

## **Lake Champlain Access Television**

Meeting of the Board of Directors

September 11, 2006

Present: Sam Conant (SC), Scott Futrell (SF), Eric Hadd (EH), Hank Schaefer (HS), Kary Towne, (KT), Kevin Christopher (KC)

Others Present: LCATV Staff Buddy Meilleur, Rebecca Padula

Public: Dick Pecor, Jana Beagley

### **EH called the meeting to order at 5:40 pm**

#### **1. Public Comments:**

Dick Pecor and Jana Beagley were introduced. Both are interested in being appointed to the Board as Sam's replacement. Each gave brief information about their background and interest in LCATV.

#### **2. Board Member Comments:**

EH reminded the Board that his term expires at the end of the month and he will help find his replacement. He is willing to stay on as a non-voting member for a period of time.

#### **3. Staff Comments:**

None at this time

#### **4. Minutes: Approve minutes of 6/12/06 and discuss minutes of 6/29/06:**

SC made the motion, HS second, to approve the minutes of 6/12/06. Motion passed.

There was brief discussion about the minutes of 6/29/06 and there is still some clarification needed. SC made the motion, HS second, to table the approval of the 6/29/06 minutes until next month. Motion passed.

#### **5. Executive Director's Report**

KC discussed the new, signed contract with Adelpia. A new feature of this contract is changing the fiscal year to the calendar year. He has prepared a budget to address the Oct-Dec time period, which will be discussed as a separate agenda item.

KC reported that the LCATV staff IRA / Retirement Plan is now in place.

We do have 2 people interested in being appointed the Governmental Rep position from Colchester. KC will be in contact with the Select Board to make sure this item is on their agenda at an upcoming meeting.

Buddy Meilleur's contract expires at the end of Sept. This will be discussed in Executive Session.

Reserving LCATV equipment will now require a photo ID. The reservation grid paperwork is being updated.

KC reports that he is interested in making changes in our check signing policy as it has been a challenge to get checks signed in a timely manner. After brief discussion,

the option of giving KC the authority to sign checks up to a specific dollar amount was discussed. KC will check into what our insurance now covers, information on bond coverage and bring the item back to the agenda at our October meeting.

KC will be inviting Comcast staff to meet our Board at some point.

#### **6. Review of 2006 3-Month Budget**

KC presented a proposed budget for Oct-Dec, 2006. After brief discussion, SC made the motion, SF second, to discuss this in Executive Session. Motion Passed.

#### **7. Treasurer's Report**

KC presented the Treasurer's Report, including a letter from Maureen Garafano referring to 'capital cash balances.' There is a CD coming due 10/25/06 at the NCFCU. After review and discussion of this report the following motions were made.

HS made the motion, SF second, to transfer \$41,868.73 of Operating Revenue to Capital Funds to address the 'capital cash balances.' Motion passed.

HS made the motion, SF second, that upon receipt of the anticipated revenue from Adelphia / Comcast that these funds be put in a CD at the highest rate that KC can find. Motion passed.

HS made the motion, SC second, that we move the \$104,573 (Oct-CD) into the North Country money market account. Motion approved.

#### **8. Executive Session**

At 6:35 HS made the motion, SC second, to enter Executive Session. Motion approved. At 6:45, HS made the motion, SF second, to exit Executive Session.

As a result of Executive Session, HS made the motion, SC second, to accept the proposed 3 month (Oct-Dec, 2006) budget. Motion approved.

As a result of Executive Session, HS made the motion, SF second, to approve a 1 year contract, with much appreciation for his contribution to LCATV, for Buddy Meilleur, including salary increase to \$35,000.

The Board would like to review LCATV's sick, vacation and personal leave policy at the October meeting.

#### **9. Adjournment:**

At 6:50 pm. HS made the motion, SF second, to adjourn the meeting. Motion passed. Meeting adjourned.

Respectfully submitted,

Kary Towne  
Secretary