



LAKE CHAMPLAIN ACCESS TELEVISION

BOARD OF DIRECTORS

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REGULAR MEETING OF THE BOARD OF DIRECTORS

JANUARY 26, 2009

LCATV, 354 PRIM ROAD, COLCHESTER, VT

Board Present: Richard Pecor (RP), Sam Conant (SC), Peter Russom (PR), Ron Stotyn (RS)

Staff Present: Executive Director Kevin Christopher (KC)

Call to Order: RP called the meeting to order at 5:35 pm.

Public/Board Member/Staff Comment: There was no comment.

Approve Minutes of 12/15/08: RS made the motion, PR second, to approve the minutes of 12/15/08. Motion passed unanimously.

Executive Director's Report:

Fairfax/Westford Update: KC indicated that we'll be on a Westford Select Board Agenda in February but did not yet know the date and that Christina had left voicemail for the Fairfax Select Board but he didn't know any further information. RP asked about the readiness of the cable line. KC is unaware of how much building has been done but Comcast is ready to start talks. KC also restated that, to his knowledge, part of the Westford build would come from LCATV's hub and part from MMCTV's hub but he does not know about MMCTV's awareness of the project. PR asked what KC's presentation to board would consist of and KC said he's focus on services unique to LCATV (Mobile Lab, Media Grant, etc.). RS suggested showing the board the BFA Fairfax work as well. RP asked how the BFA project came about and KC explain Eve Thorsten's connection to LCATV.

Web Platform: KC reported that work is going along and that the soft launch was a few weeks away. KC would like to address some policy items in the near future in relation to LCATV's web presence.

Contract Work: KC has sent invitations to the Organizational Orientation. This session will get people up to speed on LCATV's current condition. KC gave an idea of who would attend and a brief summary of the Community Launch and Vision that would follow in March. RS asked about location and suggested the Milton Grange Hall. KC

suggested some other locations as well. There was discussion of the best time of the week to hold the session. KC mentioned a recent regional workgroup meeting at CCTV that focused on Comcast contract templates and annual reporting/access planning. There will be four statewide workgroup that will result into a steering group with regional representatives. KC may be this region's representative.

Digital Media Grant: KC distributed a 2009 plan/budget from Burnham. KC suggested gathering other budgets and approving via email to coincide with next funding checks. KC has encouraged Burnham to go further with their requests and the board indicated that they supported their request for a coordinator. SC asked about the insurance item and KC stated that it was a leftover from first draft. SC asked if the expenditures seemed reasonable and KC stated that besides lighting, nothing was out of the ordinary and much the same as the previous year. KC hoped to have 2008 reports by the end of the week and would like to deal with approvals via email at that time. RS suggested approving in principle with the coordinator recommendation. SC asked if they had anyone in mind for the position and KC mentioned John Noble. RS asked if there should be a resolution or motion and KC said that in the previous year the board had done a blanket motion for both libraries. SC suggested approving a "not to exceed" number. KC pointed out that Burnham budget did not include a 2008 rollover amount. SC asked if KC thought any budget items were excessive and KC replied that he did not.

RS made a motion to accept the Burnham Memorial Library 2009 budget; approved in principle contingent upon 2008 budget remains rolled over and that the library seriously consider hiring a part-time Project Coordinator. SC suggestion a friendly amendment to direct the library to hire, not consider, a Coordinator. Discussion: SC asked if the library had been paying someone to administer the project and KC outline the staffing changes early on that had impacted the grant's progress. It was clarified that the 2009 budget amount would be considered a number not to exceed \$9,012.86. PR seconded. Motioned passed unanimously.

Discussion turned to the Georgia Library grant proposal. KC mentioned that he and RS had met with the library to discuss their first draft and RS pointed out that not much had changed except some training language and inconsistent budget numbers. There was discussion of budget changes and equipment purchases. RP suggested approving initial grant funding. SC asked about money going into general budget and RS indicated that he and KC had discussed that with the library and saw no problems.

SC made a motion to accept proposal and budget with the addition that any balance be reflected in end-of-year report and rolled over into the next year's budget. RS seconded. Motioned passed unanimously.

