

Lake Champlain Access Television

Meeting of the Board of Directors

September 29, 2008

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

Also present: LCATV staff Buddy Meilleur ; Greg EplerWood (@ 7 pm)

Call to order: At 5:44 pm, RP called the meeting to order.

Public/Board Member/ staff comments

There were no comments at this time.

Approval of Minutes of 8/20/08

RP made the motion, RS second, to approve the minutes of 8/20/08 with correction. Motion passed.

Executive Director's Report

KC heard from Hank Schaefer that he will resign from this Board effective immediately. With the vacancy in Colchester, SC expressed interest in this position. KC will place an ad in the Colchester Sun looking for possible replacement candidates. This will be a ballot item as the public representative is an elected position.

The Board wishes to express appreciation for Hank's contribution to LCATV over the many years he has served us in various capacities. KC will work on some sort of presentation for Hank. This will be presented to him at our December meeting.

DMG: Work continues to get the Milton project up and running, getting policies and procedures in place. Milton's coordinator attended a community fair and was excited about the amount of interest generated. Colchester continues to work on their teen book discussion project, despite a staffing shortage.

Georgia/Fairfax update: KC has completed a video presentation for Fairfax and he'll put it in the mail tomorrow. He also hopes to include Fairfax in the upcoming election forums.

Web platform: The contract is signed and work set to begin in October.

2001 Contract: Greg EplerWood will speak to us at the end of the meeting about his role as consultant and how he can assist us with contract negotiations. Michelle Penca, Kevin Endres and Reg Godin are community members who have agreed to sit on our contract negotiations committee. Attorney Matt Daly will also be on the negotiations team.

Treasurer's Report:

Review Financial Statements: KC presented the balance sheet as of 8/31/08 (total assets \$532,724.45); Income Statement-Operations as of 8/31/08; Income Statement-Capital Expenditures as of 8/31/08; Income Statement-Total Station as of 8/31/08 and Cash Flow Summary as of 8/31/08.

Authorized Signer Update: VT Federal: current signers: Sam, Eric, Scott, Kary (We need to add Dick and Pete and remove Sam, Eric and Scott). At the Opportunities Credit Union, we need to remove Hank and add Dick and Pete. KT will follow up.

There was a brief discussion about changing location, which included the possibility of purchasing a building and how to allocate funds for this project should the Board move in this direction. In previous discussions, the Board was interested in a central location, probably the Milton area. PR talked about Catamount Industrial Park as a possible location. Other possibilities included the Hannaford Plaza or the Clark Memorial. RP is still interested in the Fort as it is a media center / performing arts center. The Board did feel that we could not exclude any options at this time. RS is able to begin gathering data about property options. He can start looking into this and report back to the Board. Parking/cable access/broad band /anticipate growth /space requirements/potential for complementary groups are factors we would consider in any location change. RP would like to talk with other groups in community development to get input as to where they see us fitting in.

Space: KC had a request to use one of our editing rooms for internet uses and book storage.. After discussion about liability and a pre-existing lease condition, we are unable to accommodate this request. KC will follow up with this individual.

Policy Review

KC suggested that due to our workload from now until the end of the year, we continue policy review after the first of the year. PR made the motion, KT second, to table the policy review until January, 2009. Motion passed.

Executive Session (Contract Discussion) Entered Executive Session Session 6:50 Exit at 7:06 pm

RP made the motion, RS second, to enter Executive Session to discuss contract negotiations at 6:50 pm. Motion passed. RS made the motion, PR second, to exit Executive Session at 7:06 pm. Motion passed.

As a result of Executive Session, RS made the motion, PR second, to approve the recommendation of the Executive Director for salary increases for LCATV staff: Buddy Meilleur. Motion passed.

Meeting with Greg EplerWood (Mediavox)

Greg introduced himself to the Board and gave an overview of his work experience in PEG stations, the communications industry and consultation skills. KC would like to review a timeline for contract negotiations and get some sort of idea of specific ways Greg can assist us. Greg approaches negotiations as an opportunity to self examine the organization from within and externally through a community needs assessment. He can assist in this self evaluation process (the right questions to ask) and the community needs assessment. It is important to begin this process early on and feels the LCATV is on

the right tract with this. He also suggested that between 5-7 members serve on this committee. KC has already contact 3 community members who are willing to be part of the committee.

Greg then reviewed the packet of information he had received from KC and commented on various items. It will be very important that LCATV clearly articulate the fundamental principles of the role of PEG stations in the community when working with Comcast. The changing technology in the communications industry makes contract negotiation issues more complex. The Board was interested in the philosophy of Comcast as they work with other PEG stations on contract negotiations. Greg discussed what he felt might be the more challenging points: interpretation of such terms as capital expense; interpreting rules to exact language and spirit; use of fees from users. LCATV must work from its mission statement. We need a multi-year plan working toward measureable goals, much like a business plan. A community assessment would give us the data we need to formulate our goals. We need to show that our actions (outreach programs such as the DMG and mobile lab) benefit those communities we serve. This documentation could come through letters of support from the groups accessing our services. Greg mentioned other possible options such as community forums, information sessions on various topics—even taping these to use as teaching tools.

The next step is the preplanning process—a small group should work together focusing attention on what specifically needs to be done. They will set up a time line, assign tasks, set deadlines and get the internal analysis going. This process would include a financial analysis—a plan for diversification of revenue sources both in the short and long term.

Greg has developed specific templates for the various components of the negotiations process from community assessment, financial analysis and internal assessment which he reviewed with the Board.

Greg charges \$50/hour to work with non profits. Kevin, Dick and Glen will set up a meeting to begin the preparation for contract talks with Comcast and will keep the Board informed.

Adjournment

At 9 pm, KT made the motion, PR second, to adjourn the meeting. Motion passed. Meeting adjourned.

Respectfully submitted,

Kary Towne

Secretary