

**Minneapolis Telecommunications Network
Board of Directors Meeting - MINUTES
Tuesday, March 21, 2017 - 7:00pm**

Attending: Jon Thompson (Chair), Oral Sledge (Vice Chair/Treasurer), Anna Columba Reyes (Secretary), Lamarr Scott; C.J. Harrison (City of Mpls., Ex-Officio)

Absent: Mulki Hussein

MTN Attending: Tene Wells (Executive Director), Jackie Hemingson (Admin. Assistant)

Opening Business - Meeting called to order at 7:15pm (Thompson)

- 1) Approval of March 21, 2017 Agenda - Motion to approve made by Sledge; Motion seconded by Scott; Motion passed.
- 2) Intro by Chair – Thompson announced the status of Board Members: Michael Reed officially resigned as of today, March 21; Jon Samuelson had been unable to attend meetings and has now resigned; Valerie Lockhart resigned December 2016, leaving five members currently on the Board.
- 3) Approval of January 17, 2017 Board Minutes - Motion to approve made by Scott; Motion seconded by Sledge; Motion passed.
- 4) Public Commentary – Thompson recognized two members of the public in attendance and announced time for public comment. One person stated that there have been a lot of changes since he last attended a Board meeting.

Reports

Executive Director's Report (Wells)

- 1) The President's Report was presented (Attached)
- 2) The 2016 audit is underway per contractual agreement with the City of Minneapolis.
- 3) The Annual report will be submitted to the City of Minneapolis by April.

City of Minneapolis Report (Harrison)

- 1) Four applications were received in response to the four vacant board positions posted on City of Minneapolis website - deadline for applications – April 3. Goal is to get at least two more applications. Suggest MTN post on social media.
- 2) Quarterly reports are due 60 days after the close of each quarter – third quarter report is due. The annual report is 2016 is due April 1st.

Treasurer's Report (Sledge)

- 1) Financial statements have been reviewed. Located a previously unidentified investment account. The audit will be done by March 31.
- 2) December 31, 2016 Year-end Financial Statement were provided to Board members both digitally and hardcopy versions. (Attached)
- 3) Will join the Executive Director to investigate a banking relationship that better benefits MTN.
- 4) Sledge has three MTN emails (oral@mtnstudios.org; treasurer@mntstudios.org; vicechair@mtnstudios.org) all three will be used to keep records for each area separate.

New / Old Business

- 1) A member of the public asked if there was any process to include a MTN member/producer as an ex-officio member on the Board. Thompson stated that under the current bylaws; there is no accommodation for this.

Digital Records Policy Discussion (Thompson)

- 1) Motion made to digitally keep all Board documents/emails indefinitely.
- 2) Motion to approve made by Scott; Motion seconded by Sledge; Motion passed.
- 3) Wells reported that all board minutes and supporting documents from 1984 forward are being digitally archived.

Complaint Process Discussion (Thompson)

- 1) Discussed complaint policy procedure outlining suggested procedures to appropriately process and address concerns or complaints.
- 2) Recommend grievances be handled in-person by staff or accommodated through a simple form accessed on the website to provide easy access. Website access also accommodates the concern that some people may prefer to remain anonymous.

Brand Committee Update (Thompson)

- 1) Chair presented a video presentation and discussed considerations important to the Branding process. Addressed: problem with name confusion/always having to explain what it is; ability to creatively incorporate accessibility credibility, ensuring a clean and modern presentation that reflects our diverse multicultural audience and also remains flexible enough so it can be refreshed over time and staff and others can apply it properly.
- 2) All members are welcome to join future rebranding meetings.

Meeting for Board evaluation/review of the Executive Director position is tentatively scheduled for next Thursday at 7:30 pm.

Next MTN Board Meeting is scheduled for May 16, 2017. Review management letter from the auditor and investment account and February financial report.

Motion to adjourn made by Scott; Motion seconded by Sledge.
Meeting adjourned at 8:52 pm.

