

**ANNUAL REPORT OF
LAKE CHAMPLAIN ACCESS TELEVISION**

DATE OF REPORT	January 2007
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ORGANIZATION NAME & LOCATION

Corporate Name	Lake Champlain Access Television
Mailing Address	354 Prim Road, Suite 3 Colchester, VT 05446
Web Address	www.lcatv.org

CONTACT INFORMATION

Contact Name	Kevin Christopher
Position	Executive Director
Address	354 Prim Road, Suite 3 Colchester, VT 05446
Phone Number/ Extension	802-862-5724
Fax Number	802-864-6635
Email Address	info@lcatv.org

CORPORATE STATUS

Start of Fiscal Year (month/date)	October 1
Is the AMO recognized by the IRS as a not-for-profit organization? (yes/no)	Yes
Year Incorporated in state of Vermont	1993
Is the AMO currently registered as a nonprofit organization with the State of Vermont? (yes/no)	Yes

SERVICE TERRITORIES AND COMMUNITIES SERVED/CHANGES

Service Territories	Name of Operator	Communities Served <i>(As identified in your Contract)</i>
PEG AMO Service Territory 1	Lake Champlain Cable Television Corporation, l/k/a Comcast Cable	Colchester, VT Milton, VT Georgia, VT

DESCRIBE CHANGES IN THE AMO'S SERVICE TERRITORY IN THE PAST FISCAL YEAR.

Change(s) in Service Territories & Communities Served		
<i>(If AMO serves distinct service territories or operators, please specify - See Definition at 8.100 (CC))</i>	Name of Operator	Change in Communities Served <i>(As amended in your Contract)</i>
PEG AMO Service Territory 1	Lake Champlain Cable Television Corporation, l/k/a Comcast Cable	None

CURRENT PEG CAPACITY AND APPLICATIONS.

Name of Cable Operator #1:	
Channels (<i>Call letters/Name</i>)	Type of Access (<i>Public, Educational, Govt.</i>)
1. LCATV Channel 15	Public Access
2. LCATV Channel 16	Educational/Governmental Access
3. –	
Other Applications	Description (<i>e.g., Video-on-Demand, Audio Channels</i>)
	n/a

DESCRIPTION OF CURRENT PEG SERVICES

Outreach Strategies: Outreach Activity Summary

Activity	Frequency (<i>e.g., per month/ ongoing...</i>)	Numbers served (<i>Check applicable Range</i>)				
		1-50	51-150	151-500	501-1000	1000+
Orientation Workshops	monthly	x				
One-on-one	ongoing	x				
Open Houses	–					
Community Events	biannual	x				
Public presentations	–					
Newsletters	quarterly				x	
Bill Stuffers	–					
Print Advertisement	quarterly					x
Radio Advertisement	–					
Cable Avails. Define	–					
PEG Channel Promotional Programming	ongoing				x	
E Newsletter	–					
Web site & blog	ongoing					x
List serves	quarterly	x				
Community Organization Memberships	–					
Other (Classes & Camps):	ongoing		x			

Outreach Strategies: Information in narrative form:

<p><i>Included among LCATV's outreach activities:</i></p> <ul style="list-style-type: none"> • Provided regular coverage of various municipal and school meetings for the Towns of Colchester, Milton and Georgia; including select boards, school boards, planning commissions, town meetings, etc. • Videotaped and aired annual elementary, middle and high school graduation ceremonies. • Worked with Colchester High School to plan and offer a video production course. • Acted as team instructors for Georgia Middle School's video production course. • Participated in Colchester's annual Winter Carnival celebration. • Offered video production day camps through the Colchester Parks and Recreation Department, Georgia Elementary and Middle Schools and Milton Family Community Center. • Made available the LCATV Community Bulletin Board for the disbursement of community information and announcements and access facility information.

- Videotaped and aired numerous community events.
- Provided videotaped coverage and equipment for a number of events sponsored by the Milton Family Community Center.
- Organized a series of candidate forums during Town Meeting which provided viewers the opportunity to interact with the candidates during television programs.
- Organized televised informational budget and bond item presentations with local towns and school districts.
- Worked with Colchester High School to provide a closed-circuit live broadcast of their graduation ceremonies for audience members over the capacity of their gymnasium.
- Distributed quarterly program guides/newsletters.
- Work with the Milton Family Community Center in a series of workshops that resulted in the production of a MFCC PSA.
- Offered numerous classes and workshops, both at the LCATV offices and on location via the LCATV Mobile Video Lab.

