

ONION RIVER COMMUNITY ACCESS MEDIA, INC. (ORCA) **DRAFT**

City Center, 89 Main St., Montpelier, VT 05602

Minutes of Meeting

April 19, 2010

1) Present: chairman John Bloch, secretary Esther Farnsworth, treasurer Mike Doyle, Bill Doyle, executive director Kenric Kite.

2) Agenda

Approval of minutes of February 15, 2010 meeting

Financial report

Executive Director's report

Equipment updates

Additional capital "spike" funds

Report of facilities' usage data from 2009

Technical Director's report

Outreach Coordinator's report

25th Anniversary update and event schedule

Update on fund raising and sponsorships

Annual report

President's report – outline of board members' responsibilities

Review & update of Employee Policy, 3rd reading

Old business

25th Anniversary update

Membership

Set date and time for June meeting

Adjournment

3) The meeting was called to order at 7:55 PM

4) Secretary's report was approved as written.

5) Treasurer's report was accepted – the report from MGV and Edward Jones.

Questions: 1) Why was Comcast's payment not recorded in financial report? 2) Charge for accounting was \$1,773. Why so much? Mike Doyle was requested to meet with MGV for answers to these questions.

6) Executive Director's report – Kenric Kite: Equipment – purchased biometric employee time clock, edit laptop MacIntosh edit suite, which is very fast and efficient to use with present edit software.

Kenric distributed copies of spike fund list of ORCA's equipment needs to be presented to Comcast.

ORCA has new production "stringers" in addition to Greg Portney, Rick McMahan. They are Linda Leehman, Sue Bettman, Sam Owen, Sage Mayhew, Meredith Trombly.

Cost is going up on rental of City Center. Full report on file

7) Technical Director's report, Nair: Has completed the conversion of one of the servers (web) to Windows Server 2008 as planned and still have the other server to be converted. Nair is working with 3 contractors on streaming project. He will be doing the Randolph Talent Show with a five member crew. He has trained 6 people since the last board meeting. Full report on file

8) Outreach Coordinator's report, Tim Tavcar: Has begun an aggressive program of grant writing to support programmatic and educational initiatives. Ongoing research is being done through the Vermont Directory of

foundations to find sources for grants that meet the scope of ORCA mission statement. Produced promotional video of staff members and John Bloch. Have created an audience survey that is online. Sent out 150 sponsorship packages. At present, have received little response.
Gala for 25th anniversary. Tim is planning the event which will be held on July 10 on the Vermont College Campus. Prizes will be an Ipad and Lost Nation tickets. Full report on file.

9) Board members' responsibilities: Distribute survey, be watchful for new candidates for ORCA Board, especially from Randolph and Waterbury area.

10) Banner for Mountaineers summer baseball games. Kenric asked for approval for a \$1500 banner. Bill made the motion that we approve the expenditure of \$1500 for the banner, Esther seconded, unanimous approval.

11) Update of Personnel policy: Bill moved, Mike seconded it. Unanimous approval.

Adjournment at 9:15 PM

NEXT MEETING WILL BE JUNE 28, 2010 AT 7:30 PM.

Recorded by Esther Farnsworth, secretary