Minneapolis Television Network (MTN)
Presidents Report
March 21, 2017

About MTN: Through a Franchise Agreement with the City of Minneapolis, MTN operates three public access channels (16, 17 and 75). MTN provides the residents of Minneapolis and our diverse membership with the essential tools for public access, programming and activities to facilitate the exchange of ideas, stories and information, while creating a vital connection to the community.

MTN began operations in 1984 with a mission to provide access to television broadcast equipment and cable television channels for diverse communities. MTN has remained dedicated to the democratic right to communicate. With a recent change in leadership, the MTN Board of Directors has the opportunity to re-evaluate our policies and practices, as well as, the needs of the communities we serve. We hired a new Executive Director, Tene Wells. Ms. Wells is charged with leading the effort to transform MTN into a mission-driven leader of community media by the year of 2020. Our Executive Director assumes responsibility for overseeing all areas of administration, programming, strategic planning, fundraising, marketing and community outreach.

Key Performance Objectives:

Evolve our technology to create a modern media center.

Secured a strategic alliance with MN Media Arts that allowed MTN to acquire HD equipment in studio A. We are training a HD production crew. This partnership offers office space to MNMA and allowed MTN to save \$50 000, as well as, accelerate our equipment upgrade by nine months and now have the ability to produce high quality modern media.

Continue to secure funding to upgrade all equipment and train staff and producers.

Secured expertise and resources to rebrand MTN.

Introduction of new ED on Mary Hanson program
<https://mail.google.com/mail/u/0/?tab=cm#search/mary+hanson/1580258fd41191ee?project=1>

Develop strong professional media and digital technology trainings.

Assessed trainings and plans are underway to revise the curriculums and hire staff with strong instructional backgrounds in modern technology.

Build partnerships with technical schools for interns and volunteers.

Seek accreditation (CEU) using high school graduation standards for MTN Media trainings.

Foster diverse and sustainable resources and increase overall support.

Developed diverse funding sources. Secured new funding (MRAC), increased grant support and restored confidence with the City confirming their continued support.

Increased Hennepin County Contract and successfully introduce MTN Production services.

Increased administrative staff by 1.5 FTE without increasing cost \$100,000.

Inherited an unsupported and unknown budget and made leadership decisions that closed the year with a balanced budget and strong 2017 cash positions.

Address numerous administrative issues caused by the mismanagement and incompetence of both the interim and former Executive Directors. Saved money by cutting costs, avoided operational risk and illegal procedures to protect MTN.

Nurture collaboration among young people, emerging artists, citizen journalists, media producers, nonprofits, small businesses and seniors to inspire, inform and connect communities.

Formed collaborative partnerships with: Positive Images, SHED G, S,B. Barber, MMMA and several churches.

Hosted 40 producers and community members on November 14th at our community discussion about the future of Community Media. Aired new programming.

Leverage public and private partnerships and resources to increase racial equity and digital equity/literacy for underrepresented communities.

Strategic alliance with MN Media Alliance.

Successfully increased corporate and foundation grants.

Leveraged access to our 501© 3 to support producers.

Create a recognizable and trustworthy brand

MTN's new mission to operate a media center that helps Minneapolis residents, businesses and nonprofits develop skills to increase the social, civic and economic equity in our community via the transformative art of creating and broadcasting media; has enabled MTN to re-brand and become a leader in community media.

MTN Operate Channels 16, 17 and 75 on the Comcast and Century Links systems. Programs include those produced by our members/producers and MTN Production Staff. Programming is created in a MTN studio, with MTN equipment or independently by a MTN Producer.

All programs must be non-commercial and abide by MTN Program Rules.

Schedules for program services are listed on the MTN Website:

www.mtn.org/video/tvguide/16/index.html

www.mtn.org/video/tvguide/17/index.html

www.mtn.org/video/tvguide/75/index.html

2016 Minneapolis Contract Goals:

1. MTN shall play back 600 hours annually/per channel of first run programs.
 - a. 1,416 hours of new programming.
2. Annually 70% of all first-run programs must be produced in .
 - a. 70% of our programs were produced by MTN qualified members.
3. MTN shall repeat no more than 2,000 hours/channel of programming per quarter.
 - a. MTN produced over 24,000 hours of programming in 2016.
4. MTN shall air programming 24 hours a day/365 days a year or 183,960 hours.
 - a. MTN aired 180,000 hours.