Training Delivery Summary

Activity	Frequency	Number of people served
One-on-one training & support	ongoing	approx. 50
Workshops	monthly	25
Camps	annually	22
Other (Classes):	ongoing	100-120

Training Delivery Narrative

- Hosted various workshops and orientation sessions at LCATV offices and on location via the LCATV Mobile Video Lab.
- Hosted video production camps in conjunction with Colchester Parks and Recreation Department, Georgia Elementary and Middle Schools and Milton Family Community Center.
- Assisted with video production classes at Colchester High School and Georgia Elementary and Middle School.
- Conducted workshops through Georgia Schools and Milton Family Community Center.
- Offered one-on-one training at LCATV offices and on location via the LCATV Mobile Video Lab.

Volunteer Value

Volunteer Contributions	Estimated Number
Volunteers	20
Volunteer Hours	265
Organizations (that you keep track of) that participate and utilize PEG services	105

Volunteer Contribution Narrative

<p><i>The following organization utilized LCATV services in some manner during FY05/06:</i></p> <p>Town of Colchester Town of Milton Town of Georgia Colchester School District Milton Town School District Georgia Elementary and Middle Schools Colchester High School</p>	<p>St. Jude Children's Research St. Monica School St. Pius X Stars of VT Scholarship Pageant The Catamount Pipe Band United Church of Colchester United Church of Fairfax United Church of Milton VT Council for Quality VT Ducks Unlimited</p>
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<p>Colchester Middle School Milton Junior/Senior High School Milton Elementary/Middle School Walk for Children 40th Army Band American Red Cross Arrowhead Senior Citizens Center Bolton Valley Resort Burnham Memorial Library Champlain Valley Head Start Christian Action Ministry Colchester Community Chorus Colchester Historical Society Colchester Parks & Recreation Department Champlain Valley Agency on Aging Essex Meals on Wheels Fairfax Community Theatre Company Fraternal Order of the Eagles Georgia Plain Baptist Church Georgia Public Library Green Mountain Chorus Green Mountain National Golf Course Health Seekers of Vermont Holy Cross Church Chittenden County Humane Society Journey East Program Leukemia & Lymphoma Society Malletts Bay Congregational Church Men Alive! MHS Theatre Milton Eagles Club Milton Family Community Center Milton Outdoor Performance Center Milton Outreach Theatre Milton Public Library Milton Ski & Ride Club Milton Youth Hockey Association North Avenue Alliance Church Northern NE Carpenters Norwich Women's Club Penguin Plunge Richmond Free Library St. Ambrose Parish St. Ann's Parish</p>	<p>VT Fancy Felines VT Women's Fund Westford Volunteer Fire Department Milton Church of Christ VT Right to Life Open Doors Church Peace & Justice Center House of Yahweh Church Street Marketplace Addison County Church of Christ Peace and Justice Center House of Yahweh Vermonters for a Just Peace in Palestine/Israel Soul Harvest Ministries EarthAngels Champlain Valley Fair Essex Church of Jesus Christ of Later Day Saints The Ballet School Vermont MIDI Project Vermont Voltage Vermont Youth Orchestra American Cancer Society United State Army Better Business Bureau Vermont Department of Health Blue Cross Blue Shield Colchester Rescue Colchester-Milton Rotary Club UVM Medical School Vermont Fair Housing Green Mountain Club Metropolitan Planning Organization Mobius Mentoring Program Odyssey of the Mind Office of the Governor of Vermont Office of Representative Bernie Sanders Victory Center United States Power Squadron Winooski Valley Sail and Power Squadron VT Apollo Alliance Vermont Business Coalition Vermont Symphony Orchestra Youth to Youth Bear Hugs Program MHS Project Graduation</p>
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PROGRAMMING DATA

Hours of Channel Operation

	Channel 1 LCATV 15	Channel 2 LCATV 16
How many hours does your channel operate each day (not including bulletin board)?	17.5	16.7
How may hours does your channel operate each year (not including bulletin board)?	6,407	6,096

