

**Colorado Channel Authority Board May**  
*Friday, May 22nd, 2015, 12pm-1pm*  
*Colorado State Capitol, Senate Committee Room 356*  
Conference Dial-in Number: (559) 546-1000  
Host Access Code: 819283\*  
Participant Access Code: 819283#

**1. Call to order and attendance**

- a. Present
  - i. Scott Nachtrieb
  - ii. Senator Chris Holbert
  - iii. Christopher Ryan
  - iv. Tim Ryan
  - v. Rep. Jonathan Singer
  - vi. Renny Fagan
  
- b. Not Present
  - i. Ken Fellman (excused)
  - ii. Senator Nancy Todd (excused)
  - iii. Rep. Kevin Van Winkle (excused)

In Senator Todd's absence, Senator Holbert chaired the meeting.

**2. Other Individuals Present**

- a. Ed Krisor
- b. Tony Shawcross
- c. Bart Miller
- d. Cindi Markwell
- e. Zack Wimberly
- f. Courtney Steele
- g. Gavin Dahl
- h. John Aden
- i. Kate Hawthorne

**3. Review & Approval of April Meeting Minutes**

- a. Apr 2015 [Meeting Minutes](#)
- b. Tim Ryan moves to approve, Scott Nachtrieb seconds the motion and the minutes, approved as submitted

**4. Fundraising Report: Kate Hawthorne**

- a. Updated Fundraising Guidelines
  - i. Drafted guidelines shared with the board
  - ii. Tony requesting feedback from board/committee
  - iii. Sen. Holbert, Tim Ryan move to wait another month for review (will vote on at July 24th meeting)
- b. Update on Fundraising Committee
- c. New Sponsors
  - i. League of Women Voters have joined at \$500 level

- ii. Waiting on response from 80 potential fundraising sponsors, anticipating 2 more sponsors to join
- iii. Sen. Holbert asks Ed Krisor if electeds can recommend lobbyists (seeking name ID and exposure) to reach out to from Fundraising Committee
  - 1. Ed Krisor recommends that Kate reach out to lobbyists, and that there is no problem with electeds recommending individuals to reach out to. Electeds will send recommendations to Ed Krisor for review before contact information is given to Fundraising Committee
- iv. Incorporating language around “growing network of shared values” to sponsorship requests and descriptions - seeing greater rate of response and positive feedback

## **5. 2015/2016 Proposed Contract & Budget (Review & Approval) - Tony Shawcross**

- a. Review 2015/2016 Budget
  - i. All provisions have taken place and been completed to allow for budget approval at May 22nd meeting
  - ii. 3% increase in personnel cost, based on raises given for cost of living increase
  - iii. \$4,000 overage from allocated budget from General Assembly
    - 1. Expecting to generate additional \$4,000 through Fundraising, or discretionary funds can be used to cover \$4,000 if needed
  - iv. Cindi to confirm that \$224,000 was included in long bill - Cindi confirms that \$234,000 was included in Long Bill. Slight shortfall in Capital Equipment Budget expected and would be included in subsequent years of operations - budget that was drafted in 2014 - Tony to confirm budgets and outcomes
    - 1. \$10,000 should not be included in Colorado Channel budget as checks written will be State checks for Capital expenses
  - v. Renny Fagan asks if now that the Authority is a 501 (c) 3 do they have a separate bank account that does not require cash authority? Yes. Account authorized signers are Ken Fellman, Tim Ryan, Senator Todd, Tony Shawcross
  - vi. Senator Holbert asks if there is a Treasurer Report that the board can review
    - 1. Will review reconciliation of finances at July meeting
    - 2. Ed Krisor suggests a financial report at each meeting
    - 3. Tim & Tony will work together to develop financial report
  - vii. Renny Fagan asks for clarification on \$224,000 on billing. Confirmed that Colorado Channel bills the state, and OMF then bills Colorado Channel
  - viii. Rep. Singer asks for clarification for web hosting cost that was zeroed out, hosting was absorbed into OMP service and covered in that line item
  - ix. Rep. Singer asks about incidentals coverage and projections, Tony clarifies that incidentals have not been touched previously, and no projection for incidentals speculative that \$20,000 will be raised, proposing a balanced budget rather than a budget with net profit.
    - 1. Renny Fagan suggests a different name for “incidentals” such as Reserve - approved by board (moved by Renny Fagan, second by Sen. Holbert) to change name to Reserve from Incidentals. Tony confirms that if incidental money needs to be spent, Board will be notified, as that is outside of the OMF portion of the budget.
  - x. Scott Nachtrieb confirms that personnel costs are not covered by fundraising money, Tony confirms
  - xi. Ed Krisor suggests amending budget if needed at next meeting, due to deadline to