**Your Community.
Your Voice.**

Prepared Financial Statements

DECEMBER 31, 2016

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Minneapolis Telecommunications Network

Statement of Financial Position

As of December 31, 2016

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 Checking - Wells Fargo	21,482
1005 Fiscal agent checking	3,702
1005.2 Mary Hanson cash	1,750
1005.3 The Choosing cash	770
1005.5 Out Twin Cities Film Fest Cash	59
Total 1005 Fiscal agent checking	6,280
1017. Investments	0
1017 Fixed Income Securities	20,800
1018 WF - Money Market	18,713
Total 1017. Investments	39,513
1020 Savings - Wells Fargo	25,347
1020.1 Temporarily Restricted Funds	10,000
Total 1020 Savings - Wells Fargo	35,347
Total Bank Accounts	102,623
Accounts Receivable	
1100 *Accounts Receivable	132,833
Total Accounts Receivable	132,833
Other Current Assets	
1300 Prepaid Insurance	2,812
1330 Prepaid Rent	16,687
1350 Prepaid Unemployment	36,670
Total Other Current Assets	56,169
Total Current Assets	291,624
Fixed Assets	
1505 Building Improvements	220,190
1530 Equipment	1,090,482
1500 Equipment Capital	46,895
1520 Office Equipment	31,874
1625 Acc. Dep. Equipment Capital	(1,229,724)
Total 1530 Equipment	(60,473)
Total Fixed Assets	159,717
TOTAL ASSETS	451,341

Minneapolis Telecommunications Network

Statement of Financial Position

As of December 31, 2016

	Total
LIABILITIES AND NET ASSETS	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 *Accounts Payable	506
Total Accounts Payable	506
Other Current Liabilities	
2005. Fiscal Agent Liability	
2005.1 Mary Hanson Show	1,750
2005.2 The Choosing	770
2005.4 Out Twin Cities Film Fest	59
Total 2005. Fiscal Agent Liability	2,579
2025 Unearned Revenue	118,124
2200 FICA Payable	1,357
2210 Federal W/H Payable	1,136
2220 State W/H Payable	463
2397 401k Retirement W/H Payable	174
2398 Roth 401k Retirement W/H Payabl	125
2400 Accrued Vacation/Sick	13,110
2450 Health Ins. ded Payable	1,124
2453 Direct Deposit Payable	6,295
Total Other Current Liabilities	144,487
Total Current Liabilities	144,487
Long-Term Liabilities	
2030 Non Profit Assistance Loan	37,239
2031 Notes Payable	35,698
Total Long-Term Liabilities	72,937
Total Liabilities	217,931
Net Assets	
3001 Unrestricted-Reserve Fund	89,429
3900 Unrestricted-Operating Fund	190,905
3905 Temp Restricted Net Assets	7,408
Change in Net Assets	(54,331)
Total Net Assets	233,411
TOTAL LIABILITIES AND NET ASSETS	451,341

Minneapolis Telecommunications Network

Statement of Activities

January - December 2016

	Total
Income	
4000 Funded Revenue	
4000.1 Grant Income	22,695
4001 City of Minneapolis	472,496
4026 Donations	1,011
Total 4000 Funded Revenue	496,202
4004 Earned Revenues	
4005 Membership	11,422
4006 Training & Cert's - Video	1,305
4007.01 Tape Sale	1,041
4007.02 Apparel Sales	195
4008 Dubs	156
4010.01 NCEC Contract	13,736
4011 Production Services - Video	12,751
4012 Sublease Income	20
4013 Hennepin County Meetings	15,859
4015 Miscellaneous Income	178
4017 Interest Revenue	47
4020 Equipment Fees	1,140
4024 Fiscal Agent Fees	188
4027 cash over/short	56
4033 Facilities Rental/Subleasing	385
Total 4004 Earned Revenues	58,478
Total Income	554,680
Gross Profit	554,680
Expenses	
5100 Program Expenses	
5101 CPA	13,647
5102 Insurance	17,638
5103 Legal and Consulting	34,324
5104 Local Transportation	93
5105 Postage	148
5106 Office Supplies	3,336
5107 Phone	2,386
5109 Meeting & Subscriptions	2,926
5111 DSL/Bandwidth	2,535
5113 Staff/Board Development	3,611
5115 Bank Service Charge Fee	1,157
5117 Interest Expense	3,614
5118 Building Lease	41,516
5119 Electric	33,742
5120 Real Estate Taxes	5,388
5122 Cleaning	4,440

