

Minutes of the Board Meeting of Acadiana Open Channel (AOC)

Date: September 24th, 2025

Time: 6:00 p.m.

Location: AOC Conference Room

Attendance: John Pastor, Andre Angelle, Anthony Daniels, Marlise Dugas (by phone), Olivier Chatelaine de Pronville, Sally O. Donlon, Jennifer Randal-Thorpe, Kris Wotipka.

Call to Order: The meeting was called to order at 6:16 p.m. by Chair Pastor.

Reports from Consent Agenda:

- **Approval of Previous Minutes:** Minutes from the previous board meeting, held on August 27th, approved with correction to spelling of board member Jennifer Randal-Thorpe's name. **[Angelle moved/Randal-Thorpe seconded]**
- Marketing Report: Tiffany emailed to Board members; receipt acknowledged.
- Usage Report: Skip emailed; receipt acknowledged.
- Programming Report: Will emailed; receipt acknowledged.
- Executive Director's Report: Wotipka reported on payments since last meeting; discussed payroll consideration of Sarah Hebert, who has helped with balancing of AOC books; discussion of \$50,000 deposit and its possible genesis; reminder of Performance Report due to LCG; two grants that Tiffany has secured (\$300 in underwriting fees from FOX and another grant from Entergy); Board & Director insurance confirmed.
 - **Approval of the Consent Agenda:** The topics for the remainder of the meeting's consent agenda reviewed and approved with no changes. **[Donlon moved/Daniels seconded]**

New Business:

- Pastor reported on Progress with City; Negotiation of New Contract Process; discussion of November 1st Deadline
- Pastor led Strategy Discussion and discussed upcoming meeting with attorneys to be attended by Angelle, Ayo, Donlon, and Pastor
- Discussion of Next Two board meetings (October 29 & November 26) to be held during holidays. Board decided to move October meeting up one week to October 24th in observance of Hallowe'en.
- Committee Reports:
 - Membership/Nomination Committee: *Staff to provide Committee with list/contacts of new members since last meeting. Committee to contact. (August 2025) — No Action*
 - Financial Review and Projections: Angelle reported on ongoing work on methodology for monitoring cash flow; exploring earned revenue options. De Pronville joined the Committee.

- o Fundraising Committee: Chair Pastor described potential events to extend tie in with “Give Back Nights” that some board members have signed up for with vendors. Donlon discussed opportunity to seek foundation funding; discussion of staff coordination moves focus beyond fundraising to an organizational Development Plan.
- o Executive Director Committee Report: No Action

Old Business: Discussion/Continuance of Tabled and No-Action Items

- Review of *Audit* — Discussion, No Action
- Review of *Annual Plan* — Discussion, No Action
- *Bylaw Addition* to include *Membership Handbook Revisions*, as needed —Discussion, No Action
- *Membership Handbook* to include *Communication Agreement* — Tabled
- Approve *Board of Directors Onboarding Checklist* — Tabled
- Establish new *Hiring Process* for Executive Director — Tabled
- Add “three strikes” policy to *Employee Handbook for Termination* — Tabled
- HR Process for *Staff Operations* — Tabled

Public Comment: There were no Public Comments.

Next Meeting: Wednesday, October 24th, 6:00 p.m., in AOC Conference Room

Adjournment: There being no further business to come before the board, the meeting was adjourned at 8:10 p.m. by Chair Pastor. **[Donlon moved/Pastor seconded]**

Respectfully submitted,

Sally O. Donlon,
October 18th, 2025