

Colorado Channel Authority Board

Meeting Minutes

February 18, 2011 at 12pm
State Capitol, Room SCR 356

1. Call to order and attendance

Board Members

Sen. Steadman - present

Sen. Cadman - present

Rep. Benefield - present

Rep. Nikkel - excused

Luisa Collins - present

Carol Haller - absent

John Montgomery – present

Ken Fellman – excused

Laura Hoepfner – present

Other individuals present: Bart Miller, Scott Nachtrieb, Tony Shawcross, Deb Lastowka, John Montgomery (OMF staff), Marilyn Eddins

2. Public comment period

No public comments offered.

3. Review & approval of January 21, 2011 meeting minutes

Motion approved, seconded, and adopted to approve the January 21, 2011 minutes.

4. Next steps in the creation of an RFP process

Representative Benefield opened up a discussion about where the board is at with how to move the RFP process forward. Rep. Benefield invited Scott Nachtrieb to the table to participate in this discussion.

Rep Benefield noted that other than our gap with fundraising, most of the work being done by OMF is being handled to our satisfaction and the public interest is being met, and if renewing a contract with OMF the board could add additional components to address any additional work areas at that time.

Scott voiced concerns about the current RFP timeline due to his limited capacity due to redistricting process and proposed slowing the process down until perhaps June 2011. Tony Shawcross invited to table to give his thoughts on the RFP process. He raised concern about lack of alignment amongst the board around core and secondary duties,

so only allowing 2 months under the current RFP timeline to address places of misalignment is concerning, as it would require the board to evaluate RFP's without being aligned on these core duties.

Senator Steadman, Laura, Ken, John all agreed that they are comfortable slowing down the process as well. After discussion about exactly how long to extend the process, the board agreed that CCAB will defer to Scott to call for a meeting in June to deal with the RFP process, with the goal of having the RFP go out by August 2011.

Scott further proposed that the Board could use the 4 upcoming Board meetings between now and June to work through the guiding principles/mission/documents to be fully prepared to engage in an RFP process in the summer and suggested the following schedule:

- March: Mission
- April: Guidelines
- May: Bylaws
- June: RFP

Additionally, the Board agreed that all feedback on the upcoming meeting topic would be provided 10 days prior to the actual meeting, to allow members to be fully prepared for the discussion and action items. For the March meeting, the deadline for feedback is March 14th, 2011.

5. Annual Meetings:

Board discussed Rep. Nikkel's email which stated that she believes because the Board is overdue for an Annual meeting as stated in our bylaws, that the March 2011 meeting should be the Annual meeting. Discussion followed about frequency of annual meetings and the date of the next annual meeting given various concerns raised by the Board. The Board ultimately decided that it was prudent to hold an Annual meeting, which would occur in March 2011. Secretary to post notice of said meeting 30 days prior to Annual meeting.

Board discussed possible set days for monthly board meeting moving forward. Most members present noted that both Thursdays and Fridays would work, and given the fact that some absent members have said that Thursdays are not good, the board agreed to hold the March meeting on Thursday, March 24th, 12-1pm.

The Board further agreed that the March meeting would be the Annual Meeting.

Given that the next few topics for upcoming board meetings are related to the Colorado Channel documents that guide OMF's current work as the contractor running the channel, board agreed that Tony/OMF would be responsible for compiling everyone's feedback/changes prior to the board meetings. Rep Benefield noted that #5

in our Guiding Principles doc is missing-Tony will correct. Tony will make these documents public documents on the Colorado Channel website.

The agenda items for the March annual meeting were set as follows:

- 1) Discussion and finalization of the Colorado Channel mission statement document, presented by Tony Shawcross.
- 2) Election of officers, positions to elect are Chair and Vice-Chair

5. Other Items – Anything to Add

6. Next Meeting Date: Thursday, March 24th, 12-1p

Meeting adjourned at 12:47pm.