

DRAFT

MINUTES

41st Annual Business Meeting of the
National Association of Telecommunications Officers and Advisors (NATOA)
October 20, 2021
Online via GoToWebinar

1. Call to Order: NATOA President Brian Roberts called to order the 41st Annual Business Meeting of NATOA at 3:03 p.m. EDT on Wednesday, October 20, 2021.
2. Credentials Report: 19 voting members were in attendance when the meeting began.
3. Review of Standing Rules: Secretary-Treasurer Rick Assmus reviewed the Standing Rules, which were adopted by general consent.
4. Approval of Minutes of 40th Annual Business Meeting: Dave Albery reported that the 2020 Minutes Review Committee had reviewed and approved the draft minutes. Upon a call for approval, the minutes of the 40th Annual Business Meeting were approved unanimously by a vote of the membership.

Karen Tolson, Chris Jaramillo and Donna Richardson were appointed to the 41st Annual Business Meeting minutes review committee.

5. President's Report: President Roberts thanked NATOA Staff and the Board for their hard work. He discussed the virtual conference, plans to be in-person in Denver in 2022, and the new organizations NATOA worked with on the regulatory side during the past year.
 - Garth Ashpaugh thanked President Roberts for his leadership.
6. Executive Director's Report: Executive Director Tonya Rideout reviewed current finances and revenue expectations for 2021. She thanked the Board and Staff for their hard work during the past year.
 - Jonathan Kramer asked if NATOA was committed to future conference locations. Executive Director Rideout shared that NATOA was contracted to hold the 2022 Annual Conference in Denver.
 - Jeff Lueders discussed future membership trends.
7. Treasurer's Report: Secretary-Treasurer Assmus gave the report for the 2021 fiscal year. The report was accepted as presented. (A copy of the Treasurer's Report is attached)
8. Board of Director's Committee Reports: President Roberts notified attendees that written committee reports were included in the meeting packet. Members were given an opportunity to ask the committee chairs questions regarding the reports. (A copy of each of the respective Committee Reports is attached)

9. Report of the Nominating Committee and Introduction of New Officers and Directors: Immediate Past President Mike Lynch thanked President Roberts for his service, and reported the outcome of the 2021-2022 election. (A copy of the Committee Report is attached).

Rick Assmus was elected to serve as President-Elect.

Suzanne Bartole, Jennifer Li and Carson Hamlin were elected to initial directors' terms.

Dave Albery and Karen Tolson were elected to a second term as Director.

The 2021-2022 NATOA Board of Directors was introduced to the membership.

10. Nomination for Life Member: President-Elect Michael Russo reported that there was no nomination for Life Member.

11. General Member Comments:

- Secretary-Treasurer Assmus reported that CCUA is excited to welcome everyone to Denver in 2022.
- Jonathan Kramer thanked the NATOA Board and SCAN Chapter for their hard work.
- Pam Berrian asked when membership renewals would be sent out.

12. President's Closing Remarks: President Roberts thanked everyone for attending. Secretary-Treasurer Assmus reported there were 24 voting members in attendance at the conclusion of the meeting.

13. Adjourn: The meeting adjourned at 3:41 p.m. EDT.



Treasurer's Report

Submitted by: Rick Assmus, Treasurer, NATOA Board of Directors

Attached:

- Financial Statements for year-to-date December 31, 2020
- Financial Statements for year-to-date June 30, 2021

Following are Highlights of:

- The 2021 budget
- Financial activity for calendar year 2021

2020 Compared to 2019

Reviewing changes shown for 2020 over 2019:

- NATOA increased total cash \$22,179
- Increase in Net Assets (Total Assets less Liabilities) of \$45,668

2021 Activity

- 2021 total revenues and expenditures in line with adopted budget. NATOA is maintaining a strong cash position.
- NATOA is in the process of conducting an Audit Review of FY2020 financials.
- Headquarters applied and received an additional PPP loan.
- NATOA's second virtual conference was a revenue generator with high attendance and vendor participation.
- Memberships remain strong, actual amount received was 42% over budget.
- eNATOa revenue is at 72% to date and expected to meet budget by year end.



