

**Lake Champlain Access Television
Meeting of the Board of Directors
March 17, 2011
Colchester**

Present: Dick Pecor, Peter Russom, Sam Conant, Neil Hilt, Bob Sekerak, Kary Towne
Carol Jones; Kevin Christopher
Buddy Meilleur

Call to Order:

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

Approve Agenda:

Sam made the motion, Peter second, to approve the agenda. Motion approved.

Board Reorganization:

Secretary: Kary made the motion, Sam second, to nominate herself for secretary. Motion passed.

Treasurer: Sam made the motion, Bob second, to nominate Peter for treasurer. Motion passed.

Vice President: Dick made the motion, Bob second, to nominate Neil for vice president Motion passed.

President: Sam made the motion, Neil second, to nominate Dick for president. Motion passed.

Public/Staff/Board Comments:

Sam voiced a concern about attendance at Board meetings. He recommended we review bylaws and decide if we need to amend them. Kevin reminded the Board that historically it has been difficult to get a complete Board, especially from Georgia. The public position is expensive to fill due to the advertising costs. Kevin will check our bylaws to see if we can appoint another member. Dick will make personal contact with chronic absentee members to see if there are extenuating circumstances.

Approve Minutes of 1/17/11:

Carol moved to approve the minutes of 1/17/11, Bob second. Motion passed.

Old Business

Policy 12: Human Resources – Revisions 3rd Reading/Action

Kevin explained that we had talked about putting family leave in the HR policy and also considered background and criminal record checks. The current VT Dept of Labor fact sheet requires employees with 10 or more employees to follow their guidelines. We do not have 10 employees. We are not required to follow this protocol, but we could if we wanted to. The Board discussed what might happen if someone needed a leave (for example: family or disability). Should we refer to this document in our policy? After brief discussion, the Board would like Kevin to add some language referring to this document in our policy manual. Dick wondered if there were other items to review. Kevin wondered if we should add language about background and criminal checks here or if it was enough to refer to them as part of the employment application. The Board discussed if we wanted background checks. Would we grandfather in current employees or begin with new hires? What sort of check would we do? Option might include DMV, child abuse registry, elder abuse, domestic abuse. The Board decided we needed to find out more about background checks. Kary will check on school district standards and also check with the school resource officer for advice. Kevin will check to see what other stations do. We will have a 4th reading next month.

Safe Driver Agreement – 3rd Reading

The only comment was the suggestion to add language that by signing this application for employment document new applicants understand that their motor vehicle record may be checked. This

grandfather's in current employees. Carol moved to accept the 3rd reading of the Safe Driver Agreement, Sam second. Motion passed.

2011 Contract

Kevin gave us an update. He presented several letters for us to review—one from LCATV to Commissioner Elizabeth Miller; one from Commissioner Miller to LCATV; and one from Daniel Glanville representing Comcast to Commissioner Miller with a copy to LCATV. Kevin will keep the Board informed and expects a follow up meeting next month. Delegation of new territories and remote origination sites continue to be a topic of discussion. Comcast continues to present LCATV's service as a tax on customers' bills even though they are required to provide the PEG service via the use of public rights of way. The Board wonders if we should take more action through the Department of Public Service or continue on our current path. After more discussion and a recommendation from Kevin, the Board will wait to see the results of the next meeting. Sam encouraged Board members to try to attend any of the meetings. Kevin had sent an email out earlier today to Comcast trying to arrange the next meeting.

Kevin explained remote origination and why it is a contract issues. If a site wants to go live for any reason, they have to request this of Comcast in writing. Schools, libraries, municipal buildings are potential spots. The sticking point is financial—who will pay for this?

Treasurer's Report

LCATV spent ~\$15,000 on new field production equipment including 3 new HD camcorders with flash drives. All equipment is carefully repurposed as needed. There are no CD's coming due.

Current total liabilities and fund balance as of 2/28/11 balance sheet was \$497,014.79

New Business

Personnel Contract Process: The Board discussed if we should we standardize our personnel contract process. It could help our budgeting process. We have talked about this in the past but never made any decisions. After brief discussion, Carol made the motion, Sam second, to have every LCATV employee contract negotiated on October 1st of each year. Motion passed. After this motion passed, the Board discussed having a subcommittee convene in August to work on contracts during the Fall to bring recommendations to the Board for October 1st. Kevin will draft a flow chart which will work for this including designating responsibilities. Carol reported she was interested in serving on this committee.

LCATV Employment Application – 1st reading The Board reviewed the document which showed several minor changes. We want to make sure we have the physical address where one gets mail; we need DOB for those under age 18. The Board thought that with those changes the document looks fine. We will bring it back for 2nd reading next meeting.

5304 Simple form:

After a conversation with our accountant, Kevin reported that we need a motion on record regarding 5304 simple IRA eligibility. Sam made the motion, Neil second, to accept the recommendation of our accountant, Maureen Garafano, to change the criteria so that eligibility is limited to employees reasonably expected to receive at least \$5,000 in compensation during a calendar year or who have received at least \$5,000 in compensation during the preceding one (1) calendar year. Motion passed.

Real Estate: Mike Simoneau emailed Kevin about a property for sale on Bombardier Road in Milton. The Board is interested in finding more information about the property. We will add this to our future agenda items.

Future Agenda Items

Property

Public rep from Georgia

Executive Session (If Needed)

There was no need for an Executive Session.

Adjournment

At 7:30 pm, Dick made the motion, Sam second, to adjourn the meeting. Motion passed.

Next Meeting:

Kevin will email the Board to set up an April meeting.

Respectfully submitted,

Kary Towne
Secretary