

CMBC Board Meeting Minutes, September 6, 2007

6-8:30 pm

Location: Mayors Office of Cable Communications Offices

Attending: Sandra Long, V.Lee Brady, Denise Lowery, LaNette Davis, Jayfus Doswell, Maresa Gold, Bonnie Raindrop, Mike Gray

Also: Bunnie Riedel and Rebecca Jessop

Absent: Helen Holton (Helen will have to voted back in at the next meeting)

Members of the public in attendance: Michael Roles and Greg Whitehead, producer

Meeting was called to order 6:35 pm

- 1) Welcome, agenda review, minutes approved.
- 2) Organizational learning segment was postponed.
- 3) An Executive Session was called. Mr. Roles (member of public) was excused for this portion.
 - a. Board member status was discussed. Edgardo Nieves and Crissa Holder-Smith tendered their resignations, in addition to 2 vacancies we currently have.
 - b. Mike Gray will take over as Nominating Committee Chair for the departing Edgardo Nieves.
 - c. Many Board members are facing tremendous challenges; need to get to know each other better. We will institute a check-in as part of the meetings to help us understand one another better.
 - d. Nominating Committee reported on the candidate interviews conducted on 9/6, before the meeting.
 - i. Denise Lowry's nomination, David Johnson was interviewed. Nominating Committee had unanimous positive reactions to Mr. Johnson and the Committee recommended him for acceptance to the Board.
 1. Board voted unanimously to accept David Johnson.
 2. It was noted David Johnson be accepted with the provision that he understand he cannot be involved in programming.
 3. Mike Gray will notify David Johnson and facilitate his entry into the Board for the October meeting.
 - ii. Mike Gray requested full Board participation, tapping all personal relationships, in recruiting new Board members. He has been given and will distribute the Greater Baltimore list to the Board to see if members know and can contact people on that list.
 - iii. Bunnie Reidel will send Mike the Board of Incorporators list and he will contact them about potential candidates for us.
 - iv. David Crandall was suggested, as previous Board of Incorporators member, to be asked to join the Board and hold the institutional memory to replace the departing Crissa Holder-Smith. Mike Gray will contact him.
 - v. Mike Gray will schedule Paul Taylor prior to next meeting; include any other candidates in that round of interviews and cc. Sandra on Nominating Committee correspondences.
 - vi. Bonnie Raindrop will send Mike these details as a reminder.
 - vii. LaNette Davis suggested we contact Crissa Holder-Smith to make recommendations.
 - viii. Bunnie Riedel agreed to post an ad on Craig's list, in the non-profit section.
 - ix. Maryland Non-profits organization has a networking avenue to help us recruit and LaNette Davis will send contact info to Mike Gray to follow-up.

- x. Troy Johnson, another candidate's resume was shared and he will be contacted for an interview.
- 4) Executive session was closed and members of the public were invited back to the meeting. Greg Whitehair joined the meeting to observe.
- 5) City Contract – Bunnie Reidel reported Linda Barclay would recommend to City Solicitor to approve contract with filing of IRS 501C3 application.
- 6) Reports from Committees by Chairs
 - a. Nominating - Candidate interviews previously discussed.
 - b. Site - Sojourner Douglas College (SDC) and other locations
 - i. Sandra Long talked to Dr. Simmons, who had preliminary meeting with his Board. They requested Dr. Simmons meet with our key Board members. He will meet with Sandra next Tuesday, and then Site team (Marilyn Harris-Davis, Jayfus Doswell, Lee Brady, Bunnie Reidel, LaNette Davis) will meet with his team as soon as possible.
 - ii. SDC is on calendar year to spend \$2 million by Dec 31, 2007. It is expected that SDC will press for decision by Oct. 1, however CMBC must have filing done before we can commit.
 - iii. Revised architectural renderings are promised by Dr. Simmons for next Tuesday.
 - iv. Sandra Long will set-up exploratory meeting w/ Karla Hayden of the Public Library system.
 - v. Bunnie Riedel has gotten nothing new from Walter Horton on City surplus property. How do we get the City engaged in providing options? Perhaps Helen Holton can assist after the election. Bunnie Reidel will pursue Walter Horton.
 - vi. Any memorandum of understanding, letter of interest/intent needs to spell out all of our issues/concerns as points in the memo.
 - c. Strategic Planning – Jayfus reported, see attached updated Task List.
 - i. Bonnie Raindrop will send out the Admin Assistant job description to Board Members
 - ii. A date for a Meet & Greet with Producers was discussed and Friday, November 16, Board approved 6-7 pm. Need to identify someone to act as Coordinator to head that up.
 - iii. Bonnie Raindrop will work with Jayfus Doswell to refine task list so it encompasses all meeting action items.
 - iv. Jayfus a made motion to purchase Microsoft Project for project planning activities (expenditure from capital fund). Motion was unanimously passed.
 - 1. LaNette Davis asked where the software will be housed, noting it needs to be shared among the Board. LaNette Davis will get procurement from Marilyn's staff.
 - d. Finance – LaNette Davis reported
 - i. We have hired King & King as our accounting firm; submitting check and signed agreement for 501c3 incorporation.
 - 1. King & King recommends we purchase QuickBooks Pro (expenditure from capital find). A motion to purchase the software was passed unanimously.
 - 2. Software will be installed on Maresa Gold's laptop
 - 3. A motion to buy an external hard drive (approx. 60 gigabyte) for CMBC books be purchased for use by the Treasurer. Motion was passed, 7 of 8 members agreeing.
 - 4. Suggestion to buy a laptop computer for Treasurer's use was suggested but tabled for a future meeting.
 - 5. LaNette Davis will obtain funds for all computer-related purchase that were approved by the Board.

- ii. Insurance estimates need to be reviewed by Finance Committee and they will bring recommendation to next Board or ExCom meeting.
 - 1. Will use an average for the Budget. Tabled and sent to Finance.
- 7) Budget – a detailed discussion ensued and a draft budget was defined.
 - a. Jayfus Doswell will refine the budget and send out to Board Members for approval.
- 8) New business for the next meeting will be to vote for a new Ombudsman, strategic retreat in October – both of these topics shall be discussed by email during the month.
- 9) Next meeting, first Thursday in October 10/4.