

Rule 8 Annual Report for Vermont Access Management Organizations

Version 2.2 – November, 2010

Reporting Deadlines

Vermont Access Management Organizations are expected to complete and submit their annual report **within 120 days of the end of their fiscal year**. If you need an extension please contact the Department of Public Service and your cable operator(s) prior to the date on which the report is due.

Instructions

Annual Report Instructions for Vermont Access Management Organizations can be found at:
www.vermontaccess.net/reporting

Additional Information

Please attach additional information as necessary.

Points of Contact

It is required that the Access Management Organization send a paper copy to:

- **Vermont Public Service Board**
Clerk of the Board
112 State Street
Montpelier, VT 05620-2701
- **Vermont Department of Public Service**
Susan Martin
112 State Street
Montpelier, VT 05620-2601
- **Vermont Access Network**
PO Box 4041
Burlington, VT 05406-4041
- **Cable operator contacts:**
See your contract for contact information.

Reporting Date (Date Fiscal Year Ends)

12/31/2012

1. Organization Name & Address

Lake Champlain Access Television

Legal Name/ Corporate Name

“Doing Business As” (d/b/a) Name

63 Creek Farm Plaza, Suite 3, Colchester, VT 05446

Mailing Address

Location Address (if different than Mailing Address)

www.lcatv.org

Web Site Address



2. Contact Information

2a. Individual Completing this Form

Kevin Christopher

Name

Executive Director

Position

802-862-5724

Phone Number

802-871-5583

Fax Number

info@lcatv.org

Email Address

2b. Executive Director/ CEO

Kevin Christopher

Name

802-862-5724

Phone

802-871-5583

Fax Number

info@lcatv.org

Email Address

3. Corporate Status

Is the AMO recognized by the IRS as a not-for-profit organization? Yes No

Year Incorporated in State of Vermont 1993

Is the AMO currently registered as a nonprofit organization with the State of Vermont? Yes No

4. Service Territories/ Communities Served

Service Territories	Name of Cable Operator	Communities Served	Changes from Previous Year
Service Territory 1	Comcast	Colchester, Milton, Georgia, Fairfax, Westford, South Hero, Grand Isle, North Hero	addition of: Fairfax, Westford, South Hero, Grand Isle, North Hero
Service Territory 2			
Service Territory 3			

5. Current PEG Capacity & Applications – 8.422(B)

5a. Channel(s) by Cable Operator(s)

Name of Cable Operator #1 <u>Comcast</u>	
Channel Number (Call Letters/ Name)	Type of Access (Public, Educational, Govt.)
LCATV 15	Public
LCATV 16	Educational Governmental

Name of Cable Operator #2 _____ (if applicable)	
Channel Number (Call Letters/ Name)	Type of Access (Public, Educational, Govt.)

5b. Additional Application(s) – 8.404(B)

Describe Additional Application(s) the AMO uses that the cable operator has dedicated system capacity or facilities in a form other than a channel to support the distribution of PEG content to cable subscribers.

<p>AMO uses a website for distribution of PEG information and content.</p>
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6. Outreach Strategies – 8.422(C)

6a. Outreach Activity Summary

Activity		Frequency (e.g., per month/ year/ongoing...)	Numbers Served (Check Applicable Range)				
			1-50	51-150	151-500	501-1000	1000+
Orientation Workshops		monthly	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
One-on-One		ongoing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Events (Open Houses, Tours, Public Presentations)		occasional	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Newsletters (E-News, Mailed)		monthly	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bill Stuffers		--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advertisement (Print, Radio, TV)		quarterly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PEG Channel (Programming, CBB, PSA)		ongoing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Internet (Website, Blog, Listserve, Social Networks)		ongoing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Other (Specify)	Programming flyers	quarterly	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Specialized workshops	quarterly	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Camps	seasonal	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6b. Additional Information

Provide additional information (if any) in narrative form.