2021 CONFERENCE COMMITTEE REPORT

MEMBERS:

CO-CHAIRS: Brian Roberts and Michael Russo

COMMITTEE MEMBERS: Garth Ashpaugh, Rick Assmus, Adam Badertscher, Suzanne Bartole, Debra Bryan, Dan Cohen, Reba Crocker, Rick Ellrod, Ken Fellman, Karen George, Carson Hamlin, Maja Haium, Rondella Hawkins, Chris Jaramillo, Mark Kaufmann, Donna Keating, Jeff Lueders, Mike Lynch, Jodie Miller, Bob Pearce, Dennis Rafferty, Keith Reeves, Dan Sheffer, Lori Sherwood, Karen Tolson, Jonathan Uhl, Glenn Williams

MISSION:

To plan and develop NATOA's 2021 Virtual Annual Conference.

OBJECTIVES:

1. To conduct an educational, engaging and content rich national conference.
2. To convene NATOA's Annual Business Meeting.
3. To bring NATOA's membership together for networking/fellowship opportunities.

ACCOMPLISHMENTS:

The Conference Committee began meeting in March 2021 to work on the Annual Conference program. The conference was held virtually again this year to accommodate member budget and travel restrictions. A scholarship fund was established to assist those whose budgets were negatively impacted due to the pandemic, and thanks to the generous support of our sponsors, we were able to offer scholarships to 10 attendees who did not have the budget to attend.

The conference featured a Storytelling Workshop with Lisa Berglund and three days of timely sessions, virtual hallway hangouts, small group discussions, conference chat and speed networking features, and a virtual exhibit floor.

We were thrilled to offer some fun elements such as a sponsored goodie box sent via USPS, three \$5 Starbucks e-gift cards, and a \$10 GrubHub lunch gift card.

A special thank you to all of our sponsors and exhibitors. Many of these features were made possible because of their support and we are extremely grateful.



2021 Government Programming Awards Committee Report

Members: Suzanne Bartole, Chair
Keith Reeves, Dennis Rafferty, Karen Tolson, Donna Keating, Michael Russo, Bob Pearce, Mark Kaufman

Mission: To manage and enhance the recognition of extraordinary government programming through the Government Programming Awards.

Objectives: Establish a venue whereby the broad range of government programming can be displayed and critiqued helping entrants to advance the quality of programming they produce.

Accomplishments: The 2021 Annual Government Programming Awards received 761 entries. This is up from last year's 557 entries.

A few changes were made to the categories this year including 8 new categories.

- We added a new Animal Services category.
- To reflect COVID related programming we added several COVID inspired categories this year with great entry numbers, some with budget breakdowns including Public Health (COVID) Short Form, Public Health (COVID) Long Form, Best COVID -19 Update/Virtual Production, Public Service Announcement (COVID), Public Service Announcement Campaign (COVID)
- We removed 7 categories total by combining budget breakdowns.

A virtual GPA Viewing Party was held on the closing night of the Annual Conference. The platform allowed for smooth playback of the winner's video and allowed entrants to chat with each other and participate in polls. The viewing party was a tremendous success and was a fun way to close out the conference, supporting and celebrating the outstanding work of our peers.

I would like to thank the members of the GPA committee for their hard work and flexibility this year, Bob Pearce for producing the year's fabulous Winner's Video, the judging sites for their willingness to help and all of our entrants this year. This program is a success due to the work of so many and we are grateful to all who contribute to its success.



