

ONION RIVER COMMUNITY ACCESS MEDIA, INC. (ORCA) **DRAFT**
City Center, 89 Main St., Montpelier, VT 05602
Minutes of Meeting
July 20, 2009 7:30 PM

Present: chairman John Bloch, secretary Esther Farnsworth, treasurer Mike Doyle, Michael Abadi, Bill Doyle, technical director Nair.

Agenda

Acceptance of Minutes of May 18th meeting
Executive Director's Report/ Enquiry with Nair
Discussion regarding staff meetings
Acceptance of treasurer's report
Welcome Maureen Garofano, bookkeeping firm (M.G.V. Associates)
Executive session to discuss personnel actions
Old business
New business

- 1) Minutes of May 18 meeting were approved except the date, May 18 should be on the minutes. Mike requested that minutes be posted on web within 7 days of meeting.
- 2) Maureen Garofano, from the new accounting firm, MGV Associates, explained the accounting system.
 - Has met with employees to make out W-4 forms
 - Questioned insurance plan's high cost. Suggested that we review it.
 - Joanne has been paid as an independent contractor and not an employee; should review with her advantages of employee status.
 - Paid videographers independent contractors or employees? Ch 17 treats them as employees. abc rule.
 - Pension plan. Send it to her.
 - Audit missing for 2007 and 2006. Send them to her.
 - Separate accounts for capital and operating
 - She will make a cash flow report
 - Presented the bill, which had been discounted.
- 3) John announced that Jeff Tolbert, general manager, has resigned. John now meets with staff. He is meeting with Kenric and Nair to make job descriptions. John is looking into the \$2000 gift that Chandler in Randolph gave and what agreement was made with them. Also was there an agreement made with National Life?
- 4) Insurance. Do we have insurance on our equipment?
- 5) Executive director's report was accepted. Nair represented the staff. He asked for approval of \$3000 for a 16 terabyte hard drive addition and \$625 for a laser video modulator for the high school equipment to improve coverage of school board meetings.
Approved

6) Treasurer's report was accepted.

7) Mike brought up the problem of accessing information about Comcast scholarships. John and Mike will talk to Comcast about it.

8) Bill made the motion and Mike seconded it that we go into executive session. Session ended at 9:20 PM. Adjournment at 9:20.

Recorded by Esther Farnsworth, secretary