

Regular Board of Directors Meeting

July 6th, 2017

Community Room - Milton Municipal Offices
43 Bombardier Road, Milton, VT 05468

Board of Directors in Attendance: Dick Pecor (DP), Carol Jones (CJ), Jeffrey Hathaway (JH), Curt Taylor (CT), and Ken Rocheleau (KR)

Staff in Attendance: Kevin Christopher (KC)

1. Call to Order by DP at 5:37 PM

2. Approve Agenda

Motion to approve by CJ, 2nd by KR, passed unanimously

3. Public / Board Member / Staff Comment

None.

4. Approve Minutes of 4/27/17 and 6/1/17

4/27/17 - CJ found the spelling of Bob Sekerak to be incorrect

6/1/17 – KC pointed out that this was a “Special” rather than “Regular” meeting and the outline numbering was incorrect.

Motion to approve both with changes by CJ, 2nd by KR, passed unanimously

5. Executive Directors Report

High School Graduations are completed and went well. Camps are about to begin. LCATV’s summer intern is Jackson Noel who has worked with us before.

General Stannard House and the Civil War Heritage Trail

KC will be working with the Milton Historical Society to make a video of the restoration of the Stannard house. KC is also involved with the Civil War Heritage Trail project along Route 7 from Bennington to St. Albans. A few dozen Civil War sites are involved. A pamphlet has been developed. KC will be producing Public Service Announcements, and short productions about each site. The project will involve LCATV and VAN branding.

6. Treasurer’s Report

CJ reported all finances are in balance and healthy. Operating expense variances are all understood and Cash Flow is in balance.

KC reported that the TD bank account has been closed and online purchases of LCATV products are now routed to North Country account.

7. Old Business

a. Digital Media Program and Community Needs Assessment (CNA)

KC reviewed the plan to pull librarians together and discuss the viability of LCATV’s Digital Media program. Because the Community Needs Assessment (CNA) will also query the librarians, the two projects have been merged.

Regarding the CNA, DP, Buddy, KC and Greg (the consultant) met and discussed potential LCATV objectives for the next six or seven years. Greg and KC then developed a list of goals that informed a phone survey. Of the 200 contacts on the phone survey list, 125 completed the survey. KC and Greg will now go through the results and do further interviews with those that agreed to provide more information. Over the course of the next month and a half, Greg and KC will conduct 45-minute interviews with those individuals. Attempts will also be made to contact those that were missed by the first round. There will also be a broader, online and print survey. Three regional meetings will be held in the fall. KC remarked that there is no hurry on this because Comcast contract negotiations will take quite a while. LCATV is currently waiting for the Public Service Board to issue a final ruling. If that ruling is unfavorable to Comcast, there will probably be court proceedings. If it favors Comcast KC was not sure what the next step will be.

8. New Board of Directors Appointments

Greg Drew (GD) has expressed interest in the one-year term. JH is interested in the three-year term.

Motion to appoint GD and JH to director positions by KR, 2nd by CJ, passed unanimously

9. Old Business

a. Employee Handbook revisions – First Reading

The Board reviewed the portions of the document that have changed. Further changes were suggested.

b. Multi-Viewer Budget – Action Item

KC proposed the purchase of a Multi-Viewer to enable better monitoring of content on LCATV's three channels. The Multi-Viewer will permit display of content going to and from Comcast and allow that content to be monitored on several displays at the offices at Creek Farm Plaza.

Motion to approve \$60k expenditure for Multi-Viewer equipment by CJ, 2nd by KR, passed unanimously.

10. No executive session needed

11. Adjournment

Motion to adjourn at 6:46 by CJ, 2nd by KR, passed unanimously

Respectfully Submitted on July 13th, 2017 (DRAFT), approved August 17th, 2017

by Curt Taylor - Secretary