

Blue Mountain Translator District
Board of Directors Regular Meeting & Supplemental Budget Hearing
January 27, 2021

Special Meeting: 12:00PM
Conference Number: 253-215-8782
Meeting ID: 843 1640 1433
Zoom URL: <https://us02web.zoom.us/j/84316401433>

Agenda

1. Call to Order and Roll Call Vote
2. Declaration of Conflict of Interest
3. 2021 Goal Session
4. Adjournment

2021 Goal Session

Suggested prior to 1/12 Board meeting:

- Purchase new transmitter for use on Mt. Fanny and repair the old transmitter for use as a spare. (Pre-existing Plan)
- Repair exposed portions of the Mt. Fanny powerline. (McHaddad)
- Transition K31GN-D or K23DB-D to a low power TV station. (McHaddad)
- Complete emergency alert installation project on Mt. Fanny. (McHaddad)
- Conduct an audit of the 2020-2021 fiscal year. (McHaddad)
- Review recommendations in the 2019-2020 fiscal year audit and correct all errors prior to the end of the 2020-2021 fiscal year. Some errors in the 2019-2020 audit document cannot be repaired by the end of the 2020-2021 fiscal year as they were repeated prior to the document, so they will be targeted for correction for the 2021-2022 fiscal year. (McHaddad)
- Fill RFP 2020-3 by March. If unfilled, create a new position responsible for performing the work of the RFP to begin in July 2020. (McHaddad)
- Increase executive director hours to full time and increase compensation. (Sheahan)

Suggested During 1/12 Meeting:

- Write debit card policies (Board 1/12)
- Fee Parity for site users (Board 1/12). Specifically EONI; contract ends 9/30.

Suggested Following 1/12 Meeting:

- Get First Baptist Church to pay a site use fee. (McHaddad)
- The District should start paying for its own video conference service. (McHaddad)
- Clarify the role/purpose of this Board of Directors. Suggested - 1) provide high level vision and accountability, 2) empower and equip the ED (and subsequent employees) to carry out the District's mission and vision. (Sheahan)
- So that it's not missed - increase ED to full time, increase compensation to appropriate level, address benefits, layout proposed future increases. (Sheahan)
- Revisit the increasing need for a second employee, set timeline for hiring and basic skill set needed. (Sheahan)
- Develop non-arbitrary and self-correcting SOP for calculating leases with sub-tenants. (Sheahan)
- Modify Board seats from at-large to numbered positions. This makes conducting elections easier for the Baker County Clerk. (McHaddad)
- Develop streamlined HR complaint reporting process. (McHaddad)
- Employee Handbook revision. (Wallender)
- Complete Standard Operating Procedures book. (Wallender)

- Draft handbook for new Directors. (Wallender)
- Revisit existing lease contracts. (Wallender)
- Implement internal controls suggestions by 2019-2020 audit.
- Begin contractual direct deposit of employee wages violated by the District since July 2017. (Wallender)
- Obtain and distribute printed promotional materials. (Wallender)
- Begin distributing holiday greetings to paying viewers. (Wallender)
- Build a perimeter fence on Mt. Fanny. (Wallender)
- Build a helicopter pad on Mt. Fanny since OPB demolished the broken pad, and apply for grants to pay for it. (Wallender)
- Ensure tree trimming around old Mt. Fanny helicopter area. (Wallender)
- Eliminate the debit card. (Wallender)
 - Staff Note: This would force BMTD's lone part-time employee to personally pay several District expenses up-front, whether or not he has the ability to pay for these expenditures up-front or be reimbursed in time to make the payment. (McHaddad)
- Repurpose K31NG-D and K23DB-D as transmitters of other stations.
- Revisit local channel strategic planning.
- Term limits for Board officers. (McHaddad)