



LCATV ANNUAL REPORT

2008

1. Organization

Year: 2008

Corporate Name	Lake Champlain Access Television
Doing business as	
Mailing Address	354 Prim Road, Suite 3 Colchester, VT 05446
Location address (if different than mailing address)	
Web Address	www.lcatv.org

2. Contact Information

2a. Individual Completing this Form

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

2b. Executive Director / Chief Executive Officer

Name (if different than individual completing the annual report)
Address
Phone/ Extension
Fax Number
Email Address

3. Corporate Status

a. Start of Fiscal Year (month/date)	January 1
b. Is the AMO recognized by the IRS as a not-for-profit organization?	yes
c. Year Incorporated in state of Vermont	1993
d. Is the AMO currently registered as a nonprofit organization with the State of Vermont? <i>The Vermont Secretary of State requires nonprofits to renew their status bi-annually.</i> http://www.sec.state.vt.us/tutor/dobiz/noprof/Nonprofit/forms.htm	yes

4. Service Territories and Communities Served		
<i>(If AMO served distinct service territories or operators, please specify)</i>	Name of Operator	Communities Served (As identified in your Contract)
Service Territory 1	Comcast	Colchester, Milton, Georgia

5. AMO EXPENSE REPORT

8.422 The report shall clearly distinguish between expenditures that support production and distribution of PEG content to cable television subscribers, and expenditures for other purposes not related to the production and distribution of PEG content to cable television subscribers, if any.

5a. Please indicate the "program services" of the AMO. (Non-PEG services may include the operation of low per radio station, community technology center, independent production company, etc.)

5b. Please list total expenses as they apply to each of the AMOs program services

Program Services		Operating & Capital Expense Total
PEG Services		
Operation of PEG Channel(s) & Applications	Purchasing, staffing, training ,outreach, etc. to establish and maintain PEG services.	\$280800
Non PEG Services		
1. Internet Expense	Internet service provider and static IP fees.	\$758
2. Outreach Development	Website, workflow and constituent management project expense.	\$11349
3.		\$
PEG & Non-PEG Expenses		\$292907

5c. Please detail operating and capital expenses as they relate to the AMO's support production and distribution of PEG content to cable television subscribers.

(These total should tie into the organizations P&L statement for the reporting year.)

Expense	Total
Operating Expenses	\$266696
Capital Expenses	\$26211
Total Expenses	\$292907

6. AMO REVENUE REPORT

8.422 The report shall also distinguish between funds provided by the operator as PEG funding and funds obtained from other sources.

6a. Please describe the revenue sources the AMO relies upon to support its program services.

(Other Sources of support may include memberships, earned income, fundraising activities such as grants, annual campaigns, capital campaigns.)

Program Services	OTHER SOURCES OF REVENUE					TOTAL REVENUE
PEG Services	Cable Co. 1 Comcast	1. Interest Income	2. Dubbing/Media Sales	3. Camp Fees	4. Donations/Other Sales	
Operation of PEG Channel(s) & Applications	\$295906	\$12367	\$2526	\$390	\$1125	\$312314
Non PEG Services						
1. Internet Expense	\$	\$	\$	\$	\$	\$0
2. Outreach Development	\$	\$	\$	\$	\$	\$0
3.	\$	\$	\$	\$	\$	\$0
Total Organization Revenue	\$295906	\$12367	\$2526	\$390	\$1125	\$312314

The report shall also include the following information:

8.422 (A) Changes in service territory

7. Please 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	Comcast	none

8.422 (B) Description of current PEG capacity and applications

8. Current PEG capacity and applications.

Name of Calbe Operator #1: Comcast	
Channels (Call letters/Name)	Type of Access (Public, Educational, Govt.)
1.LCATV 15	Public
2.LCATV 16	Educational, Governmental
3.	
Other Application:	Description (e.g., Video-on-Demand, Audio Channels):

8.422 (C) Description of current PEG services, including outreach strategies, training delivery, content production and distribution (for example, hours of original programming, utilization of PEG facilities such as live drops or interconnect);

9. Outreach Strategies

a. Outreach Activity Summary - Rank the importance of AMO outreach activities for year of this report.