2021 Membership Committee Report

Members:

CO-CHAIRS: Dave Albery, Tom Norton

COMMITTEE MEMBERS: Linda Ain, Garth Ashpaugh, Ellen Bergren, Alan DeLollis, Rich Desimone, Donna Keating, Jeff Lueders, Rogelio Peña, Adam Phillips, Lori Pulkrabek, Jacque Smith, Ryan Zink

Mission:

To retain current NATOA membership and recruit new membership

Objectives:

- contact non-renewed members and advocate for renewal
- work with Communications Committee to highlight the advantages of NATOA membership
- meet monthly as needed
- pursue representation from each chapter
- promote the Annual Conference through outreach to first-time attendees

2021 Accomplishments:

- worked with HQ in February, March, and April, with the assistance of chapter presidents and the Board of Directors, to contact every 2018 - 2020 member who had not renewed for 2021 and encourage renewal
- conducted four virtual orientation sessions for first-time Annual Conference attendees the week prior to the conference



NATOA Policy & Legal Committee

2021 Activities

FCC:

- ***Wireless Facilities Modification Docket (WT Docket No. 19-250):***
 - Filed, with a local government coalition, a Petition for Reconsideration and comments in support of reconsideration
 - Drafted and distributed a template for others to file a reply in support of the Petition
- ***Emergency Broadband Benefit Program (WC Docket No. 20-445):***
 - Filed Comments regarding local government participation in the Program
- ***Emergency E-Rate Petitions (WC Docket No. 21-31):***
 - Filed Comments in support of several petitions seeking approval to use E-Rate program funds to support remote learning and teaching during the COVID-19 pandemic
- ***Emergency Connectivity Fund (WC Docket No. 21-93):***
 - Filed Reply Comments advocating for bulk purchasing and sponsored services, including those procured by local governments, to be included in the program as well as allowing funds to be used for self-provisioned networks and service at community facilities
 - Provided Members with a summary of the FCC's Order on use of Funds
- ***Proceeding Challenging Rights-of-Way Fees (WC Docket No. 21-323):***
 - Filed Comments opposing industry request for the FCC to preempt local fees for use of the rights-of-way by wireline providers
- ***Wireless and Wireline Broadband Dockets (WT Docket No. 17-79; WC Docket No. 17-84):***
 - Filed joint NATOA/CWA survey *Stretched Thin and Feeling the Squeeze: The Harmful Effects of Small Cell Preemption on Local Governments*
- ***Advisory Committee Service:***
 - Appointed to the Communications Security, Reliability, and Interoperability Council (CSRIC) with Everett Kaneshige as representative

- Reappointed to the First Responder Network Authority's (FirstNet Authority) Public Safety Advisory Committee (PSAC) with Corey Reynolds as representative

Congress:

- ***American Rescue Plan Act:***
 - Submitted comments to Treasury seeking clarification on the Interim Final Rules for use of Coronavirus State and Local Fiscal Recovery Funds
 - Provided a template and assistance for Members to file comments with Treasury regarding the Fiscal Recovery Funds
 - Provided Members a detailed summary of relevant portions of the Fiscal Recovery Funds in the Act as well as Treasury guidance on use of the Funds
 - Provided Members a detailed summary of the Act's Coronavirus Capital Projects Fund
- ***Infrastructure Investment and Jobs Act:***
 - NATOA joined with NLC, USCM and NACo in submitting a letter to House and Senate leadership emphasizing our priorities for the broadband portion of the infrastructure package
 - Drafted revisions to broadband funding provisions that were provided to Senate leadership
 - Provided Members a detailed summary of relevant provisions of the Act
- ***Community Broadband Act (H.R. 1631):*** Rep.
 - Eshoo noted NATOA's endorsement of the Act, which would prohibit state laws that ban or limit broadband systems administered by municipalities, co-ops, or public-private partnerships

Courts:

- Intervened in *League of California Cities, et al v. FCC*, the appeal of the FCC's June 2020 Declaratory Ruling in Docket No. 19-250 regarding the 6409(a) rules for mandatory approvals of certain modifications to existing wireless towers and base stations
- Supported municipal Petitioners and Intervenors on Petition for Certiorari in *Portland v. FCC*, the challenge to the FCC's 2018 moratoria and small cell orders



2021 Video Production Committee Report

Members: List Chair(s) and individual committee members.

