

Greenbelt Access Television, Inc. Board of Directors Meeting  
of  
Tuesday, June 11, 2019

The meeting commenced at 7:07pm.

In attendance: President Frank Gervasi, Vice President Robert C. Zugby (Bob), Treasurer, Rene Raysor, Secretary Konrad Herling, Board Members Rev. Ray Raysor, Claude Aubert, and Kellee Baker. Staff Members: Andrew Zmidzinski, Executive Director, Phoebe McFarb - Program Manager, George Kochell - GAVA/GATe Program Director, Alan Haley - Office Assistant. Board Members Maria Silvia Miller and Deborah Hartwick were unable to attend.

President (hereafter "Frank") asked if there were any amendments to the May 2019 minutes. Given that there were a number of required changes, the Board approved a motion to table approval of the May 2019 minutes until a corrected version would be provided at the next Board meeting which would be at the July 9, 2019 meeting.

Treasurer's report – Treasurer Rene Raysor (hereafter “Rene”) read her printed report. She transferred money market funds to the primary checking account on May 17<sup>th</sup>, 2019. She also reported that we now have overdraft protect. Further, there’s a balance of \$3,000 or \$4,000 in the credit card account. There still is a need to find out what has been spent.

Rene also reported that the payroll system has been upgraded. Our accountant, Simonen, will upgrade the W4's and will send a stack of them for us. Rene indicated, per the recommendation of GATe's accountant, that the organization needs to do an inventory of our equipment as some will have depreciated. Simonen also determines our Pac Payment Schedule, and documentation which need to be sent to appropriate State and Federal authorities.

Consistent with clarification of board positions and new titles, such as CEOs, the Administrative Committee recommended that the treasurer be bonded. However, after an extensive discussion regarding concerns by Board Member Rev. Ray Raysor (hereafter “Ray.”) that this to be new requirement placed on the treasurer was unfair as a new treasurer when such a requirement was not placed on previous financial officers. The board discussed the possibility to take this back to the Administrative Committee to address this as part of the larger task of reviewing and updating the organization's bylaws. This idea was expressed by VP Zugby (hereafter “Bob”). Rev moved that this be done and was seconded by member Rene. It passed unanimously.

Rene also reported that volunteers are covered by our insurance. Frank indicated that this was not a current concern in that GATe does not currently have any volunteers.

Additional points raised by Rene included renewing our liability insurance, with new questions the form now requires. We are required to file our liability insurance information annually.

Question from Ray: how did the meeting with our accountant Simonen go? Both Rene and Phoebe reported that the accountant was very very cordial and helpful in his observations.

For next month, Rene, Frank and Andy will work together to cancel the credit card.

Final comment on Treasurer's report – Ray stated that the Treasurer's report was very detailed.

Ray also reported that a matter involving Malia Murray's retirement had come up and the responding to it was time sensitive. Therefore, given that it was a personnel related and time sensitive issue it was scheduled to be discussed in an Executive Committee session

#### Committee Reports:

##### Development/Public Relations:

Konrad reported that he and Maria Silvia Miller had met to outline the committee's mission. Maria clearly identified the mission was to grab all the money it could or words to that effect.

Konrad also urged the board to get involved in grant writing.

Ray indicated he had arranged to have a meeting regarding potential County fund raising at the County level with Council Member Alvin Hawkin's Chief of Staff's office. The meeting will occur Thursday, June 20<sup>th</sup> at 2pm at the County Administration Building.

Animation: Geo gave a brief report. On another matter he reported that to track down our followers it is and will continue to be necessary to check them out separately on Facebook and You Tube.

Alan Haley - Performance - report looks good; No downward movement. He also reported that he would provide Kelly's picture at the next board meeting.

Station Manager Andy reported that there were 15 videos were produced and aired over the span of May 2019. Issues covered include the latest on Old Greenbelt Theatre, the American Legion, finding a job you love. Turn around time for these productions was about 10 days he reported. He also reported on a proposal to establish a film vault, films of which people could pay a fee to secure. To participate in the program one

would join UFF perhaps at \$100. One could share this activity with another person, a joint sponsorship.

Some of this information is reinforced in Claude's report.

