



Thursday May 25, 2023 @ 6:00 pm  
30 Main Street, Saugus  
Meeting Minutes

- Meeting called to Order @ 6:08 pm
- Board Members Attendance: Donna Sordello, Sue Palomba, James Alcott, Maureen Whitcomb, Michael Pelletier

April 18, 2023 - Minutes – Donna motioned to approve minutes – Maureen 2<sup>nd</sup> the motion  
**Motion passed 5/0**

April 2023 – Treasurer’s Report – Sue motioned to approve report, Donna 2<sup>nd</sup> the motion  
**Motion passed 5/0**

Rachel Brugman, interim executive director, gave an update on SCTV’s monthly calendar for April 2023:

10 Meetings, 5 Productions and 28 Member/Edit Sessions.

Rachel announced that John Prudent was nominated for an Emmy award for the production of the Cops & Car show. The board voted to buy John’s ticket for \$130 to attend this event. Mike made a motion to approve the reimbursement for John’s ticket, Donna 2<sup>nd</sup> the motion  
**Motion passed 5/0**

Rachel talked about the Summer Bash to be held at 30 Main Street parking lot on June 10th, Rachel stated she is getting some donations for this event. Sue agreed that the summer bash is a good idea with good intent to draw new people to the station. Maureen also agreed and will attend the outdoor party.

Donna explained that the entire Board needs to be aware of any donation letters being distributed to raise funds. Rachel understood the importance of involving the BOD in any fundraising events. Jimmy asked Rachel to make some notes of what she would like to involve the studio in and present it to the Board at the monthly meetings.

Rachel also showed interest in opening a PayPal account to receive donations and the BOD agreed that will come in time, but not imminently necessary.

Donna asked Rachel to find out the capacity of each section of the Saugus TV building for meetings. Donna was concerned about having more guests at meetings than are allowed. Rachel will contact the fire department to document the capacity.

Mike asked Rachel to keep the board updated with weekly bullet points of “what’s going on” when they receive employee weekly hourly forms.

The Board was also informed about outdated equipment in the basement that needs to be sold or donated. Rachel will investigate what can be done with unused equipment that is being stored in the basement.

Donna motioned to adjourn the meeting at 7:41 pm and was 2<sup>nd</sup> by Jim

**Motion passed 5/0**