

Item 3: Possible membership changes. Let's discuss after the next Administrative Committee meeting for a proposal to be developed for the June 11<sup>th</sup>, 2019 Board Meeting.

Question for the Board: will we have a budget to present to the City Council. We should have a budget and agenda said VP Zugby.

Production / Development – Herling/Silvia to have a report at the June 11<sup>th</sup> meeting.

Communications: \$440 Proposed that the Board approve a funding of \$440 for T-Shirts. Claude urged that we not make this complicated. Board Member Hartwick moved funding of \$440 for the shirts, seconded by Board member Rensor.

Utopia: Board Member Deborah Hartwick reported that we have 15 submissions to date; have advertised in the Greenbelt News Review; that \$800 will go to the Film Freeway and that \$176 has come in to support the UFF. Perhaps it'll go even better in November as that is now when the event will occur.

Committee to fashion donations and grants procedures. Ray has pro opened in the past to hire someone to take care of grants. This will be something that Maria will take up at their development committee meeting prior to the June 11<sup>th</sup> Board meeting. (Maria indicated that this aspect is really a part of the Development Committee.)

President raised the question of an earlier starting time. Maria – if we can't get things done in two hours, she opened is quite inefficient. Ray supported Frank's idea of going with 7pm-9pm. Ray proposed; too many people seconded the 7pm-9PM slot but it was approved unanimously.

Maria moved, Konrad seconded that the meeting be adjourned at 9:40pm.