

NECAT Board Minutes

January 28, 2020

NECAT studio, 11:00am - 12:30pm
120 White Bridge Road
Nashville, TN 37209

Regular/Special Meeting?	Regular
Proper Notice Given?	Yes
Directors in Attendance:	Tyler Pittman, Brian Rosman, Dana Schroering, Aisha Lbhalla, Lindsey Ganson, Seannalyn Brandmeir, Sheyla Paz, Willie J. Sims Jr., Chris Sinlgeton
Directors NOT in Attendance:	Brian Mansfield, Joe Wooley, Caroline Sprouse
Others in Attendance:	Rachel Kenyon, Cameron McCasland, John Ferguson
Quorum Established?	Yes

Tyler Pittman called the meeting to order at **11:11 AM**

Board Chairman's Report - Tyler Pittman

- Welcome new members Brian Rosman and Willie Sims Jr.
- Ascend funding (\$5K) for MNPS classes due in April
 - o Down 58% from previous year, citing other direct funding for MNPS
- Business plan in development as part of group discussion

Review & Approve November meeting minutes:

Motion:	Seannalyn motions, Sheyla seconds
Approved?	Passed unanimously

Review & Approve November – December Financials:

Motion:	Seannalyn motions, Aisha seconds
---------	--

Approved?	Passed unanimously
-----------	---------------------------

NECAT Report - Cameron

- Meetings since November include:
 - o Josie Awards
 - o Nashville State Production Class
 - o Adventure Science Center
 - o Board business plan committee
 - o Girl Scouts
- Pricing model changed on NECAT website for classes starting in April
 - o Minimum \$40 annual technician fee for all participants @ 1st class
 - o Optional producer fee \$80 if student wishes to create content
- Need assistance on NECAT website design and maintenance. ITS should not admin anything outside of metro responsibilities.
- Member meeting needs to be scheduled – need board volunteers
 - o 2/24 We Foster Film event with Adventure Science Center (date tbc)
 - o 3/19 Belfast Night Live Singer Songwriting Taping with sister city
 - o 3/28 Tennessee Women In Film Event (tbc)
- Board members encouraged to take production class or volunteer for show
- Studio Production Classes Schedule
 - o 1/30 & 1/31 – Nashville Islamic Center Class
 - o 2/6 & 2/7 – TV Production Class (Full)
 - o 2/24 & 2/25 – Pre-Production Class (6-9:30 pm)
 - o 2/26 – Green Screen Class (5:30 – 9:30 pm)
 - o 3/5 & 3/6 – TV Production Class (Full)
 - o 4/9 & 4/10 – Pre-Production Class (6 – 9:30 pm)
 - o 4/16 & 4/17 – TV Production Class (6 – 9:30 pm)
 - o 4/26 – Green Screen Class (3:30 – 6 pm)

Studio Manager Report - John Ferguson

- Studio usage has doubled since Cameron came on board
- Monday & Tuesday to remain closed until time can be properly dedicated
- Revenue increases with class technician fees being implemented
- Producer members are returning to the studio from previous years
- Procurement process still delayed
- Phase 1 equipment ordered and to start to arrive in February, followed by installation later in the month. PTZ (pan-tilt-zoom) cameras
- Phase 2 audio equipment purchase taking place, including pro-tools to accommodate more music shows, as well as new audio board & drum kit
- Phase 3 & 4 will include upgraded field equipment & studio lighting (Frenels)
- Additional classes expected to retrain producers on new equipment
- Instructional tutorial videos also created to inform and educate members on the new gear

Group Discussion

- Current funds give NECAT a six month runway if no further funding comes in
- Initial ideas for additional revenue streams include corporate team building classes
- Sponsorship classes from mid-size business & organizations
- Metro partnerships with Communities, and other potential content creation opportunities with local council members
- Individual donations from board, membership / donor drives
- PSA testimonials from previous producers, organizations
- **Sharable business plan on google drive. Will review and vote on next meeting**

Meeting adjourned at **12:32 PM**.

Next Meeting is **February 25th @** the PEG Studio