

**Lake Champlain Access Television  
Meeting of the Board of Directors  
September 24, 2013  
Colchester Studio**

**Present:** Neil Hilt; Dick Pecor; Carol Jones; Kary Towne; Sam Conant; Kevin Christopher;  
Buddy Meilleur  
**Guest:** Maureen Garofano, MGV Associates

**Call to Order:** Dick P called the meeting to order at 5:35 pm.

**Approve Agenda:** Carol made the motion, Neil second, to approve the agenda. Motion approved.

**Public / Board Member /Staff Comments:** There were no comments at this time.

**Meet with Maureen Garofano, MGV Associates:** Left at 6:30

Maureen described how to read a financial statement. She then reviewed the balance sheet for August 31, 2013, with the Board and answered our questions.

Maureen talked a little about health care—how to analyze current vs projected expenses, although there is still some unknowns with the upcoming exchange. She will send us more information on her analysis for our review.

**Approve the Minutes of 8/26/13**

Carol made the motion to approve the minutes of 8/26/13, Neil second, motion passed.

**Old Business:**

- a) **Alternative funding, Underwriting & Sponsorship:** Sam presented some ideas for this, as did Carol. Kevin has set up the first theater production for this Saturday night @ 8 pm in the studio. Fliers are in the lobby. It will be filmed and sent around the state. Dick went to the Farmers Market and found a contact for possibly having a farmers market here during the winter. Discussion of how to manage this and what time frame we were considering. Another consideration was seeing if the Rotary could use the studio for events. Kevin has talked with Island Arts and will contact Milton Artist Group for displays here. Are we able to host eclectic concerts with catering and charge? There will be a new mechanism for getting community information out. Dick explained about a new community paper/Sun cooperative effort to get town and school information out to the public.
- b) **Future of the Digital Media Program:** See Kevin's report. Carol briefly discussed a grant idea through the VT Art Council for getting an ipad.
- c) **New Outreach Opportunities:** Kevin reported that work on the Milton history project will be starting soon. The board agreed that interviews with seniors in the community is an important part of these projects.

- d) **Election Forums:** There is nothing to discuss at this time.
- e) **Employee Health Insurance:** Kevin presented his research on health care costs which was in the Board packet for discussion. The contract states details of how LCATV provides health/dental insurance for employees. Kevin briefly reviewed his document and the Board consensus was to keep the same language.
- f) **Third Channel:** This is in the works and Rebecca and Kevin are gathering information for the proposal to Comcast..

**Treasurer's Report: (attached)**

After brief discussion and after earlier consultation with Maureen Garafano, Carol made the motion that beginning this year, and at the end of each fiscal year in which a capital deficit exists, funds should be moved from operating accounts to capital accounts in order to balance our financial statement. Sam seconded the motion. Motion passed.

**New Business:**

- a) **Job descriptions:** Kevin reported that components of Rebecca's and Buddy's job descriptions have changed. He presented a current description and his suggestions for an updated job description. Sam made the motion to accept the updated job descriptions to both positions. Carol seconded the motion. Motion passed.
- b) **Holiday clarification:** Kevin would like to suggest a policy change around holidays and what might work better for staff/studio coverage. It was suggested that a floating holiday option might help with coverage. He will bring us a policy draft next meeting.
- c) **Board member resignation:** The Board received the resignation of Sharon Osier – Colchester Rep. The Board thanked her for her service to LCATV.

**Future Agenda Items**

- Policy review

**Executive Session (Personnel Contracts):** At 7:10 pm Carol made the motion, Neil second, to enter Executive Session to discuss Personnel Contract. At 7:20 pm. Carol made the motion, Neil second, to exit Executive Session. As a result of Executive Session Sam made the motion, Neil second, to accept the recommendations of the contract review committee. Motion passed.

**Adjournment:** At 7:25, Sam made the motion, Neil second, to adjourn the meeting. Meeting adjourned.

Respectfully submitted,

Kary Towne, Secretary