



Your Voice, Your Vision, Your Community

December 2018

Board Meeting

Date: 12-21-2018

1. Call to Order - by Alan Wolff at 7:48 am
2. Roll Call - 5 board members (Alan Wolff, Dave Lundborg, Rich Henders, Steve Allen and Brad Newkirk) were present, plus Jen Brens
3. Recognition of Visitors - none
4. Approval of Minutes from last Board meeting - November minutes not published - will be approved in January, 2019
5. Director of Operations Report — Jen Brens
 - a. 2019 budget ready for approval today.
 - b. Completed Andrew's review; creating potential bonus program for 2019.
 - c. Intern Patrick McDonald in this week helping out.
 - d. Website/e-mail ok of late but suggestion is to move to the solution proposed by Rule 29 who will charge about \$600 to migrate. The new service will be about \$5 more a month.
 - e. Football season complete - fiber box retrieved from concession stand.
 - f. Basketball season underway. Batavia vs. Geneva doubleheader tonight. Pushing online viewers to YouTube. Internet issues encountered during Windmill City Classic have been resolved.
 - g. BATV covered BHS holiday concerts and the city's Celebration of Lights.
 - h. Holly (Aurora U student) will be shooting photos at tonight's basketball games for future marketing purposes.
 - i. New Board Member Welcome Packet: Jen compiled two sample versions.
 - j. New Park District rep is Kelly Hauge. Will meet in January.
 - k. Volunteer of the Year: Steve Allen. Congrats to Steve!
6. Committee Reports
 - a. Marketing - Jen
 - i. 2019 budget finalized.
 - ii. EDDM - door to door mailer for all residential addresses in Batavia with 2-sided card about BATV.
 - iii. Updated internal and external tri-folds.
 - iv. Ordered new decals with white background.
 - v. New frisbees have arrived.

- vi. Next meeting 1/14/19 at Panera. Time TBD.
- b. Technology - Steve Allen/Jen
 - i. Updated 2019 budget, 3-5 Year Plan.
 - ii. Will create account to grow funds for future large capital purchases.
 - iii. City Council chamber upgrades will be major project in 2019.
 - iv. Reviewed other key budget line items including (items in red can be potentially deferred):
 - 1. Tripods
 - 2. Wireless video transmitter
 - 3. Steady Cam
 - 4. Studio lights (grant opportunity?)
 - 5. BFAC cabling
- c. Treasurers Report- Jen Brens
 - i. Jen recommended transferring \$15K to reserve account. Approved.
- d. BATV Board Governance — Alan Wolff
 - i. Conducted Jen's performance review. Priorities include:
 - 1. Grants
 - 2. Personnel help, including Trello (Project Management software, Google Calendar)
- 7. Executive Session
- 8. 2019 Budget approval (BN motion, SA second)
- 9. Old Business - none
- 10. New Business - none
- 11. Adjournment at 8:26am (motion DL, second SA)