Minneapolis Telecommunications Network

Statement of Activities

January - December 2016

	Total
5123 Advertising/Public Relations	6,398
5126 Transaction Fees	161
5127 Meeting Expenses	232
5128 Special Events	1,061
5129 Building Maintenance and Repair	5,550
Total 5100 Program Expenses	183,903
5150 Benefits and payroll taxes	
5151 Benefit Plan	22,454
5152 FICA	19,920
5153 Unemployment Expense	7,402
5154 Vacation and Sick Time Accrual	31,126
Total 5150 Benefits and payroll taxes	80,902
5200 Payroll	
5129.04 Payroll Service Fees	2,133
5201.04 Administrative Payroll	89,211
5202.04 Access Payroll	73,611
5204.04 Programming Payroll	39,847
5208.04 Youth Department Payroll	4,496
5216.04 Production Services Payroll	30,740
Total 5200 Payroll	240,039
5300 Fundraising	
5302.04 Special Events - Video	338
Total 5300 Fundraising	338
5400 Contracted Services	
5401 Contracted Services Production	21,319
5402 Contracted Services - Teachers	3,042
5402.02 Contract Services Youth Teachers	6,050
5403 Contracted Services - I.T.	5,500
Total 5400 Contracted Services	35,911
5500 Production Expenses	
5501 Youth Program Expenses	6,046
5503 Van Operating Expense	232
5504 Production Supplies & Expenses	3,699
Total 5500 Production Expenses	9,977
5800 Miscellaneous Expenses	
5805 Depreciation Expense	57,917
5806 New Equipment & Office Equipment	200
Total 5800 Miscellaneous Expenses	58,117
Total Expenses	609,186
Net Operating Income	(54,506)
Other Income	
6001 Unrealized Gains on Investments	175
Total Other Income	175
Net Other Income	175
Change in Net Assets	(54,331)

Minneapolis Telecommunications Network
Budget vs. Actuals: FY16 Actual - FY16 P&L
 January - December 2016

