

Westford CAT Board Meeting Minutes
Thursday, September 17, 2020, 7:00 PM
Virtual Meeting

ATTENDEES:

Board Members: Kristi Bates, Sarah Fletcher (Acting Executive Director) Marilyn Katler, Sean Kelly, Susan Spuhler, Jack Wang, Diane Wood

Board Members Absent: Tom Clay, Bob Jefferies

Committee Members: Tracy Tebrow

August 20th BOARD MINUTES (Board)

- Approve Open Board Minutes
- Approve Executive Session Minutes

ACTION: Both sets of Minutes unanimously approved by those in attendance for the vote: Kristi Bates, Marilyn Katler, Sean Kelly, Susan Spuhler, Jack Wang, Diane Wood

NEW MEMBERS/SPONSORS BOARD APPROVAL (Sarah Fletcher/Board)

ACTION: 4 new (Individual) Members- 3 from out of Town; interest generated from WA graduation activities. 1 new Business Member. Board Members unanimously approved: Kristi Bates, Marilyn Katler, Sean Kelly, Susan Spuhler, Jack Wang, Diane Wood

ACTING EXECUTIVE DIRECTOR UPDATE (Sarah Fletcher)

- General Staff and Operational Activities

ACTION:

- Staff is busy
- Sarah had distributed monthly activities and stats on postings, videos, and views. as well as a Closed Captioning summary with estimated costs.
- LWV of Westford Civic Social on Ranked Choice Voting very well received
- WA Graduation still receiving views
- Part Time Assistant has returned to school
- WA may be interested in streaming outdoor Sports games: Discussion about engaging Students and eventually developing a (student) Media Club ensued. A suggestion to also reach out to the Nashoba Tech Media Department was made.

Next Steps: Sean Kelly will follow up with Jim Antonelli about outdoor Sporting events coverage.

FINCOM UPDATE (Jack Wang/FINCOM)

- General update
- Audit Update, if needed

ACTION:

- Jack reviewed the Financials with the Board.
- Budget is conservative; Potential for pockets of money not being spent
- Expenses are down YTD, Part Time Assistant's Salary Expense was removed.
- Current Loss for 2020: \$45,774
- Balance Sheet looks good; \$580,483 Cash on hand
- No further update from the Auditor about when the 2019 Audited Financials would be available.
- FINCOM plans to revisit investment offerings and fees with Edward Jones
- Motion to back fill and fund new costs for a Part Time Assistant for the rest of the year, and fund new costs associated with Closed Captioning.
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ACTION: Board Members unanimously voted to approve a previously unbudgeted amount of up to \$2400 to backfill Part Time Assistant's role. Vote: Kristi Bates, Marilyn Katler, Sean Kelly, Susan Spuhler, Jack Wang, Diane Wood

ACTION: Board Members unanimously voted to approve a previously unbudgeted amount of up to \$11K for costs associated with implementing Closed Captioning. Vote: Kristi Bates, Marilyn Katler, Sean Kelly, Susan Spuhler, Jack Wang, Diane Wood

MEMBERSHIP DEFINITION UPDATE (Kristi Bates/Sarah Fletcher)

ACTION: No update at this time

COMMITTEE UPDATES (Board)

- Legislative Committee
- Bylaws/Policy Committee
- Other Committees, as needed

ACTION:

Legislative Committee:

- Bob Jefferies has not yet heard back from either Jodi Ross or Jim Arciero about his questions on the legality of the Town negotiating a Lease with Comcast and Verizon for utilizing the right of way town property.
- Diane Wood is working with Joyce Crane to conduct interviews with State Sen. Ed Kennedy, State Rep Jim Arciero, and Dave Gauthier, President of Mass Access about current legislative progress on PEG Bills, and educating/reminding the community about declining revenue cable subscriptions.
(Sen. Ed Kennedy interview has been completed: Results TBD)

Bylaws/Policy Committee: (Sean Kelly)

- The Committee continues to meet and make progress on editing the documents.
- The Goal is to have a Draft available for the Board by the end of December

FUNDRAISING TASK FORCE: Physical/On Line Yard Sales event

- o September 19th.
- o Partnering with Roudenbush Community Center

ACTION:

- Lots of effort by Fundraising Team to organize, solicit items, market, and launch the two events.
- Yard Sales to be held at Roudenbush Frost and the On Line Yard Sale to be held in parallel for 2 -2.5 days.

NASHOBA TECH BOARD LIAISON: Update (Kristi Bates/Board)

- o Include 1-year confirmation of WPS School Liaison, Role discussion, etc.

ACTION: Kristi Bates has not yet connected with Denise Pigeon, Nashoba Valley Technical School District Superintendent. (It was suggested that Sarah Fletcher reach out, and also attempt to connect with their Media Department lead).

Sean Kelly confirmed he is continuing in the Westford CAT WPS liaison/role.

ADJOURN OPEN MEETING FOR EXECUTIVE SESSION: