

SAUGUS TV-MINUTES
TUESDAY MARCH 27, 2018
ONE PEARCE MEMORIAL DRIVE, SAUGUS, MA

- **Meeting called to order at 7:07 pm**
- **Attendance:** - Al Dinardo, President - Donna Sordello, Vice President, Fatima Allan, Treasurer, Bill Williamson, Assistant Treasurer, Sue Palomba, Board Member
- **Accept minutes from 2/22/18:** Donna made a motion to accept minutes that was 2nd by Bill and accepted by Chair-
Motion passed 5 – 0
- **Treasurer's Report:** – Fatima presented the Treasure's Report to the Board of exact monies in operational & debit card accounts, Board agreed with accounts and Sue motioned to accept report that was 2nd by Chair – Motion passed 5-0. Fatima went on to explain that Saugus TV will be changing payroll companies this coming week to ADP and all employees will be clocking in & out as well on a phone app, The new payroll company will have a Human Resources link that will be extremely useful for Administrative purposes.
- **Update on move to a new location:** - Al explained to new board member Sue Palomba that we are in process of researching the building at 13 Main Street for Saugus TV's new location. Bryan gave Board the information from Electrician's report regarding National Grid's involvement of installing the correct usage for all electrical needs in the building. According to Electrician, Plumber and lighting specialists, this can all be done with specific costs to get the building up to spec for Saugus TV. Many questions still to be answered, Al DiNardo asked that we meet with the owner of the building, Mr. Gabriel Farhat on Thursday, April 5th @ 6:30 pm, in the conference room at Saugus TV. Board agreed that we need to have a definite location for Saugus TV by September 2018 so there is enough time to complete all necessary construction as well as all other involvement for the move. Sue suggested that the Board is open to other locations in the Saugus Center area, all Board Members agreed.
- **Policies & Procedures:** - Bryan spoke to attorney to finalize this document that will be used for members & students that use the Saugus TV equipment and studio, Bryan explained the necessity to have these policies & procedures in place for the protection of the Station. A rough drat will be emailed to the BOD for their review.
- **Legal Fees:** - Fatima asked the BOD to find out our exact money that is going to Legal Fees from the Town Hall accountant. Also, the Saugus TV board should have everything in writing that is coming out of the account. Al DiNardo will contact Wendy Hatch to go over this information and possibly have it in writing by the next meeting.
- **Executive Directors Report:** - Bryan Nadeau stated that business is as usual and will get increasingly busy with all spring sporting events for the Town that will be starting soon. Bryan also stated to the BOD that the station will be purchasing a new GoPro Camera for approximately \$500, this is a very useful camera to replace an older one that is not working any longer. Also, the yearly AMC conference will be in Maryland this year in July and the Program Manger Rachel Brugman will be attending.
- **Members Motion:** - Al asked that any phone calls outside of routine Saugus TV business be directed to the BOD
- **Citizens comments:** James Wlodyka expressed concern & support of any new locations and that the Board considers
- **Meeting adjourned: 8:35 pm** Next scheduled BOD meeting Tuesday, May 8, 2018 @ 7:00 pm