

ConcordTV Board of Directors Meeting Minutes

Monthly Board Meeting November 28, 2023 at ConcordTV and Zoom

Present: Tonya Rochette (Remote), Steve Ambra, Robert Altman (Chair), Richard Finkelson (Remote), Rachel Perri (Treasurer), Melissa Fisk, and Daniel Rich (Secretary).
Also present was Executive Director Josh Hardy.

Next meeting: January 23, 2024, 6:00 p.m. at ConcordTV

1. Call to Order. 6:00 p.m.

2. Determination of Quorum (5). Quorum confirmed.

3. Public Comment. None.

4. Staff Reports

- Josh provided a high-level summary of the staff's recent activities, specifically highlighting that: (i) the Community Player's documentary that ConcordTV created received a first place award from the Alliance for Community Media – Northeast Region; (ii) ConcordTV provided post-incident coverage following the tragic events at the New Hampshire Hospital; and (iii) there is a new podcast at ConcordTV called "RiZing Tide," which is a new project with the School District that highlights CHS students, which has proved to be very popular.

5. Board Minutes from October for review/approval.

- The Board reviewed and **motioned** to approve the October 2023 Board Meeting minutes. The motion to approve the October 2023 minutes was approved unanimously.

6. Reports of Committees

- Josh informed the Board that himself, Mike (IT / Programming Director) and Robert Altman (Chair) met to discuss network security at ConcordTV. More information will follow; however, the Board did briefly discuss what actions may be required to account for network security moving forward and whether an assessment from a third party would help in the process (and what the cost of that may look like).

7. Treasurers Report

- Josh and Rachel Perri (Treasurer) met prior to today's Board meeting to review ConcordTV's financial records and reconciliation report. The Board was advised that all looks good in that respect.
- Josh updated the Board that the financials now reflect the recent franchise fee payment from the City of Concord.
- The Board briefly discussed the payroll line item which is included in ConcordTV's financials. While the financials reflect a slight overage in payroll (2-3%) from what was budgeted, given the fact that payroll is a sliding scale this does not create any financial or other concerns at this time.
- Lastly, the Board discussed the procedures by which it issues checks and whether or not to add any language to checks moving forward to indicate that the funds would be voided after a certain number of days have elapsed (ex. "VOID AFTER 90 DAYS").

8. Old Business

- *Review Cost Estimate for 25th Anniversary Celebration* – Prior to today's meeting Josh shared an estimate for the 25th Anniversary Celebration with the Board. Following a brief discussion

ConcordTV Board of Directors Meeting Minutes

Monthly Board Meeting October 24, 2023 at NAMI New Hampshire

regarding the Board's initial reactions to the estimate, the Board then discussed how to potentially offset costs, i.e. via fundraising, a silent auction at the event and/or via ticket sales, as well as the following:

- Regarding ticketing, Josh and the Board briefly discussed how handling ticket processing internally can help reduce costs. Discussion was also had regarding how using a fellow civic organization's ticketing software would help.
- The Board discussed the pros and cons of opening the event to the public versus creating a guest list, and ultimately settled on agreeing upon a pool of invitees with the rest of available tickets being open to the public for sale.
- The Board briefly discussed potential entertainment for the event with a focus on highlighting a mixture of live music, speakers, presentations and videos.
- Josh and the Board also selected a tentative date and time for the event, **September 24, 2024** from **6:00 p.m. to 8:00 p.m.** (This will be in place of ConcordTV's monthly board meeting).
- To reserve a venue for the event, Josh will have to pay a down payment on behalf of ConcordTV, which payment is not specifically contemplated in this year's budget (but there is room).

9. New Business. None.

10. Adjournment. 6:42 p.m., approved unanimously.