

**Lake Champlain Access Television
Meeting of the Board of Directors
Milton Town Offices
November 6, 2013**

Present: Dick Pecor, Bob Sekerak, Kary Towne, Rich Hamlin, Sam Conant, Neil Hilt
Ken Rocheleau (potential Board member from South Hero)
Kevin Christopher

1. **Call to order:**
Dick called the meeting to order at 5:33 pm.
2. **Approve Agenda:**
Sam made the motion, Rich second, to approve the agenda. Discussion: Kevin wanted to add 'Board Obligations and Expectations' under New Business. Motion, with amendment, passed.
3. **Public/Board Member/Staff Comment:**
Sam announced that he had resigned from the VAN Board. The Board thanked him for his service in this capacity.
4. **Approve Minutes of 9/24/13**
Bob made the motion, Sam second, to approve the minutes of 9/24/13. Motion passed.
5. **Old Business**
 - a. *Alternative Funding, Underwriting & Sponsorship:* Sam had sent around an announcement about a free fund raising resource available to stations. We need to find out more about this. Sam will also try to set up a PEG day at the legislature and will follow up with a contact he has. Kevin briefly reviewed the theater group evening event and a second one is planned for early December.
 - b. *Future of Digital Media Program:* Kevin has reconciled all the financial reports from the libraries and will have more information for the Board next meeting.
 - c. *New Outreach Opportunities:* Kevin presented the document "The Gallery at LCATV" and we should see more info in the Milton Independent tomorrow. He has also been in touch with Island Artists who are excited about this possibility. Kevin will be looking for more artistic/theater possibilities in the future. Kevin also noted that the Milton History video project is in the early stages of planning which will continue over the winter. Our guest, Ken, talked about how he video's the monthly Island Historical Society meetings and is interested in looking into airing them on TV.
 - d. *Election Forums* Tabled this item for now.
 - e. *Employee Health Insurance :* The Board needs to take action by the end of the month. The board reviewed the information Kevin had provided for us in the packets. After discussion of options, Sam made the motion, Bob second, to opt for the Blue Rewards Gold for LCATV employees. Motion passed.
 - f. *Third Channel* No updates other than what was in the report . Kevin hopes to hear back from Comcast by the end of the month

6. **Treasurer's report:** There were no financial statements available at this time. A funding check is expected next week, which will change the budget somewhat. Kevin suggests that we defer the treasurer's report at this time but would like to discuss the budget in new business.

7. **New Business**

- a. Assistant Production Manager Contract – Action Item During the past month there had been online discussion to approve the contract of Maggie Triggs as assistant production manager as proposed by the Executive Director. Bob made the motion, Rich second, to approve the contract for Maggie Triggs as Assistant Production Manager. Motion passed. Josh will stay on as a field producer.
 - b. Policy 12: Human resources – 1st reading: Kevin presented a document Policy #12 Human resources: proposed changes for holidays for the Board to review . No action taken at this meeting as it is the first reading only. The Board will revisit this item at the December meeting.
 - c. *LCATV Website Updates:* Kevin discussed the current contract with CCTV to build our website and host infrastructure. It was launched in '09 for \$100/month for server space. Costs have recently increased and he would like us to consider alternate maintenance and upgrade options. Kevin proposed that we continue to use CCTV to host but use someone else (Joe Golden) for upgrades and maintenance. He is requesting we approve \$5975.34 to pay the current bill and then contract with Joe Golden from here on in to provide services. Sam made the motion, Bob second, to approve Kevin's request. Motion passed.
 - d. *FY 2014 Budgets – 1st Review:* Kevin reviewed the draft with the Board. He has been working with Maureen to make sure everything is posted correctly. The operating revenues represent a 0.5% increase. The Board reviewed and commented on the draft. Kevin will bring the budget back as an action item at the December meeting.
8. *LCATV Board of Directors Obligations & Expectations:* Kevin presented a document which he would like us to review. This document will be used to clearly document the role of the Board members.

9. **Future Agenda Items:** None at this time

10. **Executive Session:** There was no need for an Executive Session.

11. **Adjournment:** At 7:35 Sam made the motion, Rich second, to adjourn the meeting. Meeting adjourned.

Respectfully submitted,

Kary Towne
Secretary