

Bedford TV Board of Directors Meeting

Thursday, May 18, 2017

Meeting was called to order at 12:04pm.

Board Members present: Bob Dutton, Julie Turner, Gretchen Kind, Lisa Warhover

Staff Members present: Greg Dolan

Others present: Ralph Hammond

Upcoming Meetings:

Bedford TV Board: Monday, June 12, 2017, 12:00pm

Motion to approve minutes from Bedford TV's Board Minutes from 4/10/17.

- Approved May 31, 2017

Executive Director's Report:

Classes:

- Lane: 10 kids, JGMS & BHS kids are mentoring
- JGMS: Drop-in class – average 3-4 kids per week

DVD Sales:

- JGMS Play: 75 orders to date
- Lane Talent Show: 50 orders to date
- St. Paul's Tonight: 60 orders to date
- Moving on and BHS Graduation coming soon

Fundraising:

- New Community Partner – Baby to Boomer Therapies - \$600 level
- Targeting more lectures hosted by BTV
- Red Heat fundraiser = \$500

FINANCES:

- Reviewed current P&L

New Business:

Potential Relocation Update:

- Tassir and others did a walk-through of the space
- Noted high ceilings, amount of equipment to move and potential issues with a move

Job Descriptions:

- Outreach Manager Job Description – review
 - o Recommend to use same language as Time Off Policy
- Production and Outreach Specialist Job Description – review
 - o Recommend to use same language as Time Off Policy

Nick's recent review - discussion

Update on contract activities

Funding/FY18 Budget

Next steps on budget/RFP

Cable Committee Performance Evaluation of BTV meeting held this month

- We have not been notified. Waiting for notification and date

Review BCAT Rules and Regulations

- Review it yearly and vote on it yearly. To be done at the next meeting for 6/30/17.

FSA/HAS – should be immediate upon hire.

Motion to accept the Outreach Manager Job Description with the proposed changes.

- Approved

Motion to accept the Production and Outreach Specialist Job Description with the proposed changes.

- Approved

Meeting adjourned at 12:56 pm.

Executive Session called to order at 12:56pm.

- See Board section of Google Drive for minutes.

Lisa Warhover, clerk