Rick Assmus – Co-Chair – Arvada, CO
Karen Tolson – Co-Chair – Washington, DC
Jacob Abramson – City of Surprise, AZ
Adam Badertscher – Thornton, CO
Suzanne Bartole – San Diego, CA
Doug Bigham – Sacramento, CA
Christian Bruncsak – Austin, TX
Mike Connor – Kirkland, WA

Carson Hamlin – Fort Collins, CO
Alex Klinger - Kent, WA
Jonathan Kirsch – Lakewood, CO
Gregg McClellan – Pierce County, WA
Bob Pearce - Golden, CO
Louis Rocha – Public Cable Television Authority, CA
Chris Williams - James City County, VA

Mission: To be a resource for NATOA membership by addressing issues including video production, content delivery, analytics, technology, programming, social media, and PEG channel operations.

Objectives: To learn the best and technologically advanced way of getting our members' video content out to the public. What are best practices in local government? How does social media and news-style video content play into the mix with more traditional PEG television channel operations and programming? Another objective is to increase membership and grow the NATOA organization and to provide a strong and vibrant PEG advocacy at all levels of government. The committee starts the Brian Wilson Award nomination process and submits a recommendation to the NATOA Board of Directors for consideration and approval. Other objectives are to regularly update video on the NATOA website with interesting and engaging video content and assist with the development of the 2021 eNATO Program.

Accomplishments: Building off the challenges of 2020 and COVID, the committee helped the NATOA staff establish a great line-up of e-NATO roundtable style sessions for 2021 which began with "Audience Engagement in a COVID World" in March. The biggest challenge for this committee was to reach out to our members to see how everyone was doing in the virtual world that was bestowed upon us. We continued what we started in 2020 with our monthly meeting formats modified to allow committee members an open forum to share what they were dealing with, ask questions

of others, and share general information and then we added guest speakers each month to try something different. In April, Karen Tolson from The DC Office of Cable Television, Film, Music and Entertainment presented "Multi-Tasking when operating a PEG Channel." In May, Carson Hamlin from the FCTV, City of Fort Collins, CO presented on "Putting Cares Act money to work for your PEG channel" and In June we had Christian Bruncsak, Video Producer for the City of Austin TX present on "Slow TV." These meetings were a huge success and gave every committee member an opportunity to learn and ask questions with a roundtable format.

We continued to hold very productive meetings for the remainder of the year, helping with judging of the GPA's and then wrapping up the year with our nomination for the Brian Wilson Award. Donna Monacci, Director of Communications Productions Division at Fairfax County, VA was the recipient of the 2021 Brian Wilson Memorial Award.



RE: 2021 NATOA Board of Directors Election Results

Greetings Fellow NATOAns,

August 25, 2021

On behalf of the Board of Directors, I am pleased to announce the results of the 2021 election for President-Elect and Director positions.

I would like to recognize Rick Assmus, who was elected to serve as President-Elect, and Suzanne Bartole, Carson Hamlin and Jennifer Li who have been elected to their first term in office. We also welcome back Dave Albery and Karen Tolson, who have been elected to a second term as Director!

2021 Election Results

Total Ballots Cast – 87

President-Elect

Rick Assmus *Elected*

Directors – (5 seats available)

Karen Tolson *Elected*

Dave Albery *Elected*

Jennifer Li *Elected*

Carson Hamlin *Elected*

Suzanne Bartole *Elected*

Please join me in thanking our Board of Directors for their continued service and welcome our new Board members!

I also want to thank the 2021 Nominating Committee for their assistance in recruiting an excellent slate of candidates for the election. Thank you to Dan Cohen, Donna Richardson, Rondella Hawkins, Jodie Miller, Alice Lawson and Jack Chin.

Finally, to all who may be interested in serving on the Board in the future, please continue to participate in the activities of the association to enhance your knowledge and future success for candidacy to the Board.

Sincerely,
Mike Lynch, Chair
Immediate Past President