



**Thursday September 18, 2023 @ 6:00 pm**  
**30 Main Street, Saugus**  
**Meeting Minutes**

- Meeting called to Order @ 6:05 pm
- Board Members Attendance: Donna Sordello, Sue Palomba (absent), James Alcott, Maureen Whitcomb

July 20, 2023 - Minutes – Tabled due to lack of quorum to vote with Jimmy absent for the meeting and Sue absent for the September 2023 meeting. **Tabled**

August 2023 – Treasurer’s Report – Donna motioned to approve report, Jim 2<sup>nd</sup> the motion **Motion passed 3/0**

Rachel Brugman, Operations Manager, gave an update on SCTV’s monthly calendar for August 2023.

Rachel spoke about how recent sporting events have been atop the list of shows viewed. Rachel discussed the new technology at town hall and how video set-up is due on 9/28/2023.

Per Diem Employees: Rachel mentioned that there is a budget for per diem employees and would like to utilize these funds if necessary. She asked that we bring in a seasoned employee 1-2 times per month at \$75 per event. Donna motioned to accept this idea. Jimmy seconded the motion and the motion passed unanimously.

**Motion passed 3/0**

Communication: The board agreed that all communication will come in the form of e-mail or in-person.

Charter Commission: All candidates must have their paperwork submitted to town hall on 9/18/2023 by the end of the business day. Once the number of nominees is tallied, the board and studio will make a strategic decision about how to host debates.

Hours of operations: Jimmy suggested that the studio be more accessible for the citizens of the town of Saugus. Jimmy wants marketing efforts to exist for the citizens to understand the studio on a deeper level. Rachel cited that the studio is open upon request at all hours of the day throughout the week. Rachel spoke about how she will review surrounding communities and their hours of operations. Rachel also suggested an evening course for citizens to understand how the studio works. Rachel and her team will brainstorm and come back with ideas at the next board meeting.

Citizen’s comments:

Rick Fail attended. Rick spoke about potentially joining the board of directors. He also spoke about the importance of hiring staff to assist with events. He spoke about the airing of shows and how an agenda prior to the show would benefit the audience.

Board Member Comments:

Next meeting is October 19, 2023, at 6:00 PM.

Donna motioned to adjourn the meeting at 7:25 pm and was 2<sup>nd</sup> by Maureen

**Motion passed 3/0**