



Thursday October 19, 2023 @ 6:00 pm  
30 Main Street, Saugus  
Meeting Minutes

- Meeting called to Order @ 6:00 pm
- Board Members Attendance: Donna Sordello, Sue Palomba, James Alcott, Maureen Whitcomb

July 2023, September 2023 - Minutes – Donna motioned to approve minutes – Maureen 2<sup>nd</sup> the motion  
**Motion passed 4/0**

September 2023 – Treasurer’s Report – Maureen motioned to approve report, Donna 2<sup>nd</sup> the motion  
**Motion passed 4/0**

Closed session for Executive Session @ 6:08 PM – Open session at 6:55 PM.

Rachel Brugman, gave an update on SCTV’s monthly calendar for September 2023:

20 sporting events and 2 special events. The football game aired receive over 900 plus views on Vimeo.

Rachel explained an idea for a podcast class on 11/9/2023. The class will be free for all to start. There will be advertisements run in preparation of the course to generate interest.

Rachel spoke about how she completed research of data from surrounding cities and towns about the number of productions completed. Rachel showed data on how Saugus Community Television is outpacing other surrounding studios monthly.

Re: 2023 Election Discussion/Charter Commission – To date there have been 12 different candidate statements that have already begun airing.

Re: Studio/Town Hall Update – Ongoing work with our vendors as well as Town of Saugus employees for the town hall as well as the studio. Improvements have been accomplished but the system is not fully where it needs to be.

Re: Hiring update: Contracted employee, Clark Moulaison has officially been hired and has begun work with SCTV. His agreement was reviewed with him by Rachel. Clark’s position is temporary the BOD will review in March of 2024.

Re: Snowplow conversation: Michael presented a quote for the seasons plowing of the studio from Pride Fence. Pride Fence is the vendor SCTV traditionally uses. The vendor will issue a 5% discount for the entire cost of the contract if signed and paid for by 11/7/2023. Jim motioned to approve report, Donna 2<sup>nd</sup> the motion  
**Motion passed 4/0**

Re: Board Member Comments: The board of directors informed Rachel to take a principle of management course with the goal of improving her management skills. The BOD will pay for the course. The BOD must approve the course before it is finalized. Rachel must receive at minimum a grade of “B”.

There will be a 90 day review for Rachel in January 2024 as well again in March of 2024. Donna reminded the BOD as well as Rachel that Michael reports to the board of directors.

The board spoke about how communication must improve and management skills must also improve. They cited that problem-solving needs to be measured and well thought out.

The board cited how they do not want to be placed in uncomfortable positions. They will support as needed to assist the studio.

Donna motioned to adjourn the meeting at 7:40pm and was 2<sup>nd</sup> by Maureen

**Motion passed 4/0**