



Board of Directors Regular Meeting

December 13, 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), Dick Pecor (DP), Bob Shea (BS) and Jeff Hathaway (JH).

Staff in Attendance: Kevin Christopher (KC).

Public in Attendance: Katya Wilcox (KW), Island Arts.

1. Call to Order by DP at 5:36 pm.

2. Approve Agenda

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

3. Public / Board Member / Staff Comment

KW expressed appreciation for the Island Arts and LCATV collaboration. DP and KC gave a brief update of the status of FCC actions and efforts to garner support.

4. Approve Minutes of 11/24/2018

Tabled until next meeting.

5. Executive Director's Report

KC gave some more detail about FCC action status.

6. Treasurer's Report

CJ reported that the balance sheet and balanced and strong, with just under \$900,000 in total assets. There was some discussion of income variance due to a funding check having recently arrived and of the state of the vehicle lease were FCC actions to negatively impact operations.

7. Old Business

- a. 2018-2023 Access Plan** – KC stated that Greg Epler Wood was pulled from finishing his work on the Access Plan to take care of some immediate VAN business and he'll have the Plan for the next meeting.
- b. Fiscal Year 2019 Budgets – Second Reading / Action Item** – KC went over changes from the first reading to the Operating budget (no changes to Capital). There were questions from BS about fulltime vs. part-time hours and from CJ about changes in the Legal & Professional Fees and Dues & Subscription line items. JH asked about the lack of a OP to CAP transfer.

Motion by CJ, 2nd by JH to approve the FY 2019 Budgets. Passed unanimously.

- c. **Digital Archiving Budget – Second Reading / Action Item** – KC presented the revised 2-year/2-phase plan for analog-to-digital archiving of content. There was some discussion, including the idea of revisiting “phase 2” when discussing the 2020 budget and timing of approval for the remainder of the work. It was decided to revisit “phase 2” in June.

Motion by BS, 2nd by KR to approve