



Thursday January 21 ,2021 @ 6:00 pm  
Meeting Minutes

- Meeting called to Order @ 6:05
- **Attendance:** Acting President, Donna Sordello, Treasurer, Fatima Allan, Maureen Whitcomb, (James Alcott & Sue Palomba not in Attendance)

**December 16, 2020 minutes** – Maureen made a motion to approve minutes that was 2<sup>nd</sup> by Fatima Motion passed 3/0

**Treasurer Report – December 2020** Maureen made a motion to approve minutes that was 2<sup>nd</sup> by Fatima Motion passed 3/0

**Re: SCTV funds of \$41,911.53** - A letter has been drafted by Ryan & Coscia stating that this balance represents cash excess for funds transferred from SCTV on April 4, 2016 for safekeeping of \$127,873.53 reduced by \$85,962.00 of expense paid for the Town of Saugus on behalf of SCTV during 2016. The remaining net balance belongs to SCTV but is held in trust by the town in the PEG Access account. The balance of \$41,911.53 is available for future expenditures of SCTV to be transferred to the organization by means established under the operating agreement between the Town of Saugus and SCTV dated March 2, 2017.

**Re: parking lot re-pavement** - Fatima advised to get Dan Kelly's opinion on moving forward with this project, cost was estimated at \$8400 but other quotes will be obtained. Maureen made a motion to table that was 2<sup>nd</sup> by Donna 3/0 to table

**Scheduled meeting with SHS** – a meeting has been scheduled for February 4, 2021 at 6:00pm to discuss any inter-office business necessary..... bills etc.

**Organization of Directors** – has been tabled until all board members are present. 3/0 vote to table

**Check writing protocol** – has been tabled until all board members are present. 3/0 vote to table

**Covid pay for employees** – Fatima made a motion to pay employees under the new Covid law act that states employees are eligible for emergency 80 hours Covid pay if they are unable to work remotely. Donna mentioned that employees should be using their allotted sick time since SCTV is a non-profit with 6 employees and Covid laws do not apply. Fatima voted to give SCTV employees Covid pay over and above their PTO/Sick, Maureen agreed with vote pending if this applies to small business and non-profit - the board decided to table this motion until further notice and get more information from the attorney or town hall. 3/0 vote to table

**Executive Director:** Bryan explained that SCTV is getting members to come back in studio to do their shows, students are excited and new memberships are coming in. Board asked that SCTV have an open house in the spring. Bryan said he is trying to get sponsorships going forward and scheduling new shows on cable tv and is looking forward to having an open house. Fatima asked that a sofa and chairs be purchased for kitchen area as we move forward to get cooking shows in production.

James Wlodyka was in attendance and has been consulting with Bryan with the use of cameras and equipment at Belmonte school. James is also training as a citizen and former employee on all new SCTV studio equipment.

Donna motion to adjourn meeting @ 8:00 pm that was 2<sup>nd</sup> by Maureen – Motion passed 3/0