

GATe Board Meeting Minutes
March 20th, 2018

Attending: Bob Zugby, Deb Hartwick, Konrad Herling, Claude Aubert, Frank Gervasi, Eulalie Lucas, Lawrence Downs

Staff: George Kochell, Alan Haley, Phoebe McFarb, Malia Murray

Guest: Rev. Ray Raysor

Call to Order at 7:45PM by Bob

Reverend Ray informed the meeting he was wearing a new technology called AIRIA. A camera is attached to his glasses and to his cell phone. A seeing person somewhere in the country is describing the scene to Ray through an earpiece. The service is cutting edge. He is the only person in the DMV area with this technology advanced to him as a Disability advocate.

Presentation of Minutes for February 13th Minutes – Deb moved to accept the Minutes with no corrections; seconded by Konrad, passed unanimously.

Treasurer's Report – Frank Gervasi - No P&L was provided as there was not a lot of spending. Bought a laptop for GATe to replace Malia's personal computer. SunTrust credit card was acquired in Frank's and Bob's name. No tax issues as of right now.

Discussion of the Alliance for Community Media (ACM) National Conference July 11-13. Early bird rate is \$375 until June 15th after which the rate will increase by \$50. Frank recommends as many Board members as possible should go. It is in Baltimore. Will be paid for in this FY that was not budgeted and will put that line item over the projected amount.

He would also like to submit a video to their "Hometown" video competition. Closed on March 15th so he is looking forward to doing something for next year.

Animation Report – George Kochell – They are three quarters of the way through the Winter classes. Approximately 35 productions are almost finished. Preparing an annual report for Sunday's meeting. Projects reel to screen during the meeting. George has

possible jury duty on April 10th. He did some research on-line and found Udemy with an “After Effects class for beginner to pro” for \$20. He has seven active submissions on Film Freeway. Decisions will be released on March 25th. The Animation YouTube channel has 671 views for the month.

Utopia Film Festival – Frank Gervasi – first meeting is tomorrow at 7:30. Deb will open Film Freeway and Without a Box whether the snow happens or not for the April 1 opening submission date. Two draws are that we are an old film festival and in DC. Plus the others are more specific, and Utopia is broader.

Frank suggests we should advertise for kids’ films. UFF will be making a category for that purpose. Phoebe asked about fees. Under 18 is free, a discount for a returning filmmakers, and waivers in some instances. Phoebe offered to put a notice in the Maryland (University) Filmmakers club.

Production Manager – Phoebe McFarb – A bunch of classes - two camera classes, a Final Cut Pro class on Saturdays; and one Orientation. Planning a DaVinci Resolve class for the summer. Processed 20 members. Filmed and edited the TRE Voci singing group. Filming the GES mural doc. Working the McMullin documentary with them – they were two of the Canon camera class attendees. Additional editing done for a Jazz Fest participant “Brilliant Corners”. Editing Concert Across America. Helping Andy Z on his Greenbelt Talks. GAC’s promo on Angel Street and video as part of the “Forbidden Planet” going up in May. Learning 3D modeling with “Blender”. Lots of issues with the Channel box about HD Channel equipment, and will speak to three of the programming vendors at NAB. Learning QuickBooks for expense reports, deposits, and payroll.

Executive Director’s Report – Malia Murray- Still working on correcting the Buffalo Channel volume #6. Still rebuilding the library. Drives for Volume 5 have arrived. Prepping for Annual Membership meeting on Sunday, March 25th, beginning at 3PM. Jackie Stevens of AIM is unavailable to be our speaker.

The annual City Report was submitted and accepted with additional Community services list as requested.

Updated Policies and Procedures handbook with the new logo and language off the website. Malia thought Claude had done some editing. Claude indicated that it still needs some additional editing.

Phoebe's training: Worked with Phoebe on membership newsletter and suggested it become a monthly fixture. We went through how to document and make a SunTrust deposit, expense check, and payroll.

Adobe Premiere class finished. The February Canon camera class had four participants. The March Canon class had three participants. Phoebe started an Apple Final Cut Pro class for the Saturdays in March with two participants. April – June class schedule is pending. Taught the class on the 17th while Phoebe was out of town.

Began documentary on GES mural. Shot B-roll in the classes and planning interviews with students and adults.

Began training members and Alan on camera work with members B. Carter and E. Green productions. Shot and edited GAC's promo for current play "Angel Street". Beech Tree Puppet Show "The Hollow Stump" was edited and scheduled on the Channel.

Open Mic shoot on March 23rd with members L. Johnson, K. Robinson, and Phoebe.

Twenty new members with 37 members overall. Membership is required for a vote at the Annual Meeting and/or to run for the Board of Directors.

Phoebe and I will be heading to Las Vegas at the beginning of April. Alan will be headed to the Pittsburgh Comicon the second week of April. The Studio hours are covered.

Discussion of the GATe performance indicator form: Phoebe filled out information for the first three months of 2018. She commented that the classes would be a good addition and some of the other types may need to be reconsidered.

There was additional discussion of getting a poll in either the GNR or the City questionnaire. Frank and Debra are surveying some of their friends on whether they

watch the Channel and finding a number of them don't have TV's; hence, the YouTube channel.

Board of Directors' meeting night – April 3rd is the next meeting, and the second Tuesday of the month thereafter. Alan will run the officers' election and Phoebe and Malia will send written reports.

Steering Committee – Frank Gervasi – Brought Andy Zmidzinski's bio. He has 40 years of experience in television. Phoebe is currently a Program Manager and would become a Station Manager. He suggested that Andy's talent would be very helpful in improving the quality of the productions.

The functions of running the Studio includes booking, scheduling, communications with the City will be predominately be assigned by the Station Manager. The bulk of the production will be on the Production Manager producing content for the Channel. Frank reported that Andy said he would like to teach a class on learning how to work a camera in the morning, shoot in the afternoon, and put it up on the Channel that evening as they do in the news industry.

Discussion of college interns at GNR who really want to do TV news.

Confirmed: Malia's departure date will be June 30th. This leaves about 3 ½ months to put together the behavior/job objectives for the person coming in after Malia leaves.

Frank withdrew Andy's bio as he was not ready to discuss the potential of staff employment.

Still working on positions and duties. It will be deferred and a meeting to include Malia for insight into developing a job description will be held in the interim.

Adjournment – The next meeting is scheduled for April 3rd at 7:30PM. Lawrence, Claude, and Susan are running for re-election. Ray Raysor has indicated that he will also run for the Board on Sunday. Discussion of whether Rob is going to continue on the Board and removal via the by-law requirements. Malia was requested to poll him on continuing to serve on the Board.

Malia and Phoebe will send written reports for the next meeting.

Frank moved to adjourn at 10:21; seconded by Konrad; passed unanimously.

Submitted by Malia Murray, Executive Director