

SAUGUS COMMUNITY TELEVISION, INC.
30 MAIN STREET
SAUGUS, MA 01906

Wednesday April 29, 2021 @ 6:00 pm
Meeting Minutes
SCTV - 30 Main Street

- Meeting called to Order @ 6:00 pm
- Attendance: Donna Sordello, Maureen Whitcomb, James Alcott, Sue Palomba
- Donna motioned to close open session and go into executive session to discuss personnel matters; motion was 2nd by Maureen **Motion passes 4/0**
- 6:23 Resume open meeting session

March 18, 2021 minutes – Maureen motioned to approve minutes and was 2nd by Donna
Motion Passed 4/0

Treasurer Report -March 2021 - Donna motioned to approve March bank statements and was 2nd by Sue
Motion passed 4/0

Business discussions:

Review Insurance documents from Kowalsky Insurance has been tabled and it was discussed that all insurance should remain as is until the board meets with Mr. Kowalsky at the next meeting

Ryan & Coscia financial audit: Draft of 2020 audit was handed out to all board members for their review, the accountant will finalize audit in May and have a release letter signed by Board president

Various bills were reviewed by board, it was asked that SCTV get 3 quotes for electrical work that needs to be completed in the studio

Landscape will be reviewed with Tom Kennedy and trees will be planted along back side of neighbor's fence as promised. Also, a 4' chain link fence will be installed on side of building as well as shrubs & grass. Landscaping costs will be reviewed and decided by board.

Peter of H & B Construction will be contacted to install downspouts, repair side porch storm door, and replace fence railing cap.

Lines for parking lot: Donna motioned to accept proposal from Lines-by-Hines that was seconded by Sue
Motion passed 4/0

Executive Director:

Bryan presented a new show called "What's Happenin Saugus" created by the Executive Director and the staff to inform residents of happenings at Saugus TV. It was a 7-minute show that will be updated by the staff and aired weekly, Bryan said the staff and himself have been trying their hardest to do productions and has many ideas to get town residents involved in the studio, but due to pandemic restrictions it has been difficult but is now turning around.

Bryan said it is a good idea to get Lee Dymont back into studio to do an interview on her life story, also he is trying to contact the dance instructor that has been filmed at the senior center to come in and do a segment in the studio.

Bryan also stated that March has been a busy month with meetings, productions & member/edit sessions. Productions included 2 superintendent special reports, Show of the Bible, 2 new What's Cooking shows, 2 The Press Box shows and an interview with Janice Jarosz on "Historical Society Presents". Also, there were 13 Town municipal meetings and 8 sporting events covered. Bryan will put out a bulletin to promote "What's cookin Saugus" show to come in and do a cooking segment.

Bryan said that he is working with Ken DePatto, town meeting director, to set a date to get SCTV's budget on their meeting. SCTV Board will have to do a presentation for this meeting when it is scheduled.

Other discussions:

Sue Palomba wanted to confirm with the BOD that she was having Mango Ribbon Cutting Ceremony at the 30 Main Street on June 10th in the kitchen & conference area. Sue confirmed with the Saugus Board of Health Covid director said that it is ok to have 100 people in the building. Bryan had discussed hourly rates with the Board to rent out the facility. Donna asked Bryan to contact Attorney Bill Solomon to discuss contractual agreements between the renter and SCTV. Donna stated, at this time, it may not be a good idea as SCTV should have their open house prior to anyone in Town renting the facility. Sue stated that the selectmen, town officials and newspaper reporters will be attending. Jimmy stated it may be a good idea for a soft opening as an introductory for future rentals. Donna asked that this discussion be formally addressed further on the May 20th, agenda

Jim Alcott stated there will be a corporate training for all SCTV staff and board members that will be organized at a date to be determined via Zoom. Company is "Corporate Training Solutions" in conjunction with North Shore Community College and will be a 4-hour session on customer service techniques including listening, questioning, empathizing, and de-escalating challenging situations. This was voted and approved by the board in executive session. Jim will move forward to set a date for this training session.

Internal and external cameras where discussed and it was suggested that two board members and two employees have access to the cameras. Bryan will contact security company to change passwords and reset viewing angles.

Donna motion to adjourn meeting @ 8:50 pm that was 2nd by Maureen – **Motion passed 4/0**