

## GATe Board Minutes

8 May 2018

Present: Bob Zugby—President; Rev Ray Raysor—Vice President; Frank Gervasi—Treasurer

Absent: Claude Aubert; Debbie Hartwick; Eulalie Lucas; Konrad Herling\* [his arrival created a quorum]

Guests: Lea Johnson, Andy Zmidzinski, Rene' Sewell-Raysor

Staff: Malia Murray—Executive Director; George Kochell; Alan Hale

Lacking a quorum, President Zugby called a “quasi meeting”.

### **Minutes:**

Additions of last names omitted in 3 April 2018 Minutes were added. The Minutes were read silently. Pres Zugby said the Minutes would be revisited once a quorum was reached.

### **Treasurer's Report:**

- Frank Gervasi distributed a proposed GATe FY2018 Budget [dated 20 June 2018]. He noted the figures remained the same from the previous budget except for the anticipated change in the item--**Payroll Expenses**. The proposed 2018 budget did not include the rent of \$448.00 per month [an increase of \$6 per month]/ \$5376 per annum. A discussion followed about the origin of the \$84,000 “Cable Payments” and \$84,000 “City Contribution”. [Comcast and Verizon—by law pay 1%]. The city acts as a fiscal agent and does not contribute monies to the budget; it is not taxpayer monies. The initial payment of \$84,000 is distributed in....; the balance is distributed quarterly.
- Donations/Grants: Utopia gets those.
- A lengthy discussion followed about the disposal of the donated video equipment. GATe has not had a policy in place because significant donations of equipment had not previously occurred or were declined based on age/condition. George Kochell will inventory the equipment. GATe will salvage equipment that it can use. In the June newsletter, the equipment will be offered to members predicated upon immediate removal. The balance

will be sold or donated based on “service to the community” ie the schools by Memorial Day and then an ad will be run in the Greenbelt News Review.

- **Alliance for Community Media-- National Conference**

Frank surveyed the Board as to whom wanted to attend to get the “Early Bird Special”. The final count is five interested, which puts us over budget by \$117.00. (We have a \$5000.00 budget.) This conference usually travels from coast-to-coast, but this year it will be held in Baltimore.

- **Computer:** Malia will work with Alan to resuscitate the accounting computer. In the event that it does not work, a new computer can be purchased for \$300 without further Board action.

**Quorum was met at 8:25 PM**

### **Minutes**

The Minutes of 3 April '18 were amended and approved.

### **Board Vacancies**

There are two vacancies on the Board: Minister Brian Carter and Rob Pryor.

Frank Gervasi moved and it was seconded to appoint Rene’ Sewell-Raysor to fill the three-year term of Minister Brian Carter who tendered his resignation immediately following the Annual Meeting.

The vacancy Rob Pryor will be discussed at the June Board meeting.

**[Further Action Req]**

### **Board Secretary**

Ray Raysor moved and it was seconded to elect-Rene' Sewell-Raysor to fill the position of Board Secretary. Hearing no other nominees, the president called for the vote and it was so moved.

### **Potential Board Vacancy**

Eulalie Lucas has indicated that she will be tendering her resignation from the GATe Board via letter; her schedule precludes her attendance at Board meetings.

### **Animation Report—George Kochell**

- Girl Scouts finished their PSA to promote their toiletries drive. (To be shown at the GreenMan Festival—12 May).
- Held “open lab days” for those in Winter session to finish their projects
- Assembled thirteen 1” films for Heritage Film Festival-- 19 May '18 at Greenbelt Library
- Festival News: Texas and NY declined submissions for month. Next decision 11 May.
- Reel Expressions— [teen festival in Poughkeepsie, NY] considering some GAVA/GATe films
- GAVA/GATe Animation Page: Twelve thousand views; increase of 402 hits this month (May)
- Heritage (Film Festival) had press in Greenbelt News Review
- Promo cards for Heritage Film Festival arrived and have been distributed

Konrad noted that George Kochell will be honored at the 2018 Heritage Film Festival on 20 May '18 for his work on behalf of the Heritage Film Festival, Access television and kids.

