

# Blue Mountain Translator District 1

## Board of Directors Regular Meeting and Budget Hearing Minutes June 12, 2018

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| <p>1. Call to Order, President Pro-Tem Election, and Roll Call Vote</p> | <p>President Tim Wallender called the meeting to order at 1:05 PM. The meeting was held at the nearest practical location, the Commissioners Meeting Room in the Joseph Building Annex at 1106 K Avenue in La Grande, Oregon.</p> <p>Directors: President Tim Wallender, Director April Simpson, Director Katy Thomas (by phone), Director Christina Wood (by phone).</p> <p>Staff: Secretary/Treasurer Alex McHaddad.</p> <p>Members of the Public: Ms. Ava Simpson, Mr. Walt Wood (by phone).</p> |
| <p>2. Declaration of Conflict of Interest</p>                           | <p>Asked and none declared.</p>   |
| <p>3.a. Safety</p>  | <p>President Wallender asked if the Secretary/Treasurer had maintained a safe workplace environment since the last meeting.</p> <p>Secretary/Treasurer McHaddad confirmed that he had maintained a safe workplace environment since the last meeting.</p>   |
| <p>4.a. Approval of Expenditures</p>                                    | <p>President Wallender asked if the Board had reviewed the expenditures listed in the Board Packet.</p> <p>Director Wood moved to approve all expenditures listed in Item 4.a., second moved by Director Thomas.</p> <p>Motion to approve the expenditures listed in Item 4.a.</p> <p>Aye: President Wallender, Director Simpson, Director Thomas, Director Wood.</p> <p>Nay: N/A.</p> <p>Abstain: N/A.</p> <p>Expenditures listed in Item 5.a. approved.</p>                                       |

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|  | <p><i>Expenditures are listed on Page 3 of the Board Packet available online at <a href="http://www.bmtd.org/public-notice/">http://www.bmtd.org/public-notice/</a>.</i></p>  |
| <p>4.b.<br/>Advertising<br/>Authorizati<br/>on</p> | <p>Secretary/Treasurer McHaddad reviewed the advertising authorizations detailed in the Board Packet. He noted that there was still flexibility in advertising options with Pacific Empire; cutting the number of ads by half would lower the price to \$375.00.</p> <p>Director Wood asked to be included in the process of drafting radio ad copy, believing that she would be able to offer valuable marketing and communications input.</p> <p>Director Simpson requested that the Board pursue a 50% reduction in ads from Pacific Empire. In response to a query from President Wallender, Director Simpson clarified that she did not believe there were enough potential customers to justify this large expenditure. The combination of radio, online, and newspaper advertisements is sufficient. President Wallender and Director Wood concurred with Director Simpson.</p> <p>In response to a financial query from Director Thomas, Secretary/Treasurer McHaddad clarified that invoices would likely arrive after the beginning of the next budget cycle, and that \$5,000 for Advertising had been recommended by the Budget Committee.</p> <p>President Wallender entertained a motion to approve the advertising authorizations listed in Item 4.b. as amended, so moved by Director Simpson.</p> <p>Motion to approve the amended advertising authorizations listed in Item 4.b.</p> <p>Aye: President Wallender, Director Simpson, Director Thomas, Director Wood.</p> <p>Nay: N/A.</p> <p>Abstain: N/A.</p> <p>Amended advertising authorizations listed in Item 4.b. approved.</p> <p><i>Advertising authorization details are included on Page 4 of the Board Packet available online at <a href="http://www.bmtd.org/public-notice/">http://www.bmtd.org/public-notice/</a>.</i></p> |

