

mayLCATV

Lake Champlain Access Television  
Meeting of the Board of Directors  
May 25, 2010

Colchester Site

**Present:** Sam Conant (SC), Neil Hilt (NH), Sharon Osier (SO), Dick Pecor (DP), Peter Russom (PR)  
Bob Sekerak (BS), Kary Towne (KT)  
LCATV staff Kevin Christopher (KC), Buddy Meilleur, Bruce Cahan (intern)  
Judy Sekerak

**Call to order**

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

**Approve Agenda**

SC made the motion, NH second, to approve the agenda as presented. Motion passed.

**Approval of the minutes of March 23, 2010.**

SC made the motion, NH second, to approve the minutes of March 23, 2010. Motion passed.

**Public/Board Member / Staff Comments**

There were no comments at this time.

**Old Business**

- a. Service Territory: Westford voted 2-1 not to accept PEG services at this time. They prefer a survey to gather more data. Comcast will not assist with the survey. There was brief discussion about how to best gather data. KC thought either online or a paper survey with a stamped, self-addressed envelope might work best. Other idea to gather data would be to attend their farmers market. KC reported that since their budget went down LCATV might be doing more video for them. We might be near the point of considering how long we shall continue to provide services for Westford without results. How much is this worth to us? How might Comcast react to our providing services to Westford without them signing on? Three LCATV board members met with the Fairfax school board. LCATV will be doing a substantial shoot for them around end of the year activities. KC asked for their support in the form of a resolution which we could bring to the select board. KC will follow up on this. Also, once the library hires a new librarian, KC will check in with the staff. Island's territory: LCATV is viewable in the Islands. Comcast has blitzed the area signing up subscribers. SC suggested that LCATV do a program describing what we do. Due to the end of the year schedules, this could not be considered until later in the summer.
- b. Web platform: Work continues on the web platform.
- c. Contract: Nothing new to report. The next meeting is June 7 where the interview findings will be discussed with Greg and a timeline for moving forward will be made.
- d. Digital media program: Nothing new to report
- e. New facility exploration: KC reports we must make some decision as our lease runs out in 5 weeks. Landlord wants a long-term lease with a slight increase in rent to cover increase in taxes. If we stay here, KC has plans for renovations. The Board discussed both the pros and

cons. We agree we want to be a large presence in the towns we serve. SC suggested a 3-5 year with a buyout option. KC encouraged us to have the funds spoken for before contract negotiations. What upgrades would we consider if we stayed in current location? Would it be possible to make some basic changes for a low financial investment? Discussion continued about future equipment needs, including a shift to high definition. KT felt that our long term goal should be to move headquarters to more central location if we intent to take service more towns north of Milton. Because of the time crunch with the lease, it was agreed to have KC discuss some flexibility in the next one. There was continued discussion about best to move forward—continue to look for a more central location, do a minimal amount of renovations to current location, uses reserves for future move. KC will talk with landlord about a more flexible, shorter lease with buyout option. KC wants the Contract Committee to be able to justify our use of reserve funds with a sound financial plan. Discussion continued—Buddy wondered if moving closer to the cable end would give a better signal, which would be a positive thing for the station. Discussion moved to some spending items which may be necessary in the near future. The mobile lab upgrade which includes a patch panel and ability for multi-camera shoots could run as high as \$20000. The Board agreed this was a good investment. Another item to consider is an inside parking spot for the van. The Board discussed possible locations and KC will follow up on locations plus cost.

- f. New funding resource: SC briefly described his idea of using VAN resources for statewide access for a similar program as VIT provides (distance learning technology) DP wonders if this could cause contract problems—do we have the legal ability to spend money on such things? These details need to be worked out before we move forward.
- g. Outreach coordinator position: The Board agreed this was a good idea. KC has a job description which describes in detail the expectations for the position. He will talk with Maureen Garafano about the financial details. KC would like a hiring committee for this task, probably in July. SC made the motion, SO second, to approve the outreach coordinator position and move forward with the hiring process. Motion approved.
- h. Benefits review: Currently LCATV uses the VT Association of Chamber Executives for the LCATV benefits package. KC would like the Board to consider a vision component. KC will research this and bring back information to the Board. Judy Sekerak suggested a flexible spending or cafeteria option which works well for many organizations
- i. Reserve budget planning: Had been discussed earlier in New Facility Exploration.

#### **New Business:**

The Spanish soap opera (Milton HS) was a success! Two students who were involved with LCATV during 1<sup>st</sup> and 2<sup>nd</sup> semesters will continue to work at the station—one will work at the summer camps and the other will do community service hours during the summer. LCATV filmed “Miltonwood” last night—a collaborative production by several Milton groups. There are 5 summer camps scheduled for this summer. There is also a volunteer to film the Colchester Cannon baseball games. June is always busy with the end of the year activities and graduations. It looks to be a busy summer.

#### **Treasurer’s Report**

KC presented the balance sheet as of 3/31/10. Current assets are \$431,370.48 and total liabilities and fund balance \$495,376.72. KC reported ~\$80,000 funding check has been received since this report was made.

**Future Agenda Items:**

None at this time.

**Executive Session:**

Executive Session not needed at this time.

**Adjournment:**

At 7:05 pm SC made the motion, NH second, to adjourn the meeting. Meeting adjourned.

Respectfully submitted,

Kary Towne  
Secretary