- adopt
- xii. Renny Fagan moves to approve with update of Incidentals title to Reserve, no objections, budget is approved
- b. Review Agreement
  - i. Ed Krisor explains that contract is exactly the same as all years prior minus page 2 which deals with the payments received by Open Media Foundation, they have been adjusted based on formula used in past and increase in expenses
  - ii. Tim Ryan points out past dates are listed on page 2
    - 1. Ed/Tony to update contract with correct dates for 2015/2016 year
  - iii. Sen. Holbert inquires that this is an annual agreement, Ed Krisor confirms
  - iv. Christopher Ryan moves to approve, no objections to approving agreement, agreement approved as submitted

## **6. Other Agenda Items**

- a. Christopher Ryan requests update on schedule for wiring and upgrade to digital
  - i. Tony/Zack meeting following May CCAB meeting to confirm schedule
- b. Updates from Gavin Dahl (Colorado Channel & Open Media Foundation)
  - i. Scott Nachtrieb's information added to website, other board members welcome to request updates
  - ii. First Friday of Session lunch & learn planned to train staff of elected members on using the Colorado Channel
  - iii. Tributes/Memorials being added to website

## **7. Next Meeting Date**

- a. July 24th 12 - 1pm
- b. Cindi Markwell to reserve Senate Room 356 for July meeting

## **8. Previous Meeting Action Items**

- a.

## **9. Upcoming Action Items**

- a. Fundraising Committee
  - i. Draft thank-you letter to all current donors
  - ii. Sen Holbert suggests creating chairperson for committee
  - iii. Fundraising Committee to update donor page on website
  - iv. Fundraising Committee to review incentive structure
  - v. Distribute PDF for Fundraising Committee
  - vi. Finalize Fundraising Guidelines
  - vii. Incorporate Additional content, and explore allocating funds towards solicitation of content from Policy-Making Entities, including potentially getting ongoing, recurring operations expenses.
  - viii. Explore SIPA partnership (Zack suggested)
- b. Brandon:
  - i. Rep. Van Winkle requests update on performance updates that will be happening
  - ii. Follow up and confirm that Senate Room 356 is reserved for July
- c. Tony
  - i. Senator Holbert: Requested a treasurer's report at each meeting including
    - 1. Include Capital budget

- ii. Tony: Change Incidentals Budget Line Item into "Reserve"
  - iii. Email attendance of electeds to Heather Lin and CC Bart to assess if the separate travel expense forms are required.
  - iv. Send Zack a project plan to schedule around renovations, re-cabling, specify the cabling needs for each camera, especially power. (using Zack's cabling guy, Linx)
- d. Tony & Chris Ryan
  - i. Set meeting to clarify Colorado Supreme Court budget and additional content
- e. Kate
  - i. Follow up with Ed regarding suggested supporters mentioned by Senator Holbert
  - ii. Kate to follow up with Cindi to get contact information for groups using Capitol during off-season/summer so Kate can reach out to the groups
- f. Ed Krisor
  - i. Update contract with correct dates for 2015/2016 year
- g. Courtney Steele
  - i. Add to agenda to review and approve fundraising guidelines and Thank You Letter
  - ii. We need to tell the CCAB about the Knight Grant we got. And report on other grant applications.
- h. Bart Miller
  - i. Agenda Item to present Historical perspective on budget for Colorado Channel Authority
- i. Ann Theis
  - i. Check on the cheapest solution to add an overlay (countdown) (Chyron) for Zack
- j. Electeds
  - i. Provide contact information for lobbyists looking to raise awareness that may be interested in donating to Channel to Fundraising Committee (process confirmed in May meeting)