

Windsor Community Television, Inc. (WIN – TV)  
Minutes of the Board of Directors Meeting  
November 26, 2019

The meeting was called to order at 7:03 pm by Lorenzo Elliott- President, Present were:

Executive Committee:

Lorenzo Elliott - President  
Lawrence Jaggon – Vice President  
Fatmata Williams – Secretary  
Patricia Bruhn- Member At Large  
Mike Daly - Treasurer

Board Members:

David Raney  
Dennis Bivans  
Charles Jackson  
Theresa Harris

Absent:

Theresa Tillett  
Ann Walsh

2. Public Communications: None

3. Approval of Minutes: 10/22/19 Minutes – Pat Bruhn motioned, Lawrence Jaggon 2nd, minutes approved with corrections.

4. Treasurer's Report:

Michael Daly – explained that the profit/loss budget vs. actual (January –October) where the station is over or under budget is okay. Mike explained further that reasons why the budget is fine are not easily evident in the report. He identified the \$2,894- in the community events income bucket as belonging in the fund raising income bucket – Ollies. Ollies has its own category but it's currently under community events. This has been discussed before but Mike is now getting a good understanding of the budget. Mike also reminded board members that the flowing in/out of the troops' funds is also reflected in "strange happenings" in the budget that doesn't seem normal, but it is. There is balanced in/out for community events incoming expense in the detail that shows consistency with that program – it's a little bit less evident depending on the month. Mike mentioned that he went to the bank but was told that he needed to show a letter. Jenny stated that a signed a letter was already sent to the bank. Lawrence Jaggon suggested giving Mike a copy of the letter - Mike stated that he'll double check again with the bank because he still has to sign some documents. Jenny confirmed from Lois' email that Mike has been added to the station's checking and savings accounts. Mike noted that he needs to schedule a sit down

with Lois - Jenny proposed December 3rd because Lois would be at the station to do the books. Mike stated that he will follow up with Lois. Mike explained that he'll be rearranging items as part of the new budget but he does not plan on changing things when he meets with Lois. Mike will like board members to vote on the new changes for the new and revised budget with the new line items in the right places. Mike promised to share his changes to the new budget ahead of time to allow board members to provide input prior to voting on the changes. The account balances as of 11/26/19 are as follows: savings -\$9749.30, checking \$16,417.24, CD \$29,940.94. Some clarifications were made regarding the amount in the checking and it was explained that payroll impacted the checking balance. According to Mike, the station is where it should be even as we approach the end of income for the year. Jenny stated that the station just received a \$1000 from a craft fair for the troops which just recently posted; that's normal for December where the station gets a big chunk from somebody for something but that will not impact the numbers in the current balance. A long discussion ensued about the packages, the troops and sharing messages from the troops. Lorenzo Elliott shared that long ago the troops would come back to express how receiving the packages made them feel. Charles Jackson stated that he would explore some avenues to see whether we can reach out to troops in the future. Lawrence Jaggon asked whether we would be in the red for this year – Mike stated that we would not dip into the red for the end of the year. Lawrence asked whether there was anything alarming in the report based on what Mike reviewed – Mike stated that there was nothing alarming in the standard report; however, he will save any comments for after he sits down with Lois. Lawrence Jaggon motioned to accept the report subject to audit, Charles Jackson 2nd, motion accepted.

#### 5. President's Report:

Lorenzo Elliott- expressed being happy that the year has gone by well. Lorenzo thanked Mike, Jenny and the rest of the team and wished everyone a wonderful Thanksgiving.

#### 6. Staff/Jenny

Jenny Hawran- reported that PEGPETIA officially opened and that she submitted the grant application. Each grant will be held until the posting closes officially at the end of January. Jenny reported a total of 15 applications- 4 public access and the rest being schools. Jenny advised that the WIN TV office will be closed at 1 pm on 11/27, and Thursday and Friday for Thanksgiving; December closing at 1pm on 12/24 and the rest of the week; closed at 1pm on New Year's Eve and will return on January 2nd. Jenny reminded members to add WIN TV as their charitable cause on Amazon – the station has received between \$30 and \$35. Charles mentioned Geisler's receipts and explained that if one spends over \$25 at Geisler's, a certain percentage of that money goes to a participating charity organization. Lorenzo reminded members that there will be a meeting on 12/10 and asked Patty Bruhn to check with members who were up for re-election to see if they were interested in renewing their terms.

## HACTAC:

David Raney stated that as a follow up to his announcement and recommendation at the last HACTAC meeting, he went with Charles Jackson to the bank today and Charles Jackson is now the new HACTAC Treasurer. David also reported that a new member was in attendance at today's meeting. Additionally, David reported that their secretary had to leave because of other commitments and that they appointed a new secretary who is also a station manager. Lawrence asked for updates on Bloomfield and Charles stated that Bloomfield has a new location at Carmen Arace- old community center. Charles wasn't sure whether the station is already up and running. Jenny stated that Bloomfield submitted a giant application for PEGPETIA grant. At HACTAC, Charles inquired whether any of the franchises are members of the National Association of Television Arts and Sciences (NATUS) because of the WIN TV documentary. Charles stated that it wouldn't hurt for the station to become a member of NATUS because programs like the documentary can be published since there aren't very many programs in these categories –possibly leading to an Emmy, and street credibility. Charles mentioned further that there are some fees involved but he thinks it's a good idea. Jenny mentioned that Nutmeg might be a member of NATUS. Charles cautioned that if the station is going to join NATUS the decision would have to be made by December.

## Technology:

Mike reported that the station bought a tripod. Jenny explained that the station was badly in need of a tripod. Jenny stated that we are still waiting for the check from Harford foundation for public giving; it will be a December 15th check. There was brief discussion regarding how a check deposited in December and items purchased in the New Year would impact the budget.

## Fundraising:

Pat Bruhn – expressed the need for a meeting. Mike stated that they visited the Lodge and it's great but there are some specifics to work out regarding timing. There were discussions regarding size and it was decided that the lodge is a much bigger venue and would work well for the number of guests and the logistics of the event. Jenny expressed that it's exhausting to do small fund raisers throughout the year and her goal is to do one big fundraiser. Mike stated that that the lodge would be just right for the Ollies because everything will be done in one area. Lorenzo asked whether we have to pay but he was told that the station will be able to use the space free of charge. According to Mike the population will not change but the space and experience will -it will be an actual awards dinner. Charles shared a package of fundraising ideas he got from the National Association of Campus Activities in case anyone was interested. Charles also talked about exploring holding a lobster fest for August.

## Old Business:

No items discussed.

New Business:

Lorenzo presented a new applicant to the board Steve Porcaro. Lorenzo and Pat having met with Steve on last Tuesday, highly recommend him to serve on the board. Lorenzo explained that Steve is very active in the community and that he has 3 sons serving in the US Marines. Mike asked about a character witness representation- Lorenzo described Steve as very “even kill,” pleasant and calm; an overall nice guy. Steve owns his own business and has accessible time for meetings and other activities. David Raney stated that he’s served in committees with Steve and he’s been a “fine attribute,” “good guy.” Pat motioned that we accept Steve Porcaro as a board member of the WIN TV Board of Directors, Charles Jackson 2nd and Steve Porcaro was accepted to serve for the term expiring 2021. Mike Daly motioned to adjourn the meeting, Charles Jackson 2nd; meeting was adjourned at 7:59pm.

Respectfully Submitted,

Fatmata Williams

Secretary