Programming Information

<i>Please provide annual data.</i>	Channel 1 (LCATV 15)		Channel 2 (LCATV 16)	
	Number of Hours	Number of Programs	Number of Hours	Number of Programs
Total first run, non-repeat programming	374	53	698	101
Total Locally Produced Programming	209	31	586	62
Total Imported programming <i>(sum of following two rows)</i>	165	22	112	39
Imported from Vermont AMOs	129	16	96	26
Imported from other sources	36	6	16	13

Remote Origination Sites

Location of site Building, Street Address, Municipality	Frequency of Use (Specify “per month” or “per year”)	Number of Programs Cablecast from Site	Ways these sites are being used (e.g., municipal meetings, graduations)
n/a			

COMPLAINT TRACKING:

Please summarize the type and resolution of complaints received by your AMO this year.

Category of Complaint	Number of Complaints	Number Resolved	Number Pending *
Access to Facilities	–		
Equipment	–		
Programming	–		
Schedule	–		
Training	–		
Other	–		

Please summarize the pending complaints:

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DESCRIPTION OF FACILITIES *(full inventory attached)*

Category	Equipment Package (General description: Number, type of equipment)
Studio Location 1	3 Studio Cameras (Sony PD-170) 3 Bogen Tripods 5 Lavalier Microphones (Shure)

	6 Studio Lights (Altman & Lowel) Video Mixer (Panasonic) Misc. Monitors (Sony, JVC, Panasonic) Audio Mixer (Shure) VHS Dubbing Station (6 Panasonic VCRs) 2 Component DVD Burners (Panasonic & JVC) Channel Racks (3, with modulators, VCRs, DVD players, monitors, TBCs, switchers, CD changer, etc.) 2 Dell PCs (Community Bulletin Board)
Field Production Equipment (in Regular Use)	3 Pro Camcorders (Sony DSR-250) 4 Pro Camcorders (Sony PD-150) 2 Prosumer Camcorder (Panasonic DVC 30) 4 Sony Consumer Camcorders 3 Miller Tripods 8 Bogen Tripods 6 Audio Mixers (Shure) Various Microphones (handheld, lavalier, shotgun) Various Cables & Adaptors 3 FireStore Digital Video Storage Units Cadco Remote Modulator 2 Video Mixers (Focus Enhancements & Videonics)
Editing Facilities	2 Linear Editing Suites (Panasonic & JVC) 1 iMac 1 iBook 2 Apple G4 1 Apple G5 1 Dell PC 4 Dell Notebooks (4 staff office PCs also have editing capabilities)
Other Equipment (Please specify):	Various Office Machines (printers, copiers, etc.) Various Office Furniture
Major changes in equipment inventory from previous year (general statement of improvements):	<i>acquisition of:</i> 1 Panasonic AG-DVC30 Camcorder 4 Audio Technica AT871R Boundary Microphone 1 Eartec Wireless Intercom System 2 Sony DSR-11 DVCam VCR 3 Dell Inspiron Laptops 3 Sony DSR-PD170 Camcorders 3 Bogen 501 Tripod & Leveling Head 1 Panasonic AG-1350 VHS VCR 4 Sure Lavalier Microphone 2 Audio-Technica Shotgun Microphone 3 Sure PG-58 Handheld Microphone 4 Microphone Stand (Floor & Tabletop) 3 Promax 200GB FireWire Drive 3 Sony Studio Monitor Headphones 1 Focus Enhancements Field Video Mixer 2 JVC 13" Color Video Monitor 1 Mackie 12 Channel Audio Mixer

ROSTER OF STAFF & BOARD

Staff Roster

<i>Position</i>	Full Time	Part Time	Contracted
Executive Director	Kevin Christopher		
Production Coordinator	Buddy Meilleur		
Channel Coordinator	Rebecca Padula		
Field Producer			Barnabas Rose Cynthia Bourget Eric Johnson Ben McCarty

Board Member Roster

<i>Board Member</i>	<i>Community Affiliation</i>
Samuel Conant	Colchester
Henry Schaefer	Colchester
Ralph Perkins	Colchester
Karolyn Towne	Milton
J. Scott Futrell	Milton
Peter Russom	Milton
Eric Hadd	Georgia
Randy Hall	Georgia

CHANGES IN ORGANIZATIONAL STRUCTURE

Detail any changes in organizational structure that occurred during the year.
(*e.g., bylaws, governance details, corporate form, etc.*)

Change in fiscal year. At the end of Fiscal Year 2005/2006, LCATV's fiscal year will become the calendar year (beginning January 1, 2007).
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STATEMENT OF FUNDS

Amount carried forward at prior year.	approx. \$320,000
Total of Operating Funds received from the Cable Operator in fiscal year	\$225,671.34
Capital Funds received from the Cable Operator in prior fiscal year	\$25,074.59

Indicate the program services of the AMO.

