

Lake Champlain Access Television

Meeting of the Board of Directors

November 17, 2008

Present: Richard Pecor (RP), Sam Conant (SC), Kary Towne (KT) Peter Russom (PR), Ron Stotyn (RS) and Channel Director Kevin Christopher (KC)

Also Present: George Slusser (Milton DMG Coordinator), Fran Ferro (Milton Librarian), Neal Hilt (Georgia)

Call to Order:

RP called the meeting to order at 5:30 pm.

Colchester Public Access Representative Election

KC brought the election ballots. After counting ballots, Sam Conant was officially elected to the Colchester position. RS made the motion, PR second, to ratify the election. Motion passed. Congratulations, Sam.

Meet with Library Representatives

The Board met with Fran Ferro and George Slusser and got an update on how the Milton DMG program is going. George is getting the word out to many community groups through the Milton Activity Fair and other venues. The Fire Department is interested in doing specific safety videos. As a substitute teacher, he has ideas for students, including their community service projects. His other ideas involve the Historical Society, Milton Youth Coalition, the Boy Scouts, the area churches and the Rec Department. He has begun training others and plans to do more. KC reminded Fran and George that the he needed a budget report form submitted for the year end. Fran will be bringing the policies and procedures for the DMG to the Library Board meeting 11/18/08. Fran wondered if the money is not spent this year, would it roll into next year. The Board will discuss and get back to her.

KC received a letter from the Colchester Library Coordinator (Giselle Guyette) reporting on their status. They have plans for programs in the works.

Neal is from Georgia and interested in coordinating the grant program for the Georgia Library. He currently works for VT Public TV. He is gathering information tonight and plans to report back to the library and set up a meeting with their Board. KC and SC are available to attend if this is helpful.

Discussion continued about other ideas for programs through the DMG. These included taping sports games or highlights, walking trails, the town forest, local archeological digs. The Board is very encouraged by this discussion and the direction we are going with the grants.

KC briefly explained the new website format (content management system) which will be available in 09. He also mentioned that there will be a new round of training classes scheduled after the first of the year.

Public/Board Member/Staff Comment

The Board is very excited about the energy generated by the Library Digital Media Grant opportunities.

RS let us know that he is looking into employment outside of Vermont. If something comes of this he may be leaving the Board and wanted to give us a heads up.

Approve Minutes of 10/20/08

SC made the motion, PR second, to approve the minutes of 10/20/08. Motion passed.

Executive Director's Report

Web Platform: This is moving along nicely. Emily Frasier (designer) has met with staff and is beginning to build the site. Rebecca Padula is working to eliminate duplication of resources. Buddy is working with tech guides on the clickable agenda. A summer launch is anticipated, with a demo prior to that.

MediaVox Contract: KC gave Greg the list of comments from the Board and has a phone conversation scheduled for 11/18/08. The Board discussed how we stand as a group with this contract. The Board is positive about working with Greg and agreed to move forward, shaping the contract to avoid duplication of services.

Election Coverage: The staff was very busy covering Colchester, Milton and Georgia. KC reported it went well.

Georgia / Fairfax Update: Nothing new to report. A video presentation is still in the works.

Space: There was a lengthy discussion regarding space issues and how we should move forward. We need 5,000 square feet, but with 10,000 square feet we could lease out space to help cover the mortgage. The Board discussed lease vs. purchase and getting an agent now to start doing walk-throughs. The Board would like Maureen's opinion on several items: lease vs. purchase, ball-park figures for our budget; buyer/broker option. KC will follow up with her.

The Board also discussed location. The general consensus was that Milton is the central location for our viewers. There are several possible opportunities along Route 7 which we will look into after hearing from Maureen.

2009 Budget Draft #1 KC reported that VAN has hired Maureen to draft a document stating what is and what is not a capital expense. KC has discussed this with her and has drafted the budget using this criteria. The Board will notice these changes in the budget draft presented tonight.

RS wondered about production equipment, specifically purchasing a steady cam. KC thought this was a good idea and would incorporate it into the budget. SC wondered about the health insurance premiums—what was the percentage of increase anticipated? KC will follow up on that.

KC pointed out that the DMG grants were kept separate from the capital/expenditures budget and that was why they are not in this draft.

The general consensus about unspent funds in the DMG program was to roll over the unspent funds into the next budget year. The DMG coordinators will be report out on their 3 year budget plans and may revise them accordingly. KC will follow up on these budget reports for end of the year accounting purposes.

KC will update budget draft #1 and bring it back to the Board at the December 15 meeting. SC made the motion, RS second, to approve the budget in principle, with the changes discussed (purchase steady cam and insurance premium check). Motion passed.

There will be a VAN mixer December 11 from 4-6 in Burlington. KC predicts that a big topic will be the capital changes. The Board is invited to attend this meeting.

The next VAN meeting is December 3, from 9-3, in Newport. Again, interested Board members are invited to attend.

VP Position: The Board tabled filling the VP position and will discuss it at the next regular Board meeting.

Treasurer's Report

KC handed out the most recent balance sheet which showed current assets \$385,085.40. This does not include the ~\$75,000 check received last week.

SC wondered if the insurance agent update equipment costs. KC reported that he gives a revised inventory to our agent and we take a regular depreciation on inventory.

Executive Session

There was no need for Executive Session.

Adjournment

At 7:30 pm, RS made the motion, SC second, to adjourn the meeting. Motion passed. Meeting adjourned.

Respectfully submitted,

Kary Towne

Next Meeting December 15, 2008. Location to be determined.