Rev Ray asked for clarification on the relationships between GAVA (Greenbelt Association Visual Arts) and GATe. A MOU exists using “GATe facilities and their talent”. GAVA/GATe student-works are submitted to a number of film festivals including Heritage Film Festival.

### **Executive Director Report—Malia Murray**

(Phoebe shooting County Executive Forum at Reid Temple AME)

Malia shot the gubernatorial candidate forum the previous week.

#### **Hardware Report:**

Phoebe’s report attached regarding hardware for channel gleaned from Las Vegas training. Malia explained we shoot in HD [High Definition—15x9--ie as seen on a movie screen] and it must be compressed into SD [Standard Definition—4x3]. HD is the current standard. Prices were submitted from Leightronix—a current vendor. Phoebe is also exploring Tightrope Cablecast Products. Malia explained that Beverly Palau—Greenbelt Public Information Coordinator-- has a Tightrope system. She is currently using it to broadcast on the HD channel. The question is can we have two servers on one system. The answer is yes. What this means is “that at the moment we don’t have to buy an HD system”. We will upload to a server-- if not her server-- and she will program it. She has control of VHD channel that we are going to currently shift until we get our own.

A technical discussion ensued regarding transmission. Cable—Comcast and Verizon--will not give Public Access an HD channel insisting that it share with the Greenbelt city station.

Konrad asked that this discussion be translated so those of us more technically challenged can follow the discourse. Malia concluded that additional research is required. **[Further Action Req]**

#### **Other Projects:**

- Elementary School Mural—still working on documentary.
- Checks ordered. Should arrive by end of week.
- Phoebe sent draft of Minutes[?]
- Shot Cherry Blossom Ball [GATe member Kevin Robinson is band member]
- Claude—Community Video Producer brochure [**Further Action Req**]
- Staff Reviews Satisfactory: Phoebe McFarb and Alan Hale
- Adobe Premier Pro Class—at mid-point.

Rev Ray asked about status of Channel Box: “Still limping along”. Board will have to make decision about purchasing an HD box. There is no backup.

A discussion followed about a number of issues:

- Poor GATe reception—dependent upon locale in city
- No transmission to home receiver—need time/date. May be corrupted file
- “School Programming” as status on program guide
- Building coalition with other local Public Access stations to ensure continued viability.
- PEG Fees—Public, Education, Government
- Consult with Beverly Palau about shared HD channel—GATe and city of Greenbelt [**Further Action Req**]

**New members:**

- Three new members; forty-four total. A discussion ensued regarding producing members vs supporting members. “Success is measured by number of productions we put up.” One new production per week is goal.

A discussion followed comparing GATe output/volunteers/membership with other locales. Malia suggested we consult Alliance for Community Media [ACM]

### **Steering Committee**

Submitted job description of GATe Station Manager--the replacement for Executive Director position.

A motion was made by Rev Ray and seconded, to post the adopted job description in the News Review, GATe website, including Alliance for Community Media, et al.

The question was called. An extensive discussion ensued that as this job description is stated:

- Not a part-time position.
- Position requires two distinct set of skills—production and administrative
- Expectation of evening/weekend hours
- Clarifying GATe Mission—how does GATe fulfill its education mandate

Rev Ray withdrew his motion. The Steering committee withdrew its Station Manager Job Description.

### **New Business:**

Discussion of staff compensation/ coverage while Executive Director at training. George chooses not to pursue the issue.

Frank raised awareness about CTV news piece on homeless woman living in Roosevelt Center. Has requested copy to run on GATe.

Bob noted the time. Frank made a motion to adjourn; it was seconded. The meeting adjourned at 10:30 PM.

The next meeting is 12 June 2018.

