

**PEG Board Meeting Minutes**  
**February 9, 2011**  
**Clearlake City Hall**

Members present: Joyce Overton, Candyce Hagler, Joel Moore, Jeff Smith and Vince Metzger.

Call or order – The meeting was called to order at 6:23 p.m. by Joyce.

Additions or Deletions to the Agenda: none

Public Comment –none

Approval of Minutes – A motion was made, seconded, and carried unanimously to approve the January 12, 2011 minutes as written.

Volunteer Manager's Report – The station needed an emergency replacement of a UPS. Jed paid for this himself as there wasn't time to get approval from the Board. It was the consensus of the Board that Jed be reimbursed for this purchase (\$215.58). Jed said we need to update office forms. Joyce asked that once the forms are revised they be brought to the Board for approval. It was the consensus of the Board that Jed spend up to \$200 on the purchase of RAM sticks. Joyce asked Jed to send her a list of volunteers' personal equipment being used by the station and an approximate number of volunteer hours being donated to keep the station running. Jed also gave the Board a summary of what has been accomplished since the last Board meeting.

Weather Display – Jeff stated that Air Quality Control will be coming to the station to look at the weather station on the roof and determine its condition. They will also bring a computer so we can track the weather here and hopefully run that information on the Channel 8.

Finalization of Operations and Procedures Manual – Beth presented the previously approved final copy of the manual. Joyce asked everyone to look it over and be prepared to approve it for printing at the next meeting.

Final Approval of Budget – This is the proposed budget that will be presented to the Board of Supervisors and both Lakeport and Clearlake City Councils. Once Joyce gets Jed's revised list of proposed equipment purchases, it will be attached to the budget as Attachment A. This list will also include equipment currently being used by the station that belongs to volunteers and the time being donated to the station by them. Joel moved, Jeff seconded, and the Board unanimously approved the budget pending the addition of the items mentioned above.

Fundraiser – Joyce has been working with Shannon Nailor on a comedy show. There was discussion of El Grande as a possible venue.

Election of Chair and Vice-Chair – Jeff nominated Joyce as Chair and Vince as Vice-Chair. Candy seconded, and the Board voted unanimously to elect them.

Next Meeting Agenda Items

- Discuss the PEG membership fee, in-kind service, and waiver of fee for those unable to pay.
- Approval to print Operations and Procedures Manual.
- Approval of Business Plan
- We will discuss increasing access to the station for those running it.

Adjournment – The meeting was adjourned at 8:27 p.m.

Candyce Hagler  
PEG Board Secretary

