



# Board of Directors

## Meeting Minutes: Feb. 16, 2010

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1 **Board Members Present:** Jay Hoffman, Diana Burritt, Ellen Matthews, Paul Irish, Ed Bianchi, Jessica  
2 Wilson, Cindy Remy

3 **RETN Present:** Scott Campitelli, Drew Frazier, Doug Dunbebin, Jim Olinger, Jim Kelty

4 Jay Hoffman called the meeting to order at 4:14.

5 The board reviewed minutes of the Jan. 19, 2010 Board meeting. Paul Irish moved and Diana Burritt  
6 seconded the motion to approve the minutes. The minutes were approved unanimously.

### 7 **Financial Report and Budget Discussion**

8 The financials for 2009 are almost completely done. There may be some minor changes to the numbers,  
9 but they are almost completed. Alan Levi, treasurer, had reviewed them before the meeting and  
10 supported their accuracy.

11 Diana Burritt moved and Paul Irish seconded a motion to table the approval of the 2009 financials until  
12 they are finalized.

### 13 **Budget Discussion**

14 Scott Campitelli stated that he had checked with two accountants about using capital funds for repairs  
15 and maintenance expenses. He was told that those were appropriate uses. During 2010 the repairs,  
16 maintenance and support expenses will be monitored to see if enough money is being budgeted in  
17 capital for them. Campitelli thought that we could use the upcoming audit to help us look at that  
18 expense area. The treasurer and full executive committee also suggested that a reserve fund should also  
19 become part of our budget.

### 20 **Budget 2010**

21 The upcoming audit is expected to cost \$10,000-12,000 and the strategic planning \$10,000-15,000. Ed  
22 Bianchi questioned whether or not we should be having strategic planning when our reserves are so  
23 low. Campitelli stated that now seemed like a very good time to plan. There is a 5-year contract with  
24 Comcast and the board and staff are familiar. Doug Dunbebin and Drew Frasier agreed. Ed Bianchi asked  
25 if staff raises were included in the budget figures and was told they were.

26 Bianchi moved to accept the proposed budget and Jessica Wilson seconded the motion. The motion  
27 passed unanimously.

### 28 **Investing Reserve Funds**

29 The treasurer is investigating investment instruments since RETN is now being paid quarterly. The  
30 recommendation from Levi is that money needed for the 4<sup>th</sup> quarter be invested now. A plan for  
31 regularly investing money budgeted for future use can be developed. Ellen Matthews moved and Paul  
32 Irish seconded a motion to invest money budgeted for the 4<sup>th</sup> quarter. The motion passed unanimously.

33 **Strategic Planning**

34 Paul Irish moved and Jessica Wilson seconded a motion to start using the money budgeted for strategic  
35 planning to start that process. Jay Hoffman explained that a retreat is needed to start the process.

36 Scott Campitelli will send a meeting date planner to the board members. The goal is to have this process  
37 begin during the month of March. The strategic planning committee is Jay Hoffman, Cindy Remy, Doug  
38 Dunbebin, and Jessica Wilson. The committee will help facilitate the details.

39 **RETN Support for VAN**

40 Ed Bianchi moved to support the resolution in support of VAN, limiting RETN's contribution to \$3276—  
41 based on annual revenue. D. Burritt seconded the motion.

42 Ed Bianchi asked if every other member organization is in support of the resolution. Scott Campitelli said  
43 all AMO boards have received the resolution. Paul Irish asked about any possible downside to board  
44 support. Would Comcast see this as a break in our contract? Scott Campitelli and Jay Hoffman stated  
45 that in their opinion it would not be breaking the contract. It is only supporting VAN and their push to  
46 settle some statewide issues and possibly establish a statewide AMO contract template. The motion was  
47 passed.

48 **Other Business**

49 Doug Dunbebin discussed plans to develop a **web video player** for the weekly newspapers in our area to  
50 use. The player could enable the weeklies to make available the school board meetings in their areas for  
51 their websites. A survey will soon be sent to board members to enlist their help in trying out devices on  
52 their computers with different browsers.

53 Jim Olinger stated that RETN now has several **interns** from UVM and Champlain College. There are also  
54 some high school interns.

55 Sharon Behar, the consultant for **strategic planning**, gave an overview of the process. The goal is to have  
56 the new strategic plan in place to start the fall. That would coincide with the 20<sup>th</sup> anniversary school year  
57 for RETN.

58 The meeting was adjourned at 5:40 pm.

59 Meeting minutes respectfully submitted by Ellen Matthews, substituting for Board secretary Cindy  
60 Remy.