	Dec 2016				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
4000 Funded Revenue								
4000.1 Grant Income	2,695	20,000	(17,305)	13.47%	22,695	40,000	(17,305)	56.74%
4001 City of Minneapolis	39,375	39,371	4	100.01%	472,496	472,496	(0)	100.00%
4026 Donations	729	625	104	116.66%	1,011	7,500	(6,489)	13.48%
4028 In-kind Donations		875	(875)	0.00%	0	3,500	(3,500)	0.00%
4029 Sponsorships		1,625	(1,625)	0.00%	0	6,500	(6,500)	0.00%
4032 Fundraising Events		1,250	(1,250)	0.00%	0	5,000	(5,000)	0.00%
Total 4000 Funded Revenue	42,799	63,746	(20,947)	67.14%	496,202	534,996	(38,794)	92.75%
4004 Earned Revenues								
4005 Membership	1,549	1,375	174	112.67%	11,422	16,500	(5,078)	69.22%
4006 Training & Cert's - Video	75	834	(759)	8.99%	1,305	10,000	(8,695)	13.05%
4007.01 Tape Sale	74	166	(92)	44.73%	1,041	2,000	(959)	52.03%
4007.02 Apparel Sales		84	(84)	0.00%	195	1,000	(805)	19.50%
4008 Dubs		41	(41)	0.00%	156	500	(344)	31.20%
4010.01 NCEC Contract	3,434	1,250	2,184	274.72%	13,736	15,000	(1,264)	91.57%
4011 Production Services - Video	25	1,250	(1,225)	2.00%	12,751	15,000	(2,249)	85.01%
4012 Sublease Income			0		20	0	20	
4013 Hennepin County Meetings		1,666	(1,666)	0.00%	15,859	20,000	(4,141)	79.29%
4015 Miscellaneous Income		41	(41)	0.00%	178	500	(322)	35.65%
4017 Interest Revenue	3	12	(9)	23.42%	47	150	(103)	31.31%
4020 Equipment Fees	50	62	(12)	80.65%	1,140	750	390	152.00%
4024 Fiscal Agent Fees		34	(34)	0.00%	188	400	(213)	46.88%
4027 cash over/short	2	9	(7)	17.22%	56	100	(44)	56.30%
4033 Facilities Rental/Subleasing		250	(250)	0.00%	385	3,000	(2,615)	12.83%
Total 4004 Earned Revenues	5,212	7,074	(1,862)	73.68%	58,478	84,900	(26,422)	68.88%
Total Income	48,011	70,820	(22,809)	67.79%	554,680	619,896	(65,216)	89.48%
Gross Profit	48,011	70,820	(22,809)	67.79%	554,680	619,896	(65,216)	89.48%
Expenses								
5100 Program Expenses								
5101 CPA	506	709	(203)	71.40%	13,647	8,500	5,147	160.55%
5102 Insurance	1,678	1,416	262	118.49%	17,638	17,000	638	103.76%
5103 Legal and Consulting	8	84	(76)	9.52%	34,324	1,000	33,324	3432.41%
5104 Local Transportation	4	62	(58)	6.45%	93	750	(657)	12.34%
5105 Postage		84	(84)	0.00%	148	1,000	(852)	14.80%
5106 Office Supplies		209	(209)	0.00%	3,336	2,500	836	133.46%
5107 Phone	184	291	(107)	63.36%	2,386	3,500	(1,114)	68.18%
5109 Meeting & Subscriptions	140	41	99	341.56%	2,926	500	2,426	585.15%
5111 DSL/Bandwidth	225	416	(191)	54.06%	2,535	5,000	(2,465)	50.70%
5113 Staff/Board Development	193	0	193		3,611	0	3,611	
5115 Bank Service Charge Fee	68	125	(57)	54.05%	1,157	1,500	(344)	77.10%
5117 Interest Expense	264	209	55	126.53%	3,614	2,500	1,114	144.57%
5118 Building Lease	3,478	3,255	223	106.86%	41,516	39,051	2,465	106.31%
5119 Electric	2,570	2,547	23	100.89%	33,742	30,572	3,170	110.37%
5120 Real Estate Taxes	447	446	1	100.19%	5,388	5,363	25	100.46%
5122 Cleaning	370	375	(5)	98.67%	4,440	4,500	(60)	98.67%
5123 Advertising/Public Relations	41	209	(168)	19.59%	6,398	2,500	3,898	255.93%
5126 Transaction Fees	(5)	16	(21)	-28.25%	161	200	(39)	80.66%
5127 Meeting Expenses		84	(84)	0.00%	232	1,000	(768)	23.22%
5128 Special Events	183	375	(192)	48.67%	1,061	1,500	(439)	70.73%
5129 Building Maintenance and Repair		62	(62)	0.00%	5,550	750	4,800	740.00%
Total 5100 Program Expenses	10,354	11,015	(661)	94.00%	183,903	129,186	54,717	142.36%

Minneapolis Telecommunications Network
Budget vs. Actuals: FY16 Actual - FY16 P&L
 January - December 2016

