

Minutes for CMBC Board Meeting
January 3, 2008
MOCC Offices, 6-8:30 pm
Began 6:20 pm

Attending: Sandra Long, V. Lee Brady, LaNette Davis, Maresa Gold, Troy Johnson, Helen Holton, Denise Lowery, David Johnson, Paul Taylor, Jayfus Doswell, Bonnie Raindrop

Resigned: Michael Gray

Others: Rebecca Jessop, Bunnie Riedel, Greg Whitehair

- 1) Welcome, agenda review, minutes approval
 - a) One correction in name spelling, Paul moved to approve, Jayfus second, all approved.
 - b) Mike Gray tendered resignation due to new work commitments.
 - c) No items added to agenda
- 2) Organizational Learning
 - a) Bunnie Riedel shared news about state law initiative to prevent states from reducing PEG access. MD is in good position due to ATT & Verizon's entry into cable access markets. AT&T does not want PEG; Verizon is cooperative on PEG issues. AT&T is not in MD. Bunnie Riedel does not expect PEG problems to be hitting our legislative session this year re: franchise fee exemptions. Debate is currently in court. After November elections, the landscape may change re: municipal rights to negotiate with cable cos vs. public utility taking this over. Watch individuals rather than parties re: public access.
 - b) NATOA chapter, CAPATOA will meet next Friday in DC 10 am, invited Board to go.
 - c) Marilyn Harris-Davis says we seem to be in good position with Comcast. She is meeting with Verizon next week and they are also appearing supportive of our needs. Also Cavalier Cable trying to come so Comcast is responsive to City needs. Cavalier is not strongly positioned as a contender.
 - d) Sandra Long asked entire Board to contribute resources, ideas for this segment in the future.
- 3) City contract status

- a) Copy of 501c3 goes to Linda Barclay, via Bunnie Riedel
 - b) Then Linda Barclay will finalize last changes and submit final contract to the Board and City for ratification
- 4) Committee Reports
- a) Finance – 501c3 status, insurance,
 - i) LaNette Davis delivered 501c3 contract for signing and check today, to be expressed mailed tonight.
 - ii) Copy was given to Secretary for filing
 - iii) Marilyn Harris-Davis will produce check to pay IRS and King & King, LaNette Davis providing request for check to Marilyn Harris-Davis
 - iv) Equipment insurance & cable casting insurance (liability)
 - (1) LaNette Davis recommends Driver Alliant for CMBC to contract with Driver Alliant. Total price for check insurance requisition \$3100. Umbrella policy that includes E&O, General Liability, Cable Casting
 - (2) A motion was put on table to approve this with provision to put the other estimates into the minutes. (BR to add this in, upon receipt from LaNette Davis-please send)
 - (3) LaNette Davis to send Secretary all paperwork re: to purchases, proposal.
 - (4) Marilyn Harris-Davis recommends Contract Video Services for a maintenance contract and proposal will be made to Board
 - v) Computer software, hardware procurements
 - (1) Jayfus Doswell sent equipment budget to Executive Committee after December conference call for Project Mgmt Online module \$780; or \$65 mp/per person (administrator) but multiple views for Board; QuickBooks Pro, \$199.95; and laptop computer @ \$849.98
 - (2) Jayfus suggested equipment would be purchased through his contact at Comp USA but Dell may be a better route due to service contract flexibility. Jayfus Doswell will look into Dell and bring revised recommendation and budget back to LaNette Davis. Paul Taylor recommended we give a range of cost approved. Helen Holton suggested we research extended warranty first. Paul just purchased several service

plans and the run @ \$239 each. Bunnie Riedel suggested a 2 year lease contract may be more advantageous. LaNette Davis says we have a timeline which allows for us to examine other options. Helen Holton would like to look at lease. This has been moved off the table back to a C position on the Task List.

- (3) Helen Holton suggested we let accountant do the accounting for us initially.
- (4) Decision to hold on QuickBooks software and laptop until later date, after we receive our funding. Paul suggested we ask accountant to handle all of this. Bunnie Riedel noted the accounting services will come out of the operating budget. Helen Holton and Marilyn Harris-Davis agree with recommendation to use accounting services.
- (5) LaNette Davis will request proposal from King & King to provide accounting services. Sandra Long requested we get 3 proposals; Helen Holton suggested we put out an RFP on this. Sandra Long will agree provided it is not a 60 day process. Who is going to do the RFP? Finance committee will discuss. Paul Taylor suggested we get Helen Holton's assistance for a 1 page letter, he will send a template to LaNette Davis.
- (6) Motion to purchase online MS Project software from Bolling Technology, paid either annually or monthly, Paul Taylor seconded motion. Motion passed unanimously.
- (7) Will need to find accounting firms who are versed in public access and non-profit. Kara King has acquired valuable experience in developing our 501c3.

vi) Greg Whitehair was welcomed to the meeting.

- b) Site - Sojourner Douglas plan, options 15 minutes
 - i) Difficulty scheduling face-to-face with Dr. Simmons.
 - ii) Jayfus Doswell facilitated meeting at Morgan State and meeting with Dr. Eric Dotson about possible space available at Morgan
 - iii) Marilyn Harris-Davis said Morgan presents problems re: public access to transportation; access to building, closing, other related issues.

