

# **Bedford TV Board of Directors Meeting**

Monday, May 9, 2016

Meeting was called to order at 12:30 p.m.

Board Members Present: J. Turner, B. Dutton, Lisa Warhover, Kyle Draper, Gretchen Kind

Staff Members present: G. Dolan, Jenn Puhle, Paula Gilarde

Next Board Meeting = Monday, June 13, 12:30pm

Cable Comm Meeting Date = May 19, 8pm – Town Hall

## **Director's Report:**

- Classes – currently running an Advanced Class for JGMS students
- Summer Camp – one week – exploring for Summer 2016
- Server Update – installed & running

## **Outreach Report:**

- Fundraiser – June 7th at Ken's Deli, 4-9:00pm
- Facebook – looking for more reach & expansion
- DVD order forms being put into the programs for BHS Graduation & JGMS Moving On
- DVD on-line order
- Open House, April 14th – 50 people in attendance

## **Administrator's Report:**

- Hartford Audit completed
- Traveler's Liability Insurance increased
- Verizon – BCAT is now filed as a tax exempt company
- MPay – Jenn to do training on inputting payroll manually
- Rules & Regs – approving at next Board Meeting to submit to Town by 6/30/16
  - Greg will be emailing out for Board approval
- Job descriptions – send to Town by 6/1/16
  - Greg is working on two job descriptions: Greg & Nick
  - Will forward to Board for approval
  - Org. Chart Update
- P&L

## **Treasurer's Report:**

- Owe Town:

- Budget update for 2016
- Budget for 2017 – reviewed options and additional meeting planned, Monday, May 16, 2016

Meeting adjourned at 2:50pm.

Lisa Warhover, interim clerk