Included among LCATVs outreach activities: Provided regular coverage of various municipal and school meetings for all of our member towns, 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 various member schools to coordinate video production offerings; participated in annual parks and recreation activities in member towns; offered a variety of video production classes, camps and workshops independently and in conjunction with other entities; 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 local family and teen centers; organized a series of candidate forums during Town Meeting and General Election seasons 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, Milton High School and BFA Fairfax High School to provide closed-circuit live broadcasts of their graduation ceremonies for audience members over the capacity of their graduation facility; distributed quarterly program guides/newsletters and monthly e-newsletters; held monthly Open Mic Nights, giving community members the opportunity to produce and participate in live performances; partnered with local libraries to provide video coverage of speakers and presentations and training opportunities; provided production resources to Saint Michael's College Journalism Department; collaborated with the Burnham Memorial Library and Colchester Historical Society on an ongoing Colchester History Project; provided regular coverage of speakers and events for the Colchester-Milton Rotary Club; participated in the planning of Colchester's and Milton's 250 anniversary celebrations.

7. Training Delivery – 8.422(C)

7a. Training Delivery Summary

Please summarize the training delivery of the AMO for the year of this report.

Activity	Numbers Served
One-on-One Training & Support	24
Workshops	128
Camps	51
Other (Describe)	

7b. Additional Information

Provide additional information (if needed) in narrative form.

Hosted various workshops and orientation sessions at LCATV offices and on location via the LCATV Mobile Video Lab; held monthly Access Orientation training sessions with practical live television production experience via the Open Mic Live series; worked in conjunction with local libraries to provide training to staff and volunteers; hosted video production camps independently and in conjunction with a variety of community partners; administered video production clubs and classes at various local schools; offered one-on-one training at LCATV offices and on location via the LCATV Mobile Video Lab.

8. Programming Data – 8.422(C)

8a. Programming Information

Please provide annual data for the following.

Type of Programming	Number of Programs			Number of Hours (Non-Repeat)		
	Ch 15	Ch 16	Ch _____	Ch 15	Ch 16	Ch _____
Locally Produced Programming	254	383		182.00	589.00	
Imported from Vermont AMOs or Vermont Sources	235	176		147.00	177.00	
Imported from Other Sources	104	12		73.00	6.00	
Total, All (First Run, Non-Repeat Programming)	593	571	0	402.00	772.00	0.00

8b. Remote Origination Sites – 8.422(C)

Please describe the remote origination sites used by the AMO and type of programming (PEG).

Location of Site (Street Address)	Frequency of Use (Specify "per month" or "per year")	Number of Programs Cablecast from Site	Type of Usage (e.g., Public, Educational, Govt.)	Cable Operator (System Hosting Site)
354 Prim Road, Colchester	2.5 times/week	132	P/E/G live and live to tape in studio	Comcast

8c. Additional Information – 8.422(C)

Provide Additional Information (if needed) in narrative form.

Programming produced at the LCATV Studio site included: live and taped volunteer series programming; LCATV's Open Mic Live monthly showcase; live candidate forums and budget presentations for Town Meeting and General Election and election night coverage; video production camp projects; various school-partner projects.

9. Complaint Tracking – 8.422(D)

Details of complaints and how the AMO responded to them.

9a. Complaints & Current Status

Summarize complaints and current status.

No formal complaints. A formal complaint procedure is in place.

10. Facilities Summary/ Description of Facilities – 8.422(E)

10a. Depreciation Schedule

Attach your Depreciation Schedule from your IRS Form 990 (long form) or your Fixed Asset Schedule.

10b. Changes in Equipment Inventory/ General Statement of Improvements

Describe generally major changes in equipment inventory from reporting year (general statement of improvements).

Purchase of several PC work stations for staff office and editing usage; purchase of a new Field Production kit, including Sony camcorder, tripod system, audio support equipment, HD flash drive and peripheral equipment; beginning of Temporarily Restricted Fund Balance spending of the fit-up of a new facility and studio.

