



**ORCTV Board of Directors Meeting
June 20, 2017
Meeting Minutes**

Members present: Jay Pateakos, President
Chris Charyk
Linda Medeiros, Treasurer
Patricia McArdle
Dan White
Tom Bretto
Elaine Bothelo

Also present: Robert Chiarito, ORCTV Executive Director
Gary Lawrence, ORCTV Assistant Director

The meeting was called to order at 5:33PM in the ORCTV conference room. It was decided that a quorum of the Board of Directors were present by Board President Jay Pateakos with all seven board members in attendance.

Approval of the Meeting Minutes - January 17, 2017

After looking over the meeting minutes from the previous meeting it was decided that no changes needed to be made. A motion was put forth by Linda Medeiros to accept the minutes and it was seconded by Dan White. The motion passed unanimously.

Realignment of the Board

A discussion about the responsibilities of ORCTV board member roles was had. A motion was then brought forth to nominate Chris Charyk as President, Jay Pateakos as Vice President, Patricia McArdle as Treasurer, and Linda Medeiros as Secretary. This motion was made by Patricia McArdle and seconded by Jay Pateakos. The motion passed unanimously.

After the discussion newly named President Chris Charyk took leadership of the meeting and asked if there could be two items added to the agenda. The first item was a discussion about book-keeping and the other item was to discuss the formation of a subcommittee for financial planning.

Executive Director's Report

ORCTV Director Robert Chairito gave the floor to Assistant Director Gary Lawrence who informed the board that he had been offered a new job opportunity in California and would be

leaving ORCTV at the end of July. He expressed his gratitude to Robert and the ORCTV board for all they had done for him personally and professionally and also thanked them for their efforts on putting ORCTV on a path to success.

Robert started his report by highlighting the new Education program started by ORCTV. He stated how well the initial roll-out went and his excitement for the next school year. Also discussed was the interest shown by Old Colony Technical High School in the ORCTV Educational Program. Gary informed the board that a short 45 second promotional piece for next year's Educational program was sent out via Principal Devoll to all the students at the ORR high school.

Robert gave an update about the Comcast fiber installation system as well as the new ORCTV server installation. Robert also updated the board on the most recent Tri-Town Selectmen's meeting and their request to have a programming report for a meeting TBD in November. Chris Charyk then gave his thoughts on the Tri-Town meeting.

New Business

a) ETV Program

Gary gave an overview of the Education program. He also laid out a funding request for equipment for the education program. The request, entitled "Education Budget" was included in board members packets and asked for \$25,149.15. Gary informed the board that this budget would supply every school in the district with their own equipment. Discussion was had between the board. It was determined that the funding be increased from the requested \$25,149.15 to a total of \$28,000 to accommodate the acquisition of two more cameras. A motion was made with this amendment by Linda Medeiros to accept the funding request for the full \$28,000. The motion was seconded by Jay Pateakos and passed unanimously.

b) ORCTV Shirts/Banners/Advertising

Robert outlined his proposal for ORCTV branded clothing and banners. After some discussion it was proposed by board member Tom Bretto that an amendment be made: "ORCTV Jackets" line item in the proposal be changed to "ORCTV Vests". Robert went on to talk about how ORCTV had been approached by ORR Athletic Director Bill Tilden asking what our needs would be for a press box on the bleachers of the school's football stadium. Robert then proposed that ORCTV help fund the creation of the press box, in return ORCTV would be able to put up a banner across the box. A motion was then made by Jay Pateakos to accept the proposal of these items at a cost of \$4,500. The motion was seconded by Linda and passed unanimously.

Added Agenda Items:

a) Book Keeping

A discussion between board members lead to the conclusion that hiring a designated bookkeeper for ORCTV would be beneficial to the organization. Presently Executive Director Robert Chiarito had been doing this job however the board decided it would be a better use of his time if he could focus more on the TV production end of ORCTV instead of trying to fix the outdated quickbooks that ORCTV presently uses. A motion was made for hiring a new bookkeeper by Patricia McArdle. The motion was seconded by Chris Charyk and passed unanimously.

b) Financial Planning

Robert gave an overview of the ORCTV financials by walking the board through the various reports included with the meetings agenda. A discussion was had about the depth and scope of the reports included. It was determined that going forward the board should receive a more “stripped down” version of financials that would also highlight anything of note that the Executive Director might anticipate the Board asking about. The treasurer would still have the more detailed financials for their report.

Old Business

There was no old business discussed at the meeting.

Adjourn Meeting

The next ORCTV Board of Directors will be July 18th at 5:30PM. A motion was made to adjourn at 7:03PM by Vice President Jay Pateakos. The motion was seconded by Treasurer Patricia McArdle and passed unanimously.