

AGENDA
GCAM Board Meeting
December 6, 2023

Meeting Minutes

Board Members in attendance: Lisa, Heather, Anthony, Meghan and Elle.

Staff Members in attendance: Sam, Georgie and Andres Cucionalon.

- I. 6:30 Open Meeting - Meeting called to order at 6:30pm by Vice President Meghan

- II. Report on Finances –
 - a. New Accounts Status/Signers
 - b. Tax Filing Update

Anthony reported that GCAM received a bill from the IRS for a penalty of \$6,446.15 because the filing for the 2021 return was late. The cost is \$20 each day after the due date. Anthony reached out to the IRS to gather more information on this – trying to clarify and gain more information regarding: the 9 week hold the IRS gave GCAM in order to submit a letter requesting to not have to pay the penalty because during the time to file – GCAM Board of Directors had one Director keeping the whole boat afloat. IRS staff also told Anthony that the penalty amount will still accrue during that 9 weeks hold. Anthony will follow back up with the IRS to identify the timeline of how long it takes for the IRS to receive, review the letter, make the decision and respond to GCAM with results of their decision to charge GCAM with the full penalty or not. He will also try to get more details around the 9 weeks hold.

We reviewed that we should ask the accountant if there has been an extension filed for the 2022 taxes.

Reviewed Financial Report provided by Anthony.

Comcast sent a check to GCAM for \$7,000 with no information attached to it.

Anthony brought up that it might help save money to rent a smaller mailbox at the Post Office. Motion was made to approve smaller mailbox. It was seconded by Heather and passed.

III. Report from Employees: Sam and Georgie

- a. Coverage Updates
- b. Hiring Updates
- c. Employee Task List

Georgie introduced Andres to us – the newest GCAM employee. We reviewed that Alex met with Sam to discuss tasks list and responsibilities. Alex also met Georgie.

Coverage continues on both channels when schedules allow. Basketball season starts next week.

Georgie will take over scheduling coverage for now.

Alex would like to meet with the Board and sent questions to Heather to review before he takes the position of Interim Executive Director.

Georgie discussed needing GCAM attire for staff. Board discussed many different companies to use. Board agreed that Georgie will check companies, research and identify who offers the better deal for GCAM and follow up with the Board.

Lisa shared that she was approached a couple of times by townfolks wondering if certain events would have GCAM coverage. We created a processes moving forward that GCAM will share with the community; on the GCAM website – there will be a google form to fill out to nominate an event for coverage by GCAM. Discussed that GCAM will request at least a two week notice to allow GCAM to manage any scheduling conflicts or availability of GCAM staff.

Identified that Selectboard and School Committee meetings have the most views on the channels other than sports events.

Georgie also reported that if other programs or departments in the town want to have any upcoming events posted to the channels – they can email all of their event details/information to the GCAM email - info@granbymedia.com.

Talked about how a membership to MassAccess.org might be worth it to join but that we will wait for Alex to join it and create a generic account so all staff at GCAM can access. Made motion to approve, it was seconded by Lisa and passed.

Alex also brought up a membership with ACM.

Discussed the questions that Alex had emailed and were shared with the Board were mostly answered already by Lisa. Discussed that Anthony had already reactivated his Checkwriters account.

Lisa will be Alex's main contact. His rate of pay will be what it was before he left **\$20.00 an hour**. Confirmed his title as Interim Executive Director and that he will get a GCAM email address to use and noted our renewing contract process with Comcast. Also reviewed that we will schedule a meeting with Alex to further review his tasks and priorities for him in this role, creating the job description for the Executive Director and any changes that might occur for GCAM during the process of hiring an Executive Director.

Board members identified a couple of dates to provide Alex to see if we can schedule a meeting – 12/12th or 12/18th.

IV. Employee Handbook Updates

Meghan updated Board that she cannot find her notes/edits so Elle will finish typing up the Employee Handbook with information provided by Heather regarding PFMLA changes that are starting January 2, 2024.

V. Employee Job Description Update Executive Director

Heather emailed folks a copy of a sample Job Description for the Executive Director from MassAccess.org. Discussed meeting with Alex to review/edit Job Description for the Executive Director role.

VI. Old Business

- a. By Laws Updates
- b. Programming on Channels 12 and 15

Elle will have to call the state to find out if they have a copy of the Granby By-Laws. She is also going to check all of the White Binders at the office to see if she can find the paper copy that Mark talked about being there. No updates for programming on Channels 12 and 15.

VII. Member Comments/Questions

Elle asked about accessing Google Shared drive to upload notes and electronic documents for GCAM. Georgie will give Board Members access to the google drive. Georgie will share the access link in an email to the Board Members.

VIII. 7:30 Adjournment - Motion made to adjourn at 7:56pm by Vice President Meghan - seconded and passed