Program Services	Yes/No
PEG Services	
Operation of PEG Channel(s) & Applications	Yes
Non PEG Services	
	n/a

Total expenses as they apply to each of the AMOs program services

Program Services	Expenses
PEG Services	
Operation of PEG Channel(s) & Applications	\$251,825.44
Non PEG Services	
	n/a
PEG & Non-PEG Expenses	\$251,825.44

Describe the revenue sources the AMO relies upon to support its program services.

PROGRAM SERVICES	CABLE	OTHER SOURCES OF REVENUE				TOTAL REVENUE
		Cable Company Funding	1. Dubbing Income	2. Blank Media Sales	3. Interest Income	
PEG Services						
Operation of PEG Channel(s) & Applications	\$250,745.93	\$2,487.35	\$840.59	\$10,181.70	\$604.00	\$264,859.57
Non PEG Services						
	–	–	–	–	–	–
Total PEG & Non PEG Revenue	\$250,745.93	\$2,487.35	\$840.59	\$10,181.70	\$604.00	\$264,859.57

Detail operating and capital expenses as they relate to the AMO’s support production and distribution of PEG content to cable television subscribers.

Expense Summary	Total
Operating Expenses	\$224,177.87
Capital Expenses	\$27,647.57
Total Expenses	\$251,825.44

FINANCIAL REPORTS

Types of Documentation	Attached
FY 2005/2006 Income and Expense Statement/Balance Sheet	Yes
Fiscal Year 2006 & 2007 Projected Budgets	Yes

CERTIFICATION OF CORPORATE DOCUMENTS

Bylaws or other governing documents	Yes
Rules and operating procedures	Yes
Complaint and dispute resolution procedures	Yes
Evidence of conducting meetings consistent with Open Meeting law	Yes

I, Kevin Christopher, hereby certify that Lake Champlain Access Television maintains the following documents on our premises and available to the public upon request.

- Bylaws or other governing documents
- Rules and operating procedures
- Complaint and dispute resolution procedures
- Evidence of conducting meetings consistent with Open Meeting Law

Signature: _____

Date: January 29, 2007

Witness: Rebecca Padula, *Channel Coordinator*

Witness Signature: _____

Date: January 29, 2007

PLANNING CONSIDERATIONS & EXPECTATIONS

- On-going community needs assessment to be made available to participants in both paper-based and web-based formats.
- An open house in late-spring/early-summer to introduce community members to recent expansions (in space and equipment) and receive feedback on our service and how we may improve it.
- Community involvement via the LCATV Mobile Video Lab via public appearances, classes and demonstrations and workshop opportunities.
- The continuation of on-going, formal workshops in a variety of aspects of video production, including camcorder operation, nonlinear editing, studio production and access orientation. Workshops have occurred/will occur both at the LCATV studio and in the Mobile Video Lab.
- Based upon responses contained within past community needs survey, the introduction of live municipal meeting cablecasts.
- Interaction with members through various community activities (Winter Carnivals, National Night Out, etc.) that will provide us with first person feedback as to the quality of our performance and ways in which we might improve.

SERVICE QUALITY ISSUES

none

FINANCIAL DOCUMENTATION

Types of Documentation	Attached
990 Returns for FY 05/06	No (available February 2007)
Financial Review for FY 05/06	No
Audited Financial Statements for FY 05/06	No

IN THE EVENT THAT THE OPERATOR REQUIRES FINANCIAL INFORMATION FROM AN AMO FOR THE PURPOSE OF AUDITING THE AMO, OR FOR THE PURPOSE OF A COMPANY AUDIT, THE AMO SHALL MAKE THE INFORMATION AVAILABLE, CONSISTENT WITH OTHER PROVISIONS OF THIS SECTION. IF AN AUDIT IS REQUIRED BY THE OPERATOR, THE COST OF THE AUDIT TO THE AMO WILL BE BORNE BY THE OPERATOR, UNLESS ORDERED OTHERWISE BY THE BOARD.