- iv) Helen Holton just was approached for CMBC to lease space at United Baptist Church at 940 Madison Ave. (not free)
 - v) Marilyn Harris-Davis will provide Dr. Simmons cell number and call him now.
 - vi) Paul Taylor brought draft of letter of intent for review. Bunnie Riedel recommends that Ron Browne's recommendations are attached to this.
 - vii) Bunnie Riedel, David Johnson and Board invited to send Paul Taylor suggestions to letter of intent.
 - viii) LaNette Davis asked about our timeline on this site. Given our 30 day target of contract with City, so it needs to be moved along this month.
 - ix) Written correspondence will be sent to Dr. Simmons by Paul Taylor, certified, as to his action to set meeting within 10 days after receipt or we take Sojourner Douglas off the table.
 - x) Sandra requests Paul Taylor text message her re: the letter when available; Sandra will then send letter under both their names on CMBC letterhead. Then she will send letter certified.
 - xi) V.Lee Brady requested Bunnie Riedel send Board the Ron Browne list again.
- c) Strategic Planning - Task list, 1/26 ½ day session
- i) Project Plan reviewed
 - (1) See updated project plan.
 - (2) Strategic Planning session confirmed for 1/26; time for event can be extended if need be, 9 am @ Johns Hopkins East. Jayfus will send out reminders.
 - (3) Consultant fee will be known by next week and submitted for requisition.
 - (4) Paul Taylor asked about authority to spend. Sandra Long reiterated our policy for LaNette Davis/Finance Committee to make decision. Request for Janet Amirault CV by next week to be circulated at ExCom meeting. (recommend we use TASK PLAN to run reporting)
 - (5) V.Lee Brady asked to clarify if \$2500 spending threshold per item or in total. It was voted to be \$2500 per item, in response to request from Board.

- d) Executive Committee
- e) Nominating
- f) Producers' Event
 - i) Locations
 - (1) Downstairs location @ 100 capacity @ \$1200
 - (2) Issac Myers Maritime Park cost \$1895, but will give 45-50% discount at \$950; holds 275 capacity
 - (3) Pending catering estimates from 2 vendors of preferred vendor list of Issac Myers facility. Parking is off street.
 - (4) Troy Johnson will contact Mike Shea's list of Producers
 - (5) Troy Johnson will talk to V.Lee Brady re: help with invitation.
 - (6) Date is January 24th. 6-9
 - (7) Bonnie Raindrop suggested delaying the event until contract is finalized and there is more success to report, given the cost of hosting the event as proposed. Also concern that attendance will be much less than what a 100 name mailing list would suggest, especially with short notice. A vote was taken re: postponing the event; All members wanted it to go forward as planned except Bonnie Raindrop.
 - (8) Greg Whitehair said 1000 mailing list would yield less than 100, more likely 50-60.
 - (9) Helen Holton suggested we have little card of what we have accomplished.
 - (10) Date of 1/24 re: 2 weeks to get a check in question for proceeding by that date.
 - (11) Move we move forward with Troy's recommendation of location at Issac Myers Frederick Douglas Memorial Park on 1/24 from 6-9 pm. Yeas – 10; Nay – 2 (Bonnie Raindrop; Helen Holton Nay on location) Role call: all names.
 - (12) Helen Holton brings motion back for discussion, to use free small space, save the expense (easily \$1500). Recommend doing it in this room, gauge our

community. Helen Holton put motion on table to do the event at Mayors Office of Cable Communications, seconded by V.Lee Brady.

Roll call vote: All voted yea but Sandra. Sandra voted no.

(12) Bonnie Raindrop offered help Troy with details.

(13) V.Lee Brady will help with invitation. Troy Johnson need emails of Producers community; will talk to Mike Shea and Greg Whitehair. Will provide by Friday. Will work offline on details, including budget needs with LaNette Davis.

(14) Draft short survey to capture producer needs – action item for Troy Johnson. Bring to ExCom call.

(12) Suggested Membership meeting in June for Producers

g) Website

i) V.Lee Brady showed new website design, in its current production state. Board commended him for a handsome effort.

h) Executive Committee – Sandra Long reported that we need to hire Executive Director to handle administrative support of Board. Discuss in more detail at next Board meeting.

i) LaNette Davis said we will need process to hire (post contract). Helen Holton moves we develop Executive Director job description. Sandra Long says we need Personnel Committee. Asked Bunnie Riedel to bring sample job description for position. Motion put on table to charge Bunnie Riedel to do that, which was unanimously approved.

ii) Denise Lowery and Bonnie Raindrop volunteered to be Chair. Tabled temporarily. Bonnie Raindrop withdrew from consideration and Denise Lowery will assume the Chair position.

iii) Determine 2008 meeting schedules

iv) 1st Thursdays: 2/7, 3/6, 4/3, 5/1, 6/5, 7/3, 8/7, 9/4, 10/2, 11/6, 12/4

(1) Jayfus Doswell has to drive 4 hrs on Thursdays, requested Friday or Monday, Board declined.

(2) Move July mtg to 2nd Thursday

- v) 3rd Thursdays (ExCom): 1/17, 2/21, 3/20, 4/17, 5/15, 6/19, 7/17, 8/21, 9/18, 10/16, 11/20, 12/18
 - vi) Monthly committee meeting dates – Chairs will determine dates and send to Secretary to distribute.
- 5) New business
- a) Paul Taylor says we need a copy of the Producers database. Move that to Troy Johnson's tasks.
 - b) Sandra Long observed Board moved to Storming stage – celebrate that!
 - c) Fill Chair of Nominating – Denise Lowery
 - d) Fill Asst. Secretary
 - e) Note letter for Sandra to Dr. Simmons by 1/7, to be sent by 1/8.
 - f) Jayfus will send MOU template to Sandra.