



Thursday June 15, 2023 @ 6:00 pm
30 Main Street, Saugus
Meeting Minutes

- Meeting called to Order @ 6:07 pm
- Board Members Attendance: Donna Sordello, Sue Palomba, James Alcott, Maureen Whitcomb

It was announced that Michael Pelletier resigned from his Board position.

May 25, 2023 - Minutes – Maureen motioned to approve minutes – Jim A. 2nd the motion
Motion passed 4/0

May 2023 – Treasurer’s Report – Jim A. motioned to approve report, Donna 2nd the motion
Motion passed 4/0

Closed session for Executive Session @ 6:15 – Open session at 7:00pm

Rachel Brugman, interim executive director, gave an update on SCTV’s monthly calendar for May 2023:

14 Meetings, 12 Productions and 18 Member/Edit Sessions, 15 sporting events and 11 special events.

Rachel explained about her research about raising funds for a non-profit organization, she spoke to Attorney Bill Solomon and Accountant Mr. Jim Griffiths to clarify that there is no cap amount of raising money for the non-profit. When funds are raised for the SCTV studio the money will be deposited in the PEG account at Town Hall. Rachel also contacted the Attorney General and the Secretary of the Commonwealth to confirm funds raised for a non-profit.

The BOD would like to **VOTE** in July to continue talks about fundraising.

Also, The BOD will **VOTE** in July to accept Michael Pelletier’s resignation.

Re: Volunteer and Intern Liability – Rachel showed the BOD the sign out sheet when a member or volunteer uses equipment, they must sign when they remove and return the equipment back to the studio.

Maureen made a motion to liquidate the outdated equipment in the basement and receive cash or check only, this will be given to Wendy Hatch at Town Hall to be deposited back into the PEG account. The equipment will be inventoried and documented. Donna 2nd this motion
Motion passed 4/0

Re: CORI check – The BOD agreed and voted that all Staff/BOD and anyone 18 years or older that works or volunteers for SCTV will complete a CORI check as soon as possible
Motion passed 4/0

Per Diem Employees: Rachel mentioned that there is a budget for per diem employees and would like to utilize these funds if necessary. Maureen mentioned it and the BOD agreed to re-visit this at another meeting.

Jim A. discussed the assigned position with Rachel in congratulating her on becoming the Operations Manager of Saugus Television as her 90-day trial had ended.

ASSIGNED STAFF POSITIONS APPROVED BY THE BOD:

Rachel Brugman – Operations Manager

Michelle Madar Fox – Program Manager/Municipal Coordinator

Anthony Moschella – Sports Producer/IT

John Prudent – Studio Manager/Graphic Design

Donna motioned to adjourn the meeting at 7:44 pm and was 2nd by Jim

Motion passed 4/0