

Illinois Valley Public Telecommunications Corporation

Executive Committee Meeting

Tuesday, November 12, 2024 at 3:30 p.m. - WTVP Offices

Agenda

1. Call to Order John Wieland
2. Approval of Meeting Minutes John Wieland
 - a. 09/09/2024 – Executive Committee Meeting – Open Session
 - b. 09/09/2024 – Executive Committee Meeting – Closed Session
3. Employee Handbook Discussion & Vote
4. Personnel Update Jenn Gordon
5. PBS 2026 Dues Adjustment Overview
6. CPB Funding and Projected Endowment Usage Next 3 months Helen Barrick
7. Other Business
8. Closed Session John Wieland
 - a. Reasons:
 - i. Proprietary information;
 - ii. Litigation and other matters requiring confidential advice of counsel;
9. Adjourn

MEETING MINUTES

November 12, 2024

Committee Chairman John Wieland called the meeting to order at 3:32 p.m. A quorum was present.

- In-person: Heather Acerra, Helen Barrick, Andy Chiou (arrived at 3:43pm), Martin Johnson, and John Wieland.
- Via Webex: Emily Galligan
- Staff present: Jenn Gordon, Steve Hobbs and Mark Lasswell.

The Executive Committee minutes were approved. The motion was made by Helen Barrick and seconded by Heather Acerra. Approved.

Meeting Summary

The meeting discussed adjustments to the employee handbook, funding concerns, upcoming fundraising campaigns, attracting new members, and potential partnerships for a mayoral debate.

- Employee handbook adjustments discussed, including changes to per diem and alcoholic beverage policy. Reviewed and approve the updated language on page 19 of the employee handbook (WTVP)
- Process of creating the employee handbook involved benchmarking and input from various team members.
- New part-time hire, Amy Walters, brings diverse skills and is a valuable addition to the team.
- Cash flow and funding concerns discussed, including the need for increased revenue in the future.
- Calendar year end letters and broadcast spots are planned for a year-end fundraising campaign.
- The upcoming event is the first of its kind and is expected to attract new members.
- Efforts are being made to invite influential individuals and organizations to the event.
- The organization is considering a four-way partnership with WCBU, League of Women Voters, the NAACP Peoria for a mayoral debate.
- They anticipate good attendance and high viewership for the debate, which could have a significant impact.
- The organization is planning the 40 under 40 event and aiming to raise at least \$30,000 from sponsors.

Action Items

- Recommend approval of the employee handbook (Objective Committee)
- Explore additional funding streams or fundraisers to increase cash flow (WTVP)
- Increase revenue by \$40,000 to \$50,000 per month by 06/30/26 (WTVP)
- Investigate the schedule for mayoral debates in Bloomington-Normal and explore the possibility of hosting them
- Emily to reach out to the Bloomington mayor for more information about upcoming elections or debates
- Continue working on securing major sponsorships for the 40 under 40 event

Entered closed session at 3:44 p.m. to discuss:

- Proprietary information;
- Litigation and other matters requiring confidential advice of counsel;

Emily Galligan expressed concern about a potential work conflict of interest. She decided to recuse herself from conversations involving one of the items in the closed session and left the meeting at 3:44 p.m.

The closed meeting ended and returned to open session at 3:49 p.m.

The meeting was adjourned at 3:49 p.m.

Minutes submitted by:

Mark Lasswell
WTVP Director of IT / Compliance Officer