

**Lake Champlain Access Television
Meeting of the Board of Directors
September 28, 2009**

Present: Dick Pecor (DP), Peter Russom (PR), Ron Stotyn (RS), Sam Conant (SC)
Neil Hilt (NH), Executive Director Kevin Christopher (KC)

LCATV Staff Buddy Meilleur

DP called the meeting to order at 5:33 pm.

Approve Agenda: The Agenda was approved as presented.

Public / Board / Staff Comments: Board members briefly mentioned some ideas they had for shows. RS has an idea for a show—restoration of an antique car, but would need a producer. SC has been asked to do a show for the Tibetan community, talking about the immigration process. KC has had several people who have come in and wanted to do a program but were not sure what they wanted to do. KC let us know that for anyone who wants to produce a show, the first thing they must do is take a class such as Rebecca offers.

Approval of Minutes of 8/31/09: RS made the motion, PR second, to approve the minutes of 8/31/09. Motion passed.

Old Business:

Service Territory: DP and KC went to the Westford informational meeting, where about 60 people were in attendance. Comcast was represented by their marketing, tech, administrative, legal and customer service staff. There was a brief video with time for questions.

KC met with the superintendent and assistant superintendent and will continue to get accurate information to them and their select board. SC reminded everyone that the Commissioner of Education lives in Westford and he might be a good resource. The sense of the meeting was that people were all for this but wanted to know how much this was going to cost. Comcast was implying that LCATV's service is an additional fee for the customers. SC thought that using the local newspaper might be a way to get information out to the customer base—specifically making them aware of the statue about Comcast's obligation to set aside funds for PEG stations as a cost of doing business. RS wondered if we should contact the PSB over this issue. Other thoughts were that we needed to educate our legislative representatives, use such avenues as Front Porch Forum, inviting local reporters to tour our facility and write a feature article and newsletters. If the select board approves LCATV as a service provider, we will be looking for Board members. This is the time to generate interest in the communities.

Cindy Remy will be setting up a meeting with the superintendent and school board. The Board discussed possibly having our own public forum, although most parts of Westford would be served by Milton, but a portion to be served by Underhill and/or Essex. The question was raised about how we could get everyone to see the same programs? DP discussed Burlington Telecom—BT can see CCTV offerings and they are talking about expanding.

Grand Isle: Chamber of Commerce has a meeting this Wed at the Lake House with Comcast. Ruth Wallman is the Executive Director. VAN is not on the agenda, as the agenda was full per Ms. Wallman, but Scott and a colleague will be in the room. Nissa, who teaches in Alburgh, is interested in being part of any start up organization in the Islands and will bring up the issues of access television at this meeting. Ms. Wallman will keep KC on the mailing for other meeting opportunities.

They will be looking to the community to decide what to do—a closed system vs. AMO vs. AMO under another AMO.

Georgia: Buddy recently showed KC some footage from a Georgia select board meeting and KC is concerned about the misinformation that is out there. NH reported that there is a school board meeting tomorrow night and the topic is school designation--specifically BFA Fairfax as a cost savings measure. These types of decisions will impact PEG stations.

KC does plan on attending another select board meeting with Christina where the discussion will include such factors: when the contract expires; what are the considerations; payment for extended lines; VMX option and such. KC wants the select board to have accurate information. SC suggested some type of fact sheet but KC reminded him that Comcast has data that we are not privy to. NH reported that he had heard from some people with students at BFA St. Albans that they are interested in seeing programs on LCATV. SC wondered if we shouldn't hire someone part time to go up and tape programs. KC acknowledged that we could hire someone to tape board meetings but sports are different. We would need to address permission/release forms.

Web Platform: The holdup is the option to buy programming via PayPal. Currently the Credit Union and PayPal are not working together. One option would be to investigate free checking at another financial institution for the purpose of accepting these payments. CCTV uses Merchants Bank. PR will look into Bank North and do some research to find a bank to work with.