11. Organizational Leadership/ Roster of Key Staff & Board – 8.422(F)

11a. Key Staff

Position	Name
Executive Director	Kevin Christopher
Production Manager	Buddy Meilleur
Channel Coordinator	Rebecca Padula
Outreach Coordinator	Stephanie Soules
Assistant Production Manager	Josh Sicard

11b. Current Board Members

Name	Phone Number/ Email Address	Community Affiliation (if stated)
Samuel Conant	655-1664 / samcvt@gmail.com	Colchester
Sharon Osier	264-5726 / osiers@csdvt.org	Colchester
Richard Pecor	238-2189 / rpecor@myfairpoint.net	Colchester
Peter Russom	893-5042 / peter.russom@plattsburgh.edu	Milton
Karolyn Towne	893-1537 / townehouse@msn.com	Milton
Robert Sekerak	893-4514 / bju_vt@yahoo.com	Milton
Neil Hilt	524-0818 / nhilt@vpt.org	Georgia
Carol Jones	524-0818 / nhilt@vpt.org	Georgia

12. Changes in Organizational Structure – 8.422(G)

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

Addition of Josh Sicard to the LCATV staff in a new part-time position.

13. Planning Considerations – 8.422(K)

Planning considerations and expectations for how community needs will be identified and met for current and future fiscal years. Include plans to offer new programs or services in the next 3 years, how those relate to your community's needs and interests, and the process you used to identify those needs and interests.

Please see attached Planning Considerations document.

14. Service Quality Issues – 8.422(L)

Service quality issues requiring attention of the cable operator or the Vermont Department of Public Service.

None.

15. Financial Documents – 8.442(H), 8.442(I), 8.442(M)

15a. 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.

Describe the revenue sources the AMO relies upon to support its services. (Other Sources of support may include memberships, paid services, interest income, fundraising activities such as grants, annual campaigns, capital campaigns and Non-PEG Services.)

Cable Operator Funds		Other Revenue Sources				Total Revenue
Cable Operator 1	Cable Operator 2	Program Copies/Dubbing	Interest Income	Donations	Other	
\$ 434,825	\$ 0	\$ 3939	\$ 2,363	\$ 1,030	\$ 708	\$ 442,865

15b. 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. **List expenses as they apply to each of the AMO's PEG and Non-PEG services.**

AMO Services		Operating Expenses	Capital Expenses	Total Expenses
PEG Services		\$ 335,909	\$ 69,495	\$ 405,404
Non-PEG Services		\$	\$	\$ 0
		\$	\$	\$ 0
		\$	\$	\$ 0
Total PEG & Non-PEG Expenses		\$ 335,909	\$ 69,495	\$ 405,404

15c. Statement of Cable Operator Funds – 8.422(H)

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

Funds	Totals
Amount Carried Forward at Prior Year	\$ 365,718
Total of Operating Funds Received from the Cable Operator in Fiscal Year	\$ 392,651
Total of Capital Funds Received from the Cable Operator in Fiscal Year	\$ 42,174

Attach hard copies of the following financial documentation:

- a. Income/Expense Statement (a.k.a., Profit & Loss Statement) for reporting year
- b. Balance Sheet on the final day of reporting year (listing assets and liabilities)
- c. Current year Operating and Capital Budgets
- d. Annual Tax Return (If necessary, filed as addendum to report 30 days after filed with IRS)
- e. Audits and Financial Reviews prepared during reporting year (if any)

Statement of Certification

I Kevin Christopher (print/type name) hereby certify that
Lake Champlain Access Television, Inc. (name of AMO)

is a non-profit organization in good standing with the State of Vermont, (i.e. timely filed nonprofit biennial reports), maintains the following documents on our premises which are available to the public upon request.

- Bylaws or other governing documents
- Rules and operating procedures
- Complaint and dispute resolution procedures
- Contract(s) with Cable Operator(s)
- Evidence of conducting meetings consistent with Open Meeting Law

Signature

04/26/2013

Date

Stephanie Soules

Witness Name (Print/Type)

Witness Signature