

**Community Media Center
Board of Directors Meeting Minutes
Tuesday, December 7, 2004**

Meeting called to order at 6:00 pm, by Mark Smith, Board President.

Roll Call/Introductions

Beyer, Chapla, Gladden, Jarlsberg, Kelly, Marshall, Nicholson, Schmit, Smith, Wickering.

Absent – Barnes, Beery, Hartel, Wal.

Ex-Officio present – Koning.

Ex-Officio absent – CTAF, Comcast, GRPL, City of Grand Rapids.

Guest – Mitch Burgers and Tom Hillemonds, Hungerford Aldrin Nichols & Carter PC, Chet Eagleman.

Staff – WYCE Affiliate Michael Packer, Dagmar Hintz, Matt Jarrells, Linda Gellasch, CMC Finance Coordinator; Lillie Oliver, CMC Office Manager.

MOTION 12/7/04-1 Approval of Agenda

Kelly **MOVED** for approval of December 7, 2004, Agenda, Beyer **SECONDED**, **MOTION CARRIED**.

MOTION 12/7/04-2 Approval of November 9, 2004, Minutes.

Kelly **MOVED** for approval, Nicholson **SECONDED**, **MOTION CARRIED**.

MOTION 12/7/04-3 Accountant Report – Annual Audit/Burgers

Annual audit reviewed, Jarlsberg **MOVED** for approval of Financial Statements, Management and recommendations, Wickering **SECONDED**, **MOTION CARRIED**.

Public Comment/MOTION 12/07/04-4

Chet Eagleman, WYCE programmer grievance. Nicholson **MOVED** Board go into Executive Session Chapla **SECONDED**. **Roll Call vote:** Beyer, yes; Chapla, yes; Gladden, no; Jarlsberg, pass; Kelly, yes; Marshall, yes; Nicholson, yes; Schmit, yes; Smith, yes; Wickering, yes. (8 yes) (1 no) (1 pass).

MOTION 12/07/04-5

Kelly **MOVED** for Board approval the Executive Director draft a clear, concise process for purposes of disciplinary action Jarlsberg **SECONDED, MOTION CARRIED.**

MOTION 12/07/04-6

Board member Rick Chapla **MOVED** Eagleman termination be reversed.
NO SECOND, MOTION FAILED.

Executive Director Report

- Good turn out at CMC Open House celebration. About 150 people attended, good media exposure and Peter Wege spoke.
- James Walker is now the new interim Theatre Coordinator and contact person for rentals.
- Fifty letters sent to campaign cabinet invitees and fund development letters to key donors with plans to make site visits. Board members invited to submit names for recruit.
- City consulting going very well.
- Meeting with Grand Rapids Press Editorial department to educate them as to the new municipality owned wireless telecommunications.
- Portland Oregon has build a (Oregon Learning Lab for Information Education) called OLLIE. Plans are to send 4 staff people to Grand Rapids for training with the MOLLIE staff.
- Newzee's was a blast, a very powerful event.
- By Board acclamation the CMC Board directs the Executive Director to market for RFP's from other accounting firms.

Standing Committee Assignments and Reports:

Operation Oversight- ED Review/ Marshall

- Committee did not meet.
- Changing Executive Director's review process.
- Changing budget to new system.

MOTION 12/07/04-7 External Relations Owner Input Process/Wickering

- Discussed how to continually improve community relations thru communications with affiliates.
- Reviewed a number of evaluations and a couple of surveys from affiliates.
- How do affiliates tabulate evaluations?
- Is there a regular tabulation of evaluations?
- What is the best way to get the information to committee on a regular bases.

Wickering stated committee **RECOMMENDS** for Board approval to change committee name from External Relations to Community Relations Chalpa **SECONDED, MOTION CARRIED.**

Committee also asked if Executive Director would identify groups and or individuals that committee could communicate with about Wealthy Theatre.

Planning and Development/Beyer

Committee did not meet.
Steelcase reply expected 12/15/04.

New Business

None.

Next Board meeting (Tuesday, January 4, 2005) @ 6 pm, Wealthy Theatre.

MOTION 12/7/04-8 Adjournment

Nicholson **MOVED** to adjourn Kelly **SECONDED, MOTION CARRIED 7:35 pm**

Team Members Reference:

Planning and Development: Larry Beery, John Hartel, Kim Beyers.

Community Relations: Louis Barnes, Jessica Gladden, Mary Kelly, Deb Wickering
Jan Jarlsberg, Rick Chapla, Rick Nicholson.

Operation/Oversight: John Schmit, Steve Marshall, Mark Smith, Beverly Wal.

President _____

Recording Secretary _____

Meeting Minutes taken and prepared by Lillie Oliver, Office Manager.