# Blue Mountain Translator District 3

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| <p>4.c. FY<br/>2018-2019<br/>Budget<br/>Hearing</p> | <p>President Wallender opened the public hearing on the Budget for Fiscal Year 2018-2019 at 1:12 PM.</p> <p>At the invitation of the President, Secretary/Treasurer McHaddad reviewed some changes to the amounts in the budget recommended by the Budget Committee. Following the Budget Committee meeting, the final Delinquent Property lists were assembled with fewer properties than projected. The projection for Property Taxes fell to \$45,790 from \$55,200. As the Budget Officer, Secretary/Treasurer McHaddad proposed that this change in projected revenue be reflected in a lower Unappropriated Ending Balance. Changes to proposed Program budgets could be made, but were not recommended by the Secretary/Treasurer given that a surplus was still projected.</p> <p>Director would noted approval for the Secretary/Treasurer's changes, but explained that the District had more money than she thought. The District's revenues were coming from Membership dues, charges on property taxes, and property leases. Hopefully, advertising initiatives would raise the District's Membership dues revenue.</p> <p>President Wallender announced that the Board would hear public comment, and asked if there was any public comment on the Budget. Directors on the phone were notified of limited public participation. President Wallender asked Mr. Walter Wood if he had any comments to make on the Budget as a member of the Budget Committee. Mr. Wood noted his approval of the proposed Budget.</p> <p>President Wallender announced that the Board would wait for any more public comment. Director Wood announced that Mr. Wood would be receiving chemotherapy treatment in Boise the next day. President Wallender offered his sympathies, noting that former Director Anna Dean had received excellent treatment for cancer in Boise, and he hoped that treatments were also successful for Mr. Wood.</p> <p>President Wallender closed the Public Hearing on the FY 2018-2019 Budget at 1:17 PM.</p> <p>President Wallender entertained a motion to approve the proposed Resolutions Adopting the Fiscal Year 2018-2019 Budget, Creating the Mt. Fanny Powerline Reserve Fund, Creating the Money Market Reserve Fund, Making Appropriations, and Imposing Delinquent Fees in Baker</p> |
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|                   | <p>and Union Counties; so moved by Director Wood.</p> <p>Motion to approve the proposed Resolutions Adopting the Fiscal Year 2018-2019 Budget, Creating the Mt. Fanny Powerline Reserve Fund, Creating the Money Market Reserve Fund, Making Appropriations, and Imposing Delinquent Fees in Baker and Union Counties.</p> <p>Aye: President Wallender, Director Simpson, Director Thomas, Director Wood.</p> <p>Nay: N/A.</p> <p>Abstain: N/A.</p> <p>Motion to approve the Resolutions approved.</p> <p>President Wallender thanked Directors and Budget Committee members for participating in the budget process. Director Simpson thanked the Secretary/Treasurer for the budget, and President Wallender commended the Secretary Treasurer’s work. The Board has been looking for this kind of financial information and data to make fiscally responsible decisions for two years.</p> <p><i>FY 2018-2019 Budget Message, Resolutions, and Worksheets are listed on Page 5 of the Board Packet available online at <a href="http://www.bmtd.org/public-notice/">http://www.bmtd.org/public-notice/</a>.</i></p> |
| 5. Public Comment | <p>President Wallender asked if any officials of the District or members of the public wished to discuss any items not on the agenda with the Board. Director Simpson propose that the District ask a marketing consultant for help establishing a marketing plan, and noted that her sister had just received her Master’s degree in marketing, qualifying her to offer assistance. While the District did not have to hire her, Director Simpson believes she can offer valuable assistance in presenting a summary of marketing consultant duties to the Board. This would be helpful for the Board to determine a better vision on future marketing endeavors.</p> <p>President Wallender concurred with the value but questioned whether Directo Simpson’s sister could offer this service. Secretary/Treasurer McHaddad clarified that nepotism provisions would prevent Director Simpson from participating in a public discussion with her sister, but the</p>   |

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Board could still hire her. Director Simpson recalled discussion of this topic at a SDAO training she had attended, noting that she would not be able to vote on the item. President Wallender suggested that Greg Smith at the local Small Business Development Center be pursued.

Secretary/Treasurer McHaddad noted that Mr. Smith is also a State Representative, and working with him would be useful to the District.

Director Simpson concurred with a prior suggestion from Secretary/Treasurer McHaddad that the marketing proposal be made in the fall, and that the presentation would simply entail a slide show where the roles of a marketing consultant were explained.

Director Simpson noted that the Board was getting a handle on District business, but needed to not let their guard down. Continued engagement with the community is necessary.

President Wallender asked that the Secretary/Treasurer and the District's technician research improvements to District transmitters, and that a new BMTD facility be constructed on Mt. Fanny. Director Wood concurred that a new facility should be constructed there, allowing the District to remove its equipment from the facility owned by Oregon Public Broadcasting; this would be more profitable for the District in the long run.

Secretary/Treasurer McHaddad noted that he was writing a formal Request for Proposals for Banking. He will contact Umpqua Bank to see if there is a contract with the Bank. Director Thomas clarified that there was not likely a contract. Once the RFP document is complete, the Secretary/Treasurer will ask the President and the District's accountant to review it and then send it to local banks. In addition to this RFP, he is working on legislative proposals, annual service charge letter mailing, and marketing. LB-50's will be completed a month early; Director noted that last year they were completed two months late. Pac Empire will produce commercials for free; Director Simpson volunteered to voice the commercial. The Secretary/Treasurer will send the ad copy to Directors Wood and Simpson for review.

Secretary/Treasurer McHaddad announced that a month after letters have been mailed and processed, he would like to take a week-long vacation.

Directors asked that vacation dates be picked out that allowed him to attend local fairs and advertise District services, as well as summarize

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|   | Fair duties that could be performed by others.   |
| 6. Scheduling of Next Meeting and Adjournment | Secretary/Treasurer McHaddad recommended that the next two regular Board meetings be held over the phone and based out of Baker City Hall. No items over than approval of expenditures will be added to these agendas aside from emergency discussions. The next meeting will be held on July 10 at 1 PM in Baker City Hall. President Wallender adjourned the meeting at 1:42 PM. |