

**Lake Champlain Access Television**  
**Meeting of the Board of Directors**  
**December 13, 2010**  
**Colchester Site**

**Present:** Dick Pecor, Bob Sekerak, Kary Towne, Sharon Osier, Peter Russom, Carol Jones,  
Sam Conant, Kevin Christopher  
**Public** Thomas Mulcahey

**Call to Order:**

Dick called the meeting to order at 5:05 pm.

**Approval of Agenda:**

Pete made the motion, Bob second, to approve the agenda. Motion passed.

**Public / Board / Staff Comments:**

There were no comments at this time.

**Approval of the minutes of 11/1/10:**

Spelling of Ruth Wallman's name needs to be corrected. Bob made the motion, Peter second, to approve the minutes of 11/1/10, with the correction. Motion passed.

**Field Production Restructure:**

**Job Description – 2<sup>nd</sup> reading / action:** Kevin reported the field producers have seen the document and he has received no comments. Thus there are no changes or revisions since the first draft in October. Pete made the motion, Sharon second, to adopt the job description for field producers. Motion passed.

**Policy 12: Human Resources – Revisions 1<sup>st</sup> Reading:** Bob asked for clarification of Maureen Garafano's statements about the pension. Essentially the new language will establish the criteria to determine at what level one is eligible for pension plan. These changes will necessitate revision of form 5304. Carol made the motion, Pete second, to accept these changes as proposed by Maureen Garafano in establishing limited eligibility for pension funding and revising form 5304 to reflect these changes. Motion passed.

**Old Business:**

**2011 Contract:** Kevin handed out notes from the contract meeting held last week. He described it as a brief 35 minute, informal, meet –and- greet meeting. The current contract will automatically renew for a period of one year beginning January 1, 2011. The next meeting is scheduled for Tuesday, January 11, 2011, at 3 pm. Kevin did explain 'provisions on return lines' to the Board. This is a way to monitor from this facility live programming we are sending out from another location.

**DMP Future:** Kevin will be meeting with the Burnham Library staff this Wednesday and the Milton staff after Christmas. He will have more to report next meeting.

**New Business:**

**Safe Driver Agreement 1<sup>st</sup> reading:** Kevin gave out new copies of the agreement. Our insurance agent has reviewed it and made several suggestions. Carol made the motion, Sharon second, to accept the first reading of the safe driver document. Motion passed.

**FY 2011 budgets / Temporarily Restricted Fund Planning:**

The Board reviewed and discussed Draft 2 of the Operating Budget and the Temporarily Restricted Fund Planning December 2010 documents. Pete made the motion, Bob second to accept both documents as presented. Motion passed.

**Treasurer's Report:**

November financial statements are not yet available. Pete has done some research on CD rates. Currently the interest rates are very low everywhere. Our VT Federal CD is maturing December 15<sup>th</sup>. The Board decided to roll it over for 6-9 months at the same institution at their current rate.

**Heritage Project:**

Thomas Mulcahey stopped by to thank LCATV staff for their support in his Heritage Project in Colchester. He had about 150 people turn out at his meetings wanting to learn about how to create a vision for the town. He has been able to secure funding and staff to move forward in this exciting project. He briefly described his current work and strategy for the future. He was very appreciative of LCATV's support and efforts on behalf of the project.

**Future agenda items:**

Relocation: Milton board members will continue to make contacts in Milton and watch for possible real estate sites.

**Executive Session: (Personnel Contract Matters)**

At 5:49 pm Carol made the motion, Sharon second, to move into Executive Session to discuss personnel contract matters. At 6:10 pm, Pete made the motion, Carol second, to exit Executive Session. As a result of Executive Session, the Board finalized contracts for Kevin, Rebecca and Buddy. Sam made the motion, Sharon second, to incorporate these numbers into the budget. Motion passed. Also as a result of Executive Session, Dick made the motion, Pete second, to table the budget previously approved due to unforeseen circumstances. Motion approved.

**Adjournment:**

At 6:15 pm Sam made the motion, Pete second, to adjourn the meeting and join the holiday celebration. Kevin will email the Board to set up the January meeting.

Respectfully submitted,

Kary Towne  
Secretary