



## ***Board of Directors Regular Meeting***

**October 11<sup>th</sup>, 2018, at 5:30 pm**

**LCATV**

**63 Creek Farm Plaza, Suite 3, Colchester, Vermont 05446**

**Board of Directors in Attendance:** Carol Jones (CJ), Ken Rocheleau (KR), Greg Drew (GD), Curt Taylor (CT), Dick Pecor (DP), Bob Shea (BShea) and Jeff Hathaway

**Staff in Attendance:** Kevin Christopher (KC), Buddy Meilleur

**1. Call to Order by DP at 5:40 pm.**

**2. Approve Agenda**

**Motion to approve by CJ, 2<sup>nd</sup> by GD, passed unanimously.**

**3. Public / Board Member / Staff Comment**

KR remarked that there was a good showing at Historical Society presentation and all were happy with LCATV's work.

KC reported that Sam Conant was unable to make it to this meeting for the presentation of his award.

**4. Approve Minutes of 8/16/2018**

**Motion to approve with small changes CJ, 2<sup>nd</sup> by KR, passed unanimously.**

**5. Executive Director's Report**

KC reported that we are about to start election coverage. Forums will start Tuesday. All House and Senate districts will be covered. This is a partnership with the Colchester Sun, the Milton Independent and The Islander newspapers.

KC would also like to get started on budget talks. This may be covered in New Business.

**6. Treasurer's Report**

CJ reported everything is in balance. Net income \$15,227 which is about half what is budgeted, but that's timing. The usual timing issues regarding funds coming in. CJ asked KC if he predicted we would end the year in a good position and he responded in the affirmative.

In the income statement for operations, CJ pointed out that dues and subscriptions is about \$3,000 under budget, while contributions are about \$1,500 over budget. She questioned whether some of the contribution money is actually dues. KC said he would have to take a look at the ledger to see if all this is being recorded properly.

CJ concluded by saying that she is always impressed with the accounts and thinks KC is running a tight ship.

## 7. Old Business

- a. **2018-2023 Access Plan** – KC stated that again there is nothing really to report, his notes will be given to the consultant soon and by next meeting we should have a final plan available for discussion.

DP asked if there had been any movement in the contract negotiations between Comcast and the Vermont Access Network (VAN). KC said that the Federal Court had made a ruling on a couple of Comcasts motions but that there has been no significant progress. This will take a while. He added that he had received a \$40 bill from the attorney as proof that nothing is really going on at this point.

- b. **Employee Handbook Updates – second Reading / Action Item** KC went over revisions proposed to the Drug and Alcohol Use policy at the last meeting. This is opportunity to approve that change and discuss any others that might be made.

After considerable discussion about what is and what isn't legal with regard to drugs, the board agreed with the proposed change.

**Motion by GD, 2<sup>nd</sup> by CJ to approve the change to the Drug and Alcohol Use Policy. Passed unanimously.**

- c. **Job Description Revisions / New Position** - Discussion

KC remarked that the subcommittee of DP, GD and himself met several weeks ago to go over current job descriptions and to create a job description for a new position. He also talked to NFP (our HR consulting firm) about best practices for minimum qualification language. The draft descriptions are now presented as a discussion item.

KC described some overall changes to the job descriptions:

- Any time the description used to say one employee worked “in conjunction with” someone they worked for, it now says “under the direction of” that person.
- LCATV’s “membership” has been changed to “constituency.”
- All position requirements and preferred qualifications have been revised and made more specific to the position.
- “Prior community media experience” as a requirement for positions has been eliminated as it unnecessarily limits the pool of applicants.

Some points were brought up during the ensuing discussion that apply to multiple positions:

- For positions that may result in the person using their own vehicle for company business there was discussion about insurance and whether the person had to have a “clean” driver’s license. There was concern that listing drivers with points on the license on insurance policies may increase the premiums. LACTV does not currently have a policy with regard to points on a license. KC will talk to our HR consultants about this.
- There was also discussion about whether a commercial license and commercial insurance should be required for those using personal vehicles for company uses. KC

felt this is an issue outside of a position description and may need to be brought up later. KC will research this and perhaps it will become part of the employee handbook.

- JH asked about who is responsible for seeing that equipment is properly maintained. The consensus was that, depending on the maintenance, different people are involved. KC will figure out where this item might fall in the job descriptions.
- There was some discussion about what level of education should be regarded as preferred experience for several of the positions. JH asked if an Associate's degree might well be adequate for some and when a Bachelor's degree would be needed. JH suggested that all salaried positions require a Bachelor's degree. There was general agreement.

The discussion also dealt with the specifics of each position description.

- **Assistant Production Manager** - This description has been brought in line with the Production Manager's duties.
- **Channel Coordinator** – KC reported that the only changes made were to strike reference to driving as there is no need for the person in this position to operate a vehicle as part of their job. And under the section about archiving he added some language about updating interactive programming guide in case that becomes a reality.
- **Education and Outreach Coordinator** – This description was changed by removing references to the video lab and by being a bit more specific about the training aspect. Specific references to the video media program have also been removed. Added was a reference to working with the Creative Content Producer. The requirements were changes to accept an Associate's degree.
- **Executive Director** – KC remarked that the position should include monitoring “regulatory affairs” and a person taking on this job should have knowledge of state and national issues regarding telecommunications policy and activity. JH initiated a conversation about who is responsible for overseeing and maintaining contracts with employees and vendors. KC acknowledged that, depending on the size and nature of the contract, it is his responsibility as executive director. KC will work on language to clarify the Executive Director's role in this regard.
- **Field Producer** – KC basically reformatted the qualification to be in line with the other descriptions.
- **Production Manager** – KC reported that little was changed in this description aside from the general changes made to all descriptions. No change in job functions.
- **Creative Content Producer** – This is proposed new position that has been under discussion for some time. KC explained this is a working job title. This is not an administrative position. Rather it is creative position. This person collaborates with the Outreach Coordinator to identify projects and opportunities. The Creative Content Producer then completes the production with content. JH wondered why this is not a salary job. After some discussion it was agreed that it should be.

KC will make revisions and come back to the board with changes

## **8. New Business**

JH asked about a new position in sales in order to make up for what may be declining revenues. This initiated an explanation by KC of the national landscape and a potential threat to public access revenues. There may be a larger discussion about this among VAN members. Various ideas were mentioned to raise revenues or share resources: affinity credit cards, employment ads, fund raising events, fees for service, underwriting, etc.

Much discussion ensued about the future of cable companies and the regulation of telecommunication services.

## **9. Executive Session (*if needed*)**

**Motion to enter executive session by BShea to discuss a personnel matter, 2<sup>nd</sup> by CJ, passed unanimously**

**Motion to exit executive session by CK, 2<sup>nd</sup> by JH, passed unanimously**

No actions were required as a result of executive session.

### **Adjournment**

**Motion to adjourn at 7:37 pm by BShea, 2<sup>nd</sup> by CJ, passed unanimously**

Respectfully Submitted on December 24<sup>th</sup>, 2018 (FINAL) by Curt Taylor - Secretary