	Dec 2016				Total			
5121 Finance costs	2,225	(2,225)	0.00%	0	26,708	(26,708)	0.00%	
5150 Benefits and payroll taxes		0		0	0	0		
5151 Benefit Plan	3,916	1,250	2,666	313.28%	22,454	15,000	7,454	149.69%
5152 FICA	2,076	2,084	(8)	99.60%	19,920	25,000	(5,080)	79.68%
5153 Unemployment Expense	6,923	709	6,214	976.51%	7,402	8,500	(1,098)	87.08%
5154 Vacation and Sick Time Accrual	11,098	916	10,182	1211.59%	31,126	11,000	20,126	282.97%
Total 5150 Benefits and payroll taxes	24,013	4,959	19,054	484.24%	80,902	59,500	21,402	135.97%
5200 Payroll								
5129.04 Payroll Service Fees	270	250	20	108.12%	2,133	3,000	(867)	71.11%
5201.04 Administrative Payroll	10,940	10,934	6	100.06%	89,211	131,200	(41,989)	68.00%
5202.04 Access Payroll	7,592	7,844	(252)	96.79%	73,611	94,120	(20,509)	78.21%
5204.04 Programming Payroll	2,520	4,550	(2,030)	55.38%	39,847	54,600	(14,753)	72.98%
5206.04 Education Dept Payroll		2,145	(2,145)	0.00%	0	25,740	(25,740)	0.00%
5208.04 Youth Department Payroll		0	0		4,496	0	4,496	
5216.04 Production Services Payroll	4,090	1,646	2,444	248.48%	30,740	19,760	10,980	155.57%
Total 5200 Payroll	25,412	27,369	(1,957)	92.85%	240,039	328,420	(88,381)	73.09%
5300 Fundraising								
5302.04 Special Events - Video		416	(416)	0.00%	338	5,000	(4,662)	6.75%
Total 5300 Fundraising	0	416	(416)	0.00%	338	5,000	(4,662)	6.75%
5400 Contracted Services								
5401 Contracted Services Production	895	1,000	(105)	89.54%	21,319	12,000	9,319	177.66%
5402 Contracted Services - Teachers		750	(750)	0.00%	3,042	9,000	(5,958)	33.80%
5402.02 Contract Services Youth Teachers		0	0		6,050	0	6,050	
5403 Contracted Services - I.T.		916	(916)	0.00%	5,500	11,000	(5,500)	50.00%
Total 5400 Contracted Services	895	2,666	(1,771)	33.59%	35,911	32,000	3,911	112.22%
5500 Production Expenses								
5501 Youth Program Expenses		541	(541)	0.00%	6,046	6,500	(454)	93.01%
5503 Van Operating Expense		84	(84)	0.00%	232	1,000	(768)	23.21%
5504 Production Supplies & Expenses	1,626	625	1,001	260.09%	3,699	7,500	(3,801)	49.32%
Total 5500 Production Expenses	1,626	1,250	376	130.05%	9,977	15,000	(5,023)	66.51%
5800 Miscellaneous Expenses								
5801.01 Tapes - Cost of Sales		20	(20)	0.00%	0	250	(250)	0.00%
5801.02 Apparel - Cost of Sales		20	(20)	0.00%	0	250	(250)	0.00%
5804 Maintenance - Parts & Services		209	(209)	0.00%	0	2,500	(2,500)	0.00%
5805 Depreciation Expense	6,367	1,000	5,367	636.70%	57,917	12,000	45,917	482.64%
5806 New Equipment & Office Equipment		1,250	(1,250)	0.00%	200	15,000	(14,800)	1.33%
5807 Search & Hire Expenses		20	(20)	0.00%	0	250	(250)	0.00%
Total 5800 Miscellaneous Expenses	6,367	2,519	3,848	252.76%	58,117	30,250	27,867	192.12%
Total Expenses	68,668	52,419	16,249	131.00%	609,186	626,064	(16,878)	97.30%
Net Operating Income	(20,657)	18,401	(39,058)	-112.26%	(54,506)	(6,168)	(48,338)	883.69%
Other Income								
6001 Unrealized Gains on Investments		0	0		175	0	175	
Total Other Income	0	0	0		175	0	175	
Net Other Income	0	0	0		175	0	175	
Change in Net Assets	(20,657)	18,401	(39,058)	-112.26%	(54,331)	(6,168)	(48,163)	880.85%