Contract work: The municipal sector will meet in Milton this Thursday from 4-5:30 pm. KC requested that the Board look over the list of people invited and make calls to the ones they know, extending an invitation to attend--RS, SC and PR will make some calls. This sector meeting is the third one. The legislative and educational sector groups are planned in the near future. KC reported that the cost of Greg Epler Wood facilitating these meetings is over and above the original contract. The Board agreed that we wanted him to do this. SC made the motion, PR second, to contract with Greg Epler Wood to facilitate these meetings. Motion passed.

Other Discussion: The Board changed the discussion to another topic—outreach coordinator. The time spent on coordination and training with our equipment varies greatly. NH is working on starting a video club and had been working with Nancy Mildrum in the Georgia schools. Time depends upon how many people show up. The Library needs to find ways to draw people in. Possibly an adult video club might interest people. Training could take several hours each week. Would an outreach coordinator be able to do this in multiple locations? There was discussion about an outreach coordinators possible schedule vs. bringing the librarians up to a certain level of expertise. NH liked the concept of satellite offices.

Funding of DMG: The Board had previously discussed a revision of the DMG program which would outline responsibility/ownership of the equipment. A rewrite of the digital media grant program was presented with approval of the Board, reverting capital ownership of equipment back to LCATV.

LCATV and our library staffs will collaborate over additional needs for the coming year, including the possibility of a coordinator position. They will discuss the pros and cons of this and KC will bring us feedback.

RS suggested a change in language from 'broadcast' to 'delivery' anticipating a broader and more accurate description of our services.

A motion was made to adopt this documentation of funding and reporting with KC to find out more about insurance with regard to loan of equipment by LCATV and libraries. It was decided that at this

time, KC will modify the document after he finds out about insurance information. The Board will consider a new motion after review of this information.

New Facility: PR has continued to try to get information on properties around Milton. The 'bagel bakery' property is 2/3 finished and needs work. Our estimate to get it to where we need it is on the high side (\$250,000-\$300,000) and it needs a new roof (\$25000). Assessor's office has building listed for \$225,000—unsure of how much property is included. The Board wondered if now is the time to make a bid or at least contact Mike Simoneau to let him know our wishes. Do we have the funding to back up an offer? North Country reports that with the information Maureen Garofano provided, they feel that this is something LCATV could afford and they would be interested in working with us. Our current lease is up June 2010. KC has not discussed any of our future plans with our current landlord.

Action: PR will talk with staff from TD Bank North to see what they can offer. KC suggested inviting Mike Simoneau to our October meeting and making an agreement at that time. The Board thought that would be a good idea. October 14 will be the policy meeting. We will invite Mike Simoneau to the regularly scheduled October meeting (end of the month).

Job Descriptions: KC talked about the positions of executive director, production manager and channel coordinator. If our territory expands, the work load and job descriptions would change to meet the new needs of the station. The position of outreach coordinator doesn't currently exist. RS suggested that a educational minimum requirement would be a bachelors degree related to media although commensurate experience could also be considered. KC is not looking for action on this—just putting it out to revisit as we move into new territory. Since we should know more about the Westford territory by the end of the year, he will present two budget scenarios at a future date.

Treasurer's Report

KC presented the balance sheet showing assets of \$414,691 with total current assets of \$485,065.

Future Agenda Items: (1) RS would like to move along the final reading of all policy. KC noted that second and final readings could happen quickly if we had a special meeting dedicated to policy review. It was agreed to do this on 10/14/09 at 6 pm. (2) Recruitment of potential board members. KC reports that this has been a consideration during the focus groups.

Executive Session: SC made the motion, PR second, to go into Executive Session at 8 pm. As a result of Executive Session: Motion made by SC, second by PR, to renew the contract of Buddy Meilleur by the end of October with salary and benefit terms dependent upon research of comparable positions by the Executive Director and with any salary increase retroactive to the end of the previous contract term. Motion passed.

Discussion of next meeting date. KC will send out a Meeting Wizard announcement to schedule a date as soon as possible so that contract matters may be resolved in a timely manner.

Adjournment: At 8:30 pm, SC made the motion, RS second, to adjourn meeting. Motion passed. Meeting adjourned at approximately 8:30 pm.

Next meeting date TBD.

Respectfully submitted,

Kary Towne
Secretary