Andy noted the popularity of William Powell films as well as puppet shows and swim meets as possible entries into this collection of films.

Phoebe McFarb reported that GATE materials were on display in the Community Center's display case. The Newsletter included a picture of the display case to help promote our efforts in securing that space to help promote our activities. She also reported that we're trying to secure help from Tel View regarding coding.

Frank went into greater detail on this later. He suggested that this (Tel View) is basically a lease. We may need to connect with Scott Candy on this matter. He desires to clean that up so that we have a clean budget for the work session with Council.

Administrative Committee – Proposed that the basic membership fee cover an expanded area of residency. It has been required that membership be for those who are residents of Greenbelt. The Committee proposed that the area of eligible membership be extended to cover the entire County.

Ray pointed out that such a change would have to be voted on at a general membership meeting before it could go into effect as it would be a change to the bylaws.

A Bylaws committee of Bob and Konrad was selected to get the "ball rolling". However, given that Rene subsequently moved to have a Committee of the Whole would have the final call, such recommendations coming from Bob/Konrad would go to the Committee of the Whole to provide review and possible revisions. Ultimately, such bylaw changes would be brought up to the Membership at the 2020 Annual Membership meeting.

Administrative Committee. **The Secretary has listened to the audio recording but urges the Board to recall if it can what was the topic of discussion. Frank indicated that his daughter would be helping with this matter. What that matter was I do not recall. (Frank had indicated that there were 4 items that were selected and that the Board would be taking a vote on this at the meeting of July 9, 2019.)**

Membership Fees. The committee voted to recommend to the board that regular membership fees would go beyond the original restrictions that such members would have to reside in Greenbelt. The change proposed would widen the area of eligibility to all of Prince George's County. Those living outside the county would have a higher fee.

Frank indicated that we have replacement items in the budget which need to be "cleaned up". Rene asked if we have the "actuals". They agreed to get together to put together a budget for Council.

As stated earlier, the motion to establish a Committee of the Whole to consider and possibly amend the bylaws was moved by Rene and seconded by Konrad. The motion passed unanimously. Therefore, recommendations coming from the Bylaws Committee would be subject to amending and then be up for consideration at the organization's 2020 Annual meeting.

Development / Public Relations Committee - no report was given.

Communications – Claude reported on the number of viewers on You Tube, among the topics of high interest was the latest happenings with the Old Greenbelt Theater. This was also noted by Andy as well. Both Claude and Andy discussed items, e.g. William Powell films, a Greenbelt News Reel, and others.

Films from the vault could be purchased per a contest, similar to a lottery. Greenbelt News Reel – Sports events on you tube very popular, even those from earlier times. Facebook is more popular. Claude also reported that community events such coverage of the area swim team and puppets were pretty popular.

Suggestions to Frank re: our report to the City

Prior to adjourning from the Board meeting, Ray announced he will not be able to attend the next three meetings as he will be out of town (work related). So, Ray will not be in attendance at the July, August and September meetings.

Additional Notes: We need to adopt our budget at the July 9, 2019 meeting.

Meeting with Council: Frank began the discussion as to where we would meet with Council. Ultimately the Board, after hearing from Andy, decided to hold the meeting across the hall. Konrad indicated he would correspond with the City. The Board desired to begin its meeting with the City at 7:30pm but pending the corresponded with the City, the starting time might end up being 8pm. Andy will prepare a video.

New business: Credit card issue – Board decided earlier in the meeting to cancel the credit cards. "I'll make time so we (Rene and Frank) can get together".

Frank then asked for the Board to move to adjourn. Ray moved and Bob seconded the motion to adjourn. It was voted to do so unanimously.

Then Ray moved that we move into executive session.

We adjourned at 9:02pm

Ray moved that we move into executive session. Thus, with the motion (no second is necessary), the

Executive Session began at 9:03pm. Attending were: Frank Gervasi, Bob Zugby, Rene Raysor, Ray Raysor, Claude Aubert, and Konrad Herling.

This motion stems from a request regarding a personnel matter thus it was taken up in Executive Session following the open board meeting's conclusion.

The Board then voted unanimously to adjourn at 9:03pm

Respectfully submitted,

Konrad Herling

Secretary

GATe

Monday, July 8, 2019

11:01pm