



**Village of Oregon
Cable TV Committee Meeting and Oregon Community Foundation**

Thursday, February 7th, 2019
Firefly Coffee House
114 N Main St, Oregon, WI 53575

Oregon Foundation and Joint meeting of the Cable TV

1. Called to Order by Tom K. 7:59 a.m.
2. Roll Call.
Attended: Tom Kirchdoerfer, Paul Zwicker, Judy Knutson Karleigh MacWilliams, Uriah Carpenter (joined later) and Mark Miller.
Absent: and Jeff Boudreau and Andy Weiland
3. Approval of Agenda:
Move the pay adjustments earlier in the meeting.
Strategic plan items moved up as well.
4. Approval of Minutes of the January 10th, 2019 meeting. Moved by Paul Z. as presented, seconded Karleigh M. and unanimously approved.
5. Communications:
Mike Gracz, Village Administrator acknowledged Karleigh M. and Mark M. were approved to the Village Cable Committee.
Kermit has been very helpful in working through a transition to Mark.
6. Treasurer's Report:
Submitted Reconciliation report of the bank statement, Profit & Loss for December to January as well as January 2019. Also provided a budget forecast for 2019 on a monthly itemized basis.
7. Executive Report:
 - a. Waiting on closed capturing response from the attorney to waive the responsibility due to financial limitations.
 - b. Employee reviews have been done. The employee enthusiasm is strong. Reviews are leading to the pay increases.
 - c. Equipment status: Acquired an 8-microphone wireless from the school at no cost.
 - d. Entered three videos' in a competition in Wisconsin Community Media.
 - e. Reviewed various videos programs captured and produced, including a bus video for parents of new school children.
 - f. Would like to investigate the computer needs in the office as well as the work flow. Will consider resources for getting assistance for pursuing computer needs.

8. Old Business:
 - a. Update Strategic Planning process.
 - b. Distributed the Board Member Job Descriptions, Board Member Agreement, Board Member Recruitment, Donor Confidentiality Policy, Gift Acceptance Policies, Executive Director Succession Plan. Each of these are ready to be submitted to the Board for approval, however the Executive Director succession needs further review. The Board moved, by Paul Z and Second Karleigh M. Unanimously approved.
 - c. No action taken as a factor of time. Each member should look over the documents on their own.
9. New Business:
 - a. None.
10. Staff Performance Reviews and Pay Adjustment Recommendation (closed session)
Andy Weiland, Tom will provide a review with Paul.
The submitted to the Village included an increase of the budget to increase payroll. Several scenarios have been provided to show several options. One of which is an hour change to an employee and shift others from Kermit. Also discussed adding hours to one of the employees.
 - a. Allocation of the hours moved by Paul Z. to Frank and seconded Karleigh M.
 - b. Moved to make a change in pay of Paul Z. by Uriah and seconded by Karleigh M. Unanimously approved.
11. Set next meeting date and time is set for **Thursday, March 7th at 7:30 a.m.** at Firefly Coffee House.
12. Adjournment: Moved by Mark M and seconded by Paul Z. at 8:56 a.m.

Minutes reported by Mark Miller.

These minutes are unapproved, pending board approval.