

Lake Champlain Access Television  
Meeting of the Board of Directors  
December 14, 2015  
Colchester Studio

**Present:** Dick Pecor, Bob Sekerak, Bob Shea, Ken Rocheleau, Neil Hilt, Curt Taylor, Kary Towne, Carol Jones, Kevin Christopher

**Call to Order:**

Dick Pecor called the meeting to order at 5:30 p.m.

**Approval of Agenda:**

Since this was scheduled to be a short meeting, the Board agreed to table 7 (a) Old Business – Community Affairs Program discussion and 8 (a) New Business –LCATV Sponsorships discussion.

**Public / Board Member / Staff Comments:**

There were no comments at this time.

**Approve Minutes of 11/10/15:**

Curt made the motion, Bob Sekerak second, to approve the minutes of 11/10/15. Motion approved.

**Executive Director's Report:**

Kevin passed out the November, 2015, balance sheet for the Board to review.

He also passed out information from MGV Associates “Summary of Assets and Fund Balances Fiscal Year 1/1/15—10/31/15 along with 2 drafts regarding LCATV’s High Definition Update Budget. There will be more discussion and action on this item next month.

Kevin would like to form a Personnel Committee. This group would work on such items as job descriptions, HR policies, salary ranges for positions, drafting an Employee Handbook and reviewing changes in overtime practices as a result of the Fair Labor Standards Act which will take effect in 2016. Dick, Neil and Bob Sekerak agreed to work on this.

**Treasurer's Report:**

Carol reported that after review of the balance sheet, she had no comments, questions or concerns. The Board accepted the report as presented.

**Old Business:**

*Policy 12: Human Resources – Revisions –2<sup>nd</sup> reading / action*

The Board reviewed the draft of Policy 12. Bob Sekerak made the motion, Carol second, to approve Policy 12 – Human Resources, as presented to the Board. Motion approved.

**New Business:**

*2016 Board of Directors Appointment –Discussion Item*

Kevin polled the members whose terms are up January, 2016. All have agreed to stay on another term except for Kary, who will step down from the Board effective January 2016. This will be an action item for the January meeting.

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

**Adjournment:** At 6:55 p.m. Carol made the motion, Bob Sekerak second, to adjourn the meeting. Motion approved.

Respectfully submitted,  
Kary Towne, Secretary