#	Activity	Frequency (e.g., per month/ongoing...)	Numbers of Served (select applicable Range)
3	Orientation Workshops	quarterly	1-50
1	One-on-one	ongoing	1-50
NA	Open Houses		1-50
5	Community Events	ongoing	51-150
8	Public presentations	occasional	1-50
9	PEG Channel Promotional Programming	ongoing	1-50
NA	Bill Stuffers		1-50
6	Print Advertisement	quarterly	1000+
NA	Radio Advertisement		1-50
NA	Cable Avails		1-50
7	Newsletters	quarterly	151-500
NA	E Newsletter		1-50
4	Web site & blog	ongoing	1000+
NA	List serves		1-50
NA	Community Organization Memberships		1-50
2		ongoing	51-150

9b. (Optional) You may also provide information in narrative form: Included among LCATV's outreach activities: Provided regular coverage of various municipal and school meetings for the Towns of Colchester, Milton and Georgia, including select boards, school boards, planning commissions, development review boards, town meetings, etc.; Videotaped and aired annual elementary, middle and high school graduation ceremonies; Worked with Colchester Middle School and Georgia Middle School to coordinate video production offerings; Participated in annual Colchester 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; Participated in the first Georgia Schools summer technology institute; 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 and Milton Project Graduation; Organized a series of candidate forums during Town Meeting and General Elections which provided viewers the opportunity to interact with the candidates during live 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; Offered numerous classes and workshops, both at the LCATV offices and on location via the LCATV Mobile Video Lab; Partnered with local libraries to provide video coverage of speakers and presentations; Provided initial outreach to the community of Fairfax via event coverage and work with classes at BFA Fairfax High School.

10. Training Delivery

a. Training Delivery Summary - Please summarize the training delivery of the AMO for the year of this report.

Activity	Frequency	Number of people served
One-on-one training & support	ongoing	approx. 50
Workshops	quarterly	approx. 25
Camps	annually	approx. 25
Other (Describe): Clubs/Courses	ongoing	approx. 20
Other (Describe): Libraries	ongoing	approx. 10
Other (Describe):		

b. Narrative - You may provide information in narrative form: Hosted various workshops and orientation sessions at LCATV offices and on location via the LCATV Mobile Video Lab; Worked in conjunction with local libraries to provide training to staff and volunteers; Presented teacher workshops at first Georgia Schools summer technology institute; Hosted video production camps in conjunction with Colchester Parks and Recreation Department, Georgia Elementary and Middle Schools and Milton Family Community Center; Administered video production clubs and classes at Colchester and Georgia Middle Schools; Offered one-on-one training at LCATV offices and on location via the LCATV Mobile Video Lab.

11. Volunteer Contribution

a. Volunteer Value - Please summarize the volunteer contributions utilized by the AMO for the year.

Volunteer Contributions	Estimated Number
Volunteers	25
Volunteer Hours	300
Organizations (that you keep track of) that participate and utilize PEG services	110

b. Narrative - You may provide information in narrative form as an option: The following organizations utilized LCATV services in 2008: Town of Colchester, Town of Milton, Town of Georgia, Colchester School District, Milton Town School District, Franklin West Supervisory Union, Colchester High School, Milton Junior/Senior High School, Milton Elementary School, Georgia Elementary and Middle School, Colchester Middle School, Milton Public Library, American Cancer Society, American Red Cross, Bristol Baptist Church, Burlington Farmer's Market, Burnham Memorial Library, Cathedral Church of St. Paul, Champlain Valley Quilters' Guild, Colchester Community Chorus, Colchester Lions Club, Colchester Parks & Recreation, Community Lutheran Church, Epilepsy Foundation of Vermont, Essex Town Craft Fair, First Baptist Church of Bristol, Georgia Plains Baptist Church, Georgia Public Library, Green Mountain Animal Defenders, Green Mountain Korean Culture School, Malletts Bay Congregational Church, Milton Artists Guild, Milton Community Youth Coalition, Milton Historical Society, Milton Little League, Milton Outdoor Performance Center, Milton Ski and Ride Club, Calvary Baptist Church, Tabernacle of Worship, Holy Cross Church, VT Right to Life, Open Doors Church, The House of

