

**Lake Champlain Access Television  
Meeting of the Board of Directors  
May 26, 2011**

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

Dick called the meeting to order at 5:37 pm.

**Approve Agenda:**

Carol made the motion to approve the agenda as presented. Sam second. Motion approved.

**Public / Board / Staff Comments:**

Carol wanted more information on the email Sam sent to organizations in Franklin/Grand Isle area. Sam clarified that it was the Franklin-Grand Isle Community Partnership-a group of non profits in the area. He invited them to send their postings to go on the channel.

**Approve Minutes of April 18, 2011:**

Carol made the motion, Bob second, to approve the minutes of the 4/18/11 meeting. Motion approved.

**Old Business:**

**Policy 12: Human Resource:** Kevin handed out some materials for the Board to review in regard to employee background checks. The document reflects the procedures used by the Colchester Parks and Rec. Program. They do 2 different searches which costs \$50 per employee. One is through the VT Agency of Human Services and one is through a firm outside Atlanta, Georgia. This gets them a criminal record check for past 3 legal residences. The VT AHS searches through the Department of Children and Families. They do not require fingerprinting. Currently, if a school or organization requests fingerprinting of one of our employees who will be working in their school/organization, LCATV will reimburse the employee. The Board wondered if a committee should be formed in conjunction with this, either standing or ad hoc. After brief discussion, it was agreed that an ad hoc committee could be consulted if there were any questions raised during employee background checks. Kevin will adapt this document to fit LCATV's needs and bring it back to the Board next month. This new component of the HR policy will be referred to in Policy 12 as an addendum. The question was raised if current employees will be grandfathered in or if they need a background check. After brief discussion, Dick summarized the discussion: We will set the bar to the level of standards used by the organizations we serve.

**2011 Contract:** Kevin passed out copies of the PEG Access Plan document which represented the final result of 2 years work of Kevin, Greg and others showing the multiple ways LCATV works with the communities we serve and our plans from now until 2016 (our proposed contract expiration). This document is for our use and portions may be shared with others as appropriate.

Dick and Kevin attended a recent meeting in Montpelier with representatives from VAN, cable operators, BT, Comcast and others. As a result of discussion at this meeting, the AMO designation issue seems to be moving toward resolution. There was also discussion around the electronic program guide, expenses related to increased designations, Condition 22 and other issues related to PEG stations. Overall, our staff in attendance was pleased with this meeting.

As of now, Greg's contractual work has been completed. Do we want him to sit in on contract negotiations? The Board agreed that it would be to our advantage. His hourly rate is \$40. Kevin will follow up.

Dick reported that VAN members have suggested that AMO's work more as a unit and not reinvent the wheel every time there are contract negotiations. Our Board believes the issues to be resolved in this cycle of negotiations are AMO designation; percentage of money/capital vs. operating; condition 22; electronic programming and material breach language.

The conversation turned to the future. Our Board could expand if we have 3 reps for potentially 8 communities. The question was raised if all PEG stations have 3 reps per town. Kevin will check with ORCA (Onion River Community Access) as they have the largest number of towns in their service area. When we do take on more communities, channel 17 will have to get up and running to absorb the increased meeting coverage.

**Personnel contract procedures:** 2<sup>nd</sup> reading The Board reviewed the document and liked the timeframe for preparing for staff evaluations/contracts. The current subcommittee consists of Carol and Peter. Bob volunteered to be on this committee. The committee will get input from Kevin prior to the September board meeting and begin the evaluation process. The Board is pleased to have a more formal evaluation in place. Carol made the motion, Bob second, to approve the contract review procedures as described in the document. Motion approved.

**Milton Property:** There is nothing new to report. Once we have a new contract, we will have a better understanding of our financial status and how much is available should we pursue a new location.

**Georgia Public Representative:** Carol has a lead of someone who is well qualified to be on our Board. She will make contact and refer him to Kevin for more details.

**Treasurer's Report:**

Kevin handed out the balance sheets for March and April for the Board's review. Total assets at the end of April were \$424,959.68. There is a CD maturing on 6/15/11. The Board discussed options and since the interest rates are so low, Pete could follow up with what makes the most sense when he goes to the bank. We will be needing to use some of restricted funds for the upgrading studio control project which will be happening in the near future.

**New Business:**

Kevin reported that he is now the Secretary of the Vermont Access Network (VAN). The last meeting was well attended by many representatives from multiple stations.

**Future Agenda Items:**

- How to reconstitute our Board

**Executive Session:**

At 7:17 pm, Pete made the motion, Carol second, to enter Executive Session to discuss a personnel matter. At 7:24 Pete made the motion, Sam second, to exit Executive Session. No action taken as a result of Executive Session.

**Adjournment:**

Sam made the motion, Carol second, to adjourn the meeting at 7:25 pm.

Respectfully submitted,  
Kary Towne  
Secretary