

Blue Mountain Translator District  
Board of Directors  
**Regular Meeting Minutes**  
Tuesday, April 4, 2017

<b>Call to Order</b>	Tim Wallender, President called the meeting to order at 1:01 p.m.. The meeting was held at the Misener conference room in La Grande.
<b>Roll Call</b>	Directors present included Tim Wallender and Katy Thomas. Anna Dean and Mike Dean via telephone. Also present Don White Secretary/Treasurer and Mike Elliott OPB.
<b>Conflicts or potential conflict of interest</b>	Asked and none declared.
<b>Minutes Approved</b>	Wallender asked for addition or corrections: Wallender moved to approve the March 14 <sup>th</sup> , 2017 meeting minutes, 2 <sup>nd</sup> by Anna Dean. Call to a vote: KT aye, AD aye, MD aye, TW aye. <b>Vote:4-0 motion carries.</b>
<b>Financials Approved</b>	Thomas move to pay the monthly bills, Wallender 2 <sup>nd</sup> . Call to vote: KT aye, MD aye, AD aye, TW aye. <b>Vote 4-0 motion carries.</b>
<b>Public Comment</b>	There was no public present or public comment.
<b>OPB Report</b>	Mike Elliott reported that the 7-channel combiner was installed about March 28 <sup>th</sup> and the network is operating better than it has in 40 year. The “DIN” connectors that Anna ordered worked well to connect to the “N” connectors. Mike Elliott was at Beaver and Fanny sites and all looks good. He hopes to make it to Mt. Harris in a pickup soon.
<b>OPB report on District equipment</b>	Wallender asked if there was any snow damage to the District equipment buildings at the two sites he had visited from the harsh winter. Mike Elliott stated that there was none. No further questions from Directors.
<b>DISTRICT report</b>	Anna Dean has been working with Don White to bring him up to speed on the daily operations of the position. Anna reported to the Board that Don has already completed the database input process for the service charge forms and is a great asset to the District. The Board is impressed with his abilities to complete a task in a week. Chaves training with Anna and Don was very helpful.

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<p><b>District report continued</b></p>	<p>Anna suggested that her and Don review the District contracts and introduce Don to Margo personally. The OTEC billing process was discussed and Don feels comfortable with the Excel spreadsheet and that Anna and Don will go through the process together. An additional signer on the bank account was discussed. Being that Margo is handling the checks now, Katy was suggested to be added as a signer. Wallender motioned that Director Thomas be added as a signer, 2<sup>nd</sup> Mike Dean, no further discussion. Call to a vote: KT aye, MD aye, AD aye, TW aye. <b>Vote 4-0</b> motion carries. The procedure to collect the mail was determined. Director Thomas released the P.O. Box key to Don who will collect the mail. Don will then deliver the bills to Margo who will generate Quickbooks checks.</p>
<p><b>District report continued</b></p> <p><b>Old Business:</b> <b>OPB billing issue</b></p> <p><b>Old Business:</b> <b>Letter to the Editor and interview of Don</b></p> <p><b>HB3126</b></p> <p><b>New Business:</b> <b>Membership numbers</b></p> <p><b>CW32 promotional materials</b></p> <p><b>Chaves Consulting</b></p>	<p>Director Thomas motioned that Wallender needs to be allowed to sign Don's check so he can be paid with only the Tim's signature, 2<sup>nd</sup> Anna Dean. KT aye, MD aye, AD aye, TW aye. <b>Vote 4-0</b> motion carries. A carbon copy deposit book needs to be acquired from the bank when we add Katy as a signer. Don stated that a couple of people have come into the office inquiring how to use the signal. Anna asked if there were any issues entering new members into the database. Don replied that there were no issues. He was able to contact Chaves and everything is great. Anna asked Don to present numbers of in District and out of District members at the next meeting.</p> <p>Wallender shared with the Board the billing issue with OPB has been corrected. There should be a credit for April and a remaining partial credit in May. A check should be issued here forward.</p> <p>Anna is going to work on a letter to the Editor and reach out to the MC of the Chamber Banquet who works at the Observer</p> <p>Wallender reported it's a work in progress. Legislative Counsel is working on the Board's suggested amendments to have completed by April 7<sup>th</sup>.</p> <p>Membership numbers will be next meeting.</p> <p>A trivia question will be generated for a CW32 show and use Facebook to respond to win a prize.</p> <p>Anna Dean would like to meet with Chaves next week to discuss the opportunity for Don to work with BMTD and Chaves. A contract will need to be generated for the arrangement possibility.</p>

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<p><b>New Business: Continued</b></p> <p><b>Mission statement</b></p>	<p>Wallender asked if the Board would be alright with including the mission statement on the website and Facebook page. It was determined this was a good idea and Anna Dean will update the website and Don will copy it into the appropriate place on Facebook.</p>
<p><b>New Business: Maintenance and repair</b></p>	<p>Wallender shared with the Board that the current contract for maintenance and repair does not wish to renewed according to Duane Smith at OPB. A discussion of opening up the bid process for time and materials concluded that Don will draft a letter to the three prospects and ask them to submit bids. Anna Dean asked how the District will be able to use remote monitoring equipment that is currently being utilized. Don will email Mike Elliott and inquire along with the request for BMTD equipment inventory housed at OPB. Storage of the District equipment was discussed and will be discussed when more information is available.</p>
<p><b>Mission statement</b></p>	<p><i><b>“In the air and on the ground, we are committed to delivering the best antenna television to our members. We set out in 1978, as a non-profit government municipal special district to bring signals and rebroadcast to Baker and Union Counties. Today we continue these efforts, are committed, and recognized the needs of Eastern Oregon. With your financial support the District will continue to deliver HD TV at an affordable price.”</b></i></p>
<p><b>Next meeting date</b></p>	<p>May 2<sup>nd</sup>, 2017 1:00 p.m. location Misener conference room.</p>
<p><b>Adjourn</b></p>	<p>The meeting was adjourned at 2:08 pm.</p> <p>Respectfully submitted,</p> <p>Tim Wallender, Board Chairman April 4<sup>th</sup>, 2017 TW</p>