

# **NORTHBRIDGE COMMUNITY TELEVISION**

Minutes for 4-20-2009

Special meeting of Board of Directors was called by Harry Berkowitz to begin organizing the corporation and elect officers.

Present: Harry Berkowitz, Sharron Ampagoomian, Steven Holm, LEEANNE HANSSON.

Absent: Ron Guillaume

A motion was made to nominate Harry Berkowitz as Chairman of the Board which was seconded and approved by all.

Motion was made to nominate Steven Holm as Treasurer but Mr. Holm rejected the nomination.

Motion was made to nominate Steven Holm as Secretary which was seconded and approved by all.

Organization could not be completed because a motion was made to nominate Ron Guillaume as Treasurer and he was not present to accept the nomination.

Discussion then centered around the process of getting the corporation up and running including finding a studio, hiring employees, and organizing the budget.

Motion was made to adjourn which was seconded and approved by all.

Respectively submitted.  
Steven Holm

# **NORTHBRIDGE COMMUNITY TELEVISION**

Special meeting of May 5<sup>th</sup>, 2009 called by the President to complete organization of the corporation.

## **Minutes:**

Meeting began at 7:10 PM. Present: Harry Berkowitz, Sharron Ampagoomian, Ron Guillaume, Steven Holm. Absent: LeeAnne Hannson.

Others present: Bill Tartaglia, Kris McMullin, and Charlie Ampagoomian

Motion was made to nominate Ron Guillaume for Treasurer which was seconded and approved by all.

A motion was made that we use Unibank for the corporation's account which was seconded and approved by all.

A motion was made to purchase a laptop computer for the Treasurer which was seconded and approved by all.

Bill Tartaglia brought to the attention of the BOD a recording that was submitted by a producer that had productions issues. The producer of this video was concerned that the video had been edited after being submitted to the studio. It was determined that the recording was a non rewrite and could not be edited and that the video did not contain the proper lead in and lead out times for the video to air in it's entirety.

Discussion then centered on forming committees. Harry volunteered to head up the studio search committee. Bill Tartaglia will draft a job description for the studio director as well as studio policy that will be reviewed at a future BOD meeting.

Discussion continued on the need to work on a salary and benefit plan for employees of the corporation. It was suggested that we try and join the Blackstone Valley Chamber of Commerce plan and Sharron volunteer to contact them regarding this plan and the associated costs.

Discussion continued on a salary for a studio director which will probably be in the \$40,000 - \$45,000 /yr range.

A vote of confidence was given to Bill Tartaglia and Kris McMullin that they would be given every opportunity to apply for these positions should they like to become

employees of the corporation.

A motion was then made to adjourn, seconded and approved by all.

Meeting concluded at 8:50 PM

Respectively submitted.

Steven Holm  
Secretary NCTV

Northbridge Community Television  
Corporation Board Meeting Minutes

June 4, 2009

Attended: Sharron Ampagoomian, Harry Berkowitz, Ronald Guillaume

The meeting was called to order at approximately 7:00 PM.

Bill Nay, of Shrewsbury Public Access Television, and of Mass Access, an organization of Massachusetts Local Access Corporations met with the board to explain the benefits of joining Mass Access. There is a start up kit available for 4 members of a Public Access Corporation that includes a booklet, CD and a web site to assist new Access Corporations to get started, and to guide them through compliance of all Laws and Regulations.

Chris ????, spoke to the board members about business Insurances for Equipment, General Liability, and Bodily Injury Liability for NCTV. To insure our Corporation, we would need an Operating Budget, and a complete list of assets to insure the equipment. The coverage offered by Chris is underwritten through Axis Insurance Company, of Kansas City, Missouri.

One item discussed was the need for an agreement between the Town of Northbridge and NCTV for insuring any Channel 12 items that are permanently fixed to the building in the Selectman's Room. The Room is insured by the Town of Northbridge, but who will insure the Television Equipment that is now "Part of the Building"?

General Business discussions.

We need to create/purchase a Corporate Seal. This would include the name of the Corporation, it would state that we are Non Profit, and it would also include our Corporate Image or Logo.

The Board voted 3-0 in favor of sending a letter to Tom Cohan with questions concerning our conversion from Charter Owned to a privately run corporation with no government affiliation.

The Board voted 3-0 in favor of approving the Minutes of the April 5, 2009 meeting.

The Board voted 3-0 in favor of approving the Minutes of the May 5, 2009 meeting, pending clarification of the wording of a ruling on a disk submitted for airing on Channel 11 that has been questioned by the originating producer. Also, this set of minutes needs clarification of the refusal of

airing another CD submitted for airing during the May 5 to May 12 timeframe. (7 days leading up to the annual town election.)

The Board agreed that we need to create a membership form for enrolling members into the corporation. This must be done in time for members to participate in the annual meeting in mid September. Discussions included enacting a nominal membership fee to support the costs of notification of member of the annual or special meetings, and for supplies, postage and record keeping costs. A motion was made to change the bylaws to make the annual meeting in March so that all the necessary work can be done to prepare. The vote was 3-0 in favor. A motion was made to set annual dues at \$25.00 for producers and \$50.00 for non producers members the vote was 3-0 in favor.

The Board voted 3-0 in favor of accepting Steven Holm's resignation as Clerk of the BOD. He will remain on the BOD.

The Board voted 3-0 in favor of naming Sharron Ampagoomian as the new Clerk for the BOD.

The Board discussed declaring the Fiscal Year for the Corporation as January 1<sup>st</sup> to December 31st. No further action was taken on this item.

The Board voted 3-0 in favor of adjourning the meeting at approximately 9:40 PM.