KC will send out information from Milton Public Library via email.

Facility Relocation: KC and RS met with representatives from DEW Construction who presented a development they were constructing off of Route 2A behind SSTA. Concerns were expressed over proximity to railroad and visibility. RS stated that they'd stressed their preference to be in Milton. DEW will do pricing on core and shell and fit-in costs. RS spoke on technologies to deal with train vibration and noise. There was discussion of speaking with other construction companies and

realtors and building from scratch versus searching for existing space as well as finding an architect to do a more formal drawing before approaching the DRB, more constructions companies, etc. SC suggested speaking with realtor Mike Simoneau and the board expressed availability to look at properties. RS volunteered to speak with other realtors and contractors.

Board Vacancies: KC reported that Ralph Perkins would remain an official member until the end of the month then would be off the board. A notice for an Educational Rep. had appeared in several places without result. KC asked if the board knew of good candidates to let him know and that the presence at Winter Carnival might help. RP will feature the matter at a school board meeting and speak with Diane Bahrenburg about serving. KC indicated that Neil Hilt from the Georgia Library expressed interest in serving as well and KC will pursue that further. RP wondered if a grant program could be replicated in the school. KC suggested waiting to give the Westford and Fairfax Libraries a chance to participate.

Policy Review:

The policy review resumed with KC distributing the revised language for the first three policies and corresponding forms: *POLICY #1: ADOPTION AND AMENDMENT OF POLICIES*, *POLICY #2: USE OF FIELD PRODUCTION EQUIPMENT*, *POLICY #3: USE OF FIELD PRODUCTION EQUIPMENT BY MINORS*, REQUEST TO CABLECAST PROGRAMMING ON LCATV, EQUIPMENT SIGN-OUT FORM, MINOR EQUIPMENT RELEASE FORM. KC also suggested that his work with Greg Epler Wood and on the new web platform was suggesting policy changes and additions, especially the addition of language on VT Open Meeting Law, which was probably a by-law matter and could be visited at a future meeting.

Changes on the Request to Cablecast form include additions of information needed for web purpose. KC inquired as to the board's opinion on offering non-locally produced programming online. KC recommended not offering such to keep online access more local and save server space but to include information on where to view the programs in other places. SC made a motion to limit availability of LCATV online programming to programming produced by LCATV and its members with the understanding that such language would be included in the policy on programming priorities. PR seconded. Motioned passed unanimously.

RS brought up concerns about the items on the Request form pertaining to program content and indecency and the pitfalls in trying to define obscenity or indecency. Discussion included combining the items, striking the word 'indecency' and changing other language. KC suggested leaving the Request as is for now and revisiting it with the review of Policy# 13: Program Content. It was agreed to do so.

The Equipment Release Forms (now Equipment Sign-Out Forms) now include an area to approximate usage for determining hours of volunteer contribution for annual reporting and other purposes. The Minor Equipment form now includes a line for parent's photo ID information.

KC recapped the proposed changes to the first three policies, including the combining of policies 1 and 2 and the extraction of procedure from policy. RS suggested language that would clarify penalties for theft and vandalism, specifically the

notification of local authorities. Second reading/action in February.

KC presented suggestions for new policies, including human resources, board recruitment and financial procedures.

RS made a motion to accept the first reading of: *POLICY #1: ADOPTION AND AMENDMENT OF POLICIES, POLICY #2: USE OF FIELD PRODUCTION EQUIPMENT, POLICY #3: USE OF FIELD PRODUCTION EQUIPMENT BY MINORS, REQUEST TO CABLECAST PROGRAMMING ON LCATV, EQUIPMENT SIGN-OUT FORM, MINOR EQUIPMENT RELEASE FORM.* SC seconded. Motioned passed unanimously.

Treasurer's Report: KC handed out the most recent balance sheet which showed current total assets of \$522,234.79. A quarterly funding check is expected in mid-February.

Executive Session: There was no need for Executive Session.

Adjournment: At 7:20 pm, SC made a motion to adjourn the meeting. Meeting adjourned.

Respectfully submitted,



Kevin Christopher
Executive Director

Next meeting: February 23, 2009. Location to be determined.