Yahweh, Milton Church of Christ, Vermonters for a Just Peace in Palestine/Israel, Church Street Marketplace, Burlington Catholic Diocese, Victory Center, Art in Bloom Festival, Azimuth Counseling, Shelburne Players, Vermont Department of Health, Button Up Vermont, National Highway Traffic Safety Association, EarthAngels, Freedom Fund, Milton Family Community Center, Mercy Connections Prison Mentoring, Milton Project Graduation, Milton Outdoor Performance Center, AARP, Snelling Center, Fairfax Community Theatre Company, VT Student Assistance Corporation, VT Symphony Orchestra, VT Special Olympics, Church of Scientology, Events for Tom, ACLU, ACME Vermont, 40th Army Band, US Army, Milton Historical Society, Campaign for Women's Rights, VT Campaign for Health Care, Community College of VT, Chittenden County Democrats, Council on the Future of VT, VT Governor's Office, Hood Museum, Homeshare VT, Chittenden County Humane Society, VT Iron Dog, Keeping Your Children Safe, Kids on the Block, St. Michael's College, Lake Champlain Byway Project, Chittenden Metropolitan Planning Organization, Music for Mankind, VT Midi Project, Parenting On Track, Colchester Milton Rotary Club, Senator Sanders' Office, Shelburne Farms, National Endowment for the Arts, VT Board of Education, VT Institute of Natural Science, National Association for Music Education, Partners in Adventure, Prevent Child Abuse, St. Ann Church, St. Monica Church, St. Pius X Church, United Church of Colchester, United Church of Fairfax, United Church of Milton, UVM Upward Bound, Women's International League for Peace, Rural Vermont, Order of the Eastern Star.

12. PROGRAMMING DATA (For Channel 1, 2, 3 or other such as Video-on-Demand Channel)

a. Hours of Channel Operation

	Channel 1 LCATV 15 Comcast	Channel 2 LCATV 16 Comcast
How many hours does your channel operate each day (not including bulletin board)?	15	19
How many hours does your channel operate each year (not including bulletin board)?	5452	6901

b. Programming Information

<i>Please provide annual data.</i>	Channel 1 LCATV 15 Comcast		Channel 2 LCATV 16 Comcast	
	Number of Hours	Number of Programs	Number of Hours	Number of Programs
1. Total, ALL first run, non-repeat programming	325	555	880	694
a. Total Locally Produced programming	85	85	422	279
b. Total Imported programming	240	470	458	415
i. Imported from Vermont AMOs	182	354	167	93
ii. Imported from other sources	58	116	291	322

c. Remote Origination Sites

Please Describe the remote Origination sites used by the AMO.

Location of the site Building, Street Address, Municipality	Frequency of Use (Specify "per month" or "per year")	Number of Programs Cablecast from the Site	Ways these sites are being used (e.g., municipal meetings, graduations)
LCATV Studio 354 Prim Road, Suite 3 Colchester, VT 05446	7 times per month average	76 in 2008	live and videotaped studio production

8.422 (D) Details of complaints and how the AMO responded to them;

13. Complaint Tracking:

a. Please summarize the type and resolution of complaints received by your AMO this year.
(Data from Compliant Resolution Form, see below)

Category of Complaint	Number of Complaints	Number of Resolved	Number Pending *
Access to Facilities	0		
Equipment	0		
Programming	0		
Schedule	0		
Training	0		
Other	0		

b. * Please summarize the pending complaints:

8.422 (E) Description of facilities (equipment and location):

14. Facilities Summary

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, digital servers, CD changer, etc.), 2 Dell PCs (Community Bulletin Board)
Studio Location 2	
Field Production Equipment (in regular use)	3 Pro Camcorders (Sony DSR-250), 4 Pro Camcorders (Sony PD-150), 2 Prosumer Camcorder (Panasonic DVC 30), 3 Sony Consumer Camcorders, 3 Miller Tripods, 3 Sachtler Tripods, 7 Bogen Tripods, 1 Eartec Wireless Intercom System, Sony Portable DV Cam VTR, 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), 2 Lowell Field Lighting Kits
Editing Facilities	1 iMac, 1 iBook, 2 Apple G4, 1 Apple G5, 3 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, Mobile Video Lab
Major changes in equipment inventory from previous year (general statement of improvements):	Acquisition of: 2 Shure 6-Channel Audio Mixers, 2 Audio-Technica Unidirectional Boundary Microphones with Omnidirectional Elements, 1 Dell XPS 420 PC w/ Premiere Pro CS3. Upgraded all PC based editing software to Adobe Premiere Pro CS3.

8.422 (F) Roster of staff and board;

15. Leadership

a. STAFF

Number of FTE	3
Number of PTE	

b. Key Positions Roster

Please provide name	Full Time	Part Time	Contracted	Volunteer
Executive Director	Kevin Christopher			
Station Manager				
Channel Coordinator	Rebecca Padula			
Programming Coordinator				
Training Coordinator				
Outreach Coordinator				
Program Producer				
Other Production Manager	Buddy Meilleur			
Other Field Producer			Ben McCarty, Robert Ready, John Noble, Jessica Bernard, Daniel Myhre, Lucas Staerk-Maguire	
Other				
Other				

c. List of current Board Members

Current Board Member	Community Affiliation (if stated)
1. Richard Pecor	Colchester
2. Samuel Conant	Colchester
3. Diane Bahrenburg	Colchester
4. Ron Stotyn	Milton
5. Karolyn Towne	Milton
6. Peter Russom	Milton
7. Neil Hilt	Georgia

8.422 (G) Changes in organizational structure;

16. Changes in Organizational Structure

Detail any changes in organizational structure that occurred during the year.

(e.g., bylaws, governance details, corporate form, etc.)

Loss of Field Producers Daniel Myhre and Lucas Staerk-Maguire. Hiring of Field Producer Jessica Bernard. Loss of Board of Directors member Eric Hadd. Addition of Board of Directors members Diane Bahrenburg and Neil Hilt.

8.422 (H) A statement of total operating and capital funding received from the operator and whether any funds were carried forward from the prior year;

17. Statement of Funds - Operating and Capital Funding Received from the Operator and Whether Any Fund were carried forward from prior year.

	Service Territory 1	Service Territory 2	Service Territory 3
Amount carried forward at prior year.	\$492000	\$	\$
Total of Operating Funds recieved from the Cable Operator in fiscal year	\$267339	\$	\$
Capital Funds recieved from the Cable Operator in prior fiscal year	\$28567	\$	\$

8.422 (I) Financial reports that include:

18. Financial Reports

	Attached	Name of File
18a. Income and expense statement and balance sheet for year of annual report	yes	available as hard copy
18b. Projected operating and capital budget for current fiscal year	yes	available as hard copy

8.422 (J) Certification that AMO has:

19. Certification of Corporate Documents

19a. Bylaws or other governing documents	yes
19b. rules and operating procedures	yes
19c. Compliant and dispute resolution procedures	yes
19d. Evidence of conducting meetings consistent with Open Meeting Law	yes

Be sure to sign this document once you print it out and before you make copies to send to the Vermont Department of Public Service and the Vermont Public Service Board.

Statement of Certification:

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

1. Bylaws or other governing documents
2. Rules and operating procedures
3. Complaint and dispute resolution procedures
4. Evidence of conducting meetings consistent with Open Meeting Law

Signee: Kevin Christopher _____ (Signature)

Witness: Rebecca Padula _____ (Signature)

Date: May 4, 2009

8.422 (K) Planning considerations and expectations for how community needs will be identified and met for current and future fiscal years;

20. Planning Considerations (Narrative) Please see attached Access Plan.

(L) Service quality issues requiring attention;

21. Service Quality Issues: (Narrative): none

(M) Copy of tax returns, financial reviews or, if available, audited financial statements;

22. Financial Documentation

	Attached	Name of File
a. 990 Returns for FY 08	yes	available as hard copy
b. Financial Review for FY08	yes	available as hard copy
c. Audited Financial Statements for FY08 (if audit was executed)	no	

(N) 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.

Additional Notes:

COMPLAINT RESOLUTION REPORT	
Date Recieved	
Recieved By	
How recieved (Phone/ Email/ Mail/ In-person)	
Date Resolved	
Handled By	
Complaint from (Name Address Phone Email)	
Nature of complaint (Access to Facilities, Equipment, Programming, Schedule, Training, Other)	
Description of Complaint	
Action Taken to Resolve	
Outcome	