

Oct2012

**Lake Champlain Access Television  
Meeting of the Board of Directors  
Milton Town Offices  
October 24, 2012**

**Present:** Dick Pecor, Peter Russom, Kary Towne, Sam Conant, Carol Jones, Sharon Osier, Bob Sekerac, Kevin Christopher

**Call to Order:** Dick called the meeting to order at 5:36 pm

**Approval of Agenda:** Carol made the motion, Sam second, to approve the agenda. Motion passed.

**Public / Board / Staff Comments:** Sam wanted to make sure we all received the emails he sent out as he wants our input on some fundraiser ideas. Kevin reported that on Monday, 10/22, LCATV hosted a candidates forum at the Milton Community Room with about 15-20 people in attendance. Overall it went very well.

**Approval of Minutes of September 13, 2012** Sam made the motion, Carol second, to approve the minutes of September 13, 2012. Motion passed.

**Old Business**

**Facility Relocation:** The Board has had on-going discussion about the Creek Farm Plaza over since the last meeting. On 10/12/12, Carol Jones made the motion, Sam second, that Lake Champlain Access Television, Inc., enter into a 5-year lease agreement with Creek Farm Real Estate Holdings, LLC, for the premises located at 63 Creek Farm Plaza, Suite 3, Colchester, VT, and terminate its current lease agreement with Ernest Reuter and Bette Bergman Reuter for the premises located at 354 Prim Road, Suite 3, Colchester, VT 05446. Motion passed (Ayes from Carol, Sam, Kary, Sharon, Pete, Dick and Neil).

Kevin presented 2 bids for retrofitting the Creek Farm Plaza. PG builders came in around \$100,000 and Gazo's came in around \$63,000. In looking at details, there were enough differences that we could not get a clear picture of how they truly compared—quality of products differed, one included floor covering and electrical and one did not. As the Board discussed the bids, we decided to get one more bid. Kevin will follow with this.

Kevin wanted us to be aware that lighting quotes would be coming in at the end of the month. He had requested a low, mid and high quote. Barbizon Lighting from Massachusetts, a group that does much studio lighting and which LCATV will get a quote, works with Efficiency Vermont to get their customers as much energy savings.

Kevin has heard back from Comcast regarding the hookup to the new facility. The quote for the fiber hookup is ~\$4500, with the transmitter the total cost will be around \$7500. Kevin will be giving us more information about this as we do have an option of discussions with Comcast about the costs, but this could delay going online.

**Alternative Funding, Underwriting and Sponsorship** Sam sent out information last week about alternative funding and strategies we might use. One strategy involves reaching out to our members in an organized way. Sam had attended a conference detailing strategies which he would like to use for LCATV's benefit. He asked that we read his email and respond to him in the near future so he can get moving on it with a capital campaign type event. The Board wanted to be clear that we have specific objectives if we undertake this. Lighting upgrades is one example of how we might use funds

from a capital campaign. Another example might be to upgrade the computers used at our summer camps/ school vacation camps. Stephanie has built these up and they are well attended. The computers are 8-10 years old and the expense to upgrade could be significant. Upgrading our remote capabilities is another example of use of capital campaign funds.

**Future of Digital Medial Program** Carol made the motion, Peter second, to table this topic until next meeting. Motion passed.

**Treasurer's Report:** Kevin presented the 9/30/12 balance sheet. Total current assets are \$407,321.65 with total assets of \$487,282.12. Kevin let us know that there is a CD at VT Federal coming due and we will have to decide what to do with it next meeting.

### **New Business**

#### **By-Laws Article 11: Board of Directors – Amendment Reading / Action**

Kevin presented a copy of the current bylaws and the changes he has proposed in keeping with our expansion. The Board did question that the revised changes, section 2, did not address the stipends discussed at previous meetings. After reviewing the entire document, the Board suggested language changes in section 2 reflecting the monthly travel stipends be determined on an annual basis by the sitting board. After discussion, Sam made the motion, Bob second, to accept the revised bylaw Article 11 with suggested changes, to take effect at the first meeting in 2013. Motion passed.

#### **Policy 11: Financial Management: Revisions First Reading**

Kevin presented the proposed changed to Policy 11. The only change is moving lease expense from capital to operating. The Board read the policy and agreed.

#### **FY 2013 Budget – Review/Discussion**

Kevin presented a budget draft for review. There will be some changes once that salary information is confirmed. The Board reviewed the budget in detail and will await an update next month.

#### **Due to time constraints the Board decided to table the following agenda items:**

- AMC conference recap
- Qvidium / Statewide update
- New Outreach Opportunities

#### **Future Agenda Items**

- Reimbursement travel expenses for field producers at federal rate. Kevin will ask Buddy to take a look at the numbers based on current field producers mileage for past month
- Election forums Is there a better way?

#### **Executive Sesion:**

At 6:45 pm Carol made the motion, Peter second, to enter Executive Session to discuss the recommendations of the salary committee. At 6:55 pm, Sam made the motion, Bob second, to exit Executive Session. As a result of Executive Session, Sam made the motion, Sharon second, to accept the recommendations of the salary structure for next year. Motion passed.

#### **Adjournment:**

At 7:25 pm, Sam made the motion, Bob second, to adjourn the meeting. Motion passed.

Before we left, the Board set up the next 2 meetings:

November 14<sup>th</sup> (possibly @ Georgia Library)

December 12<sup>th</sup> (Holiday Gathering)

Respectfully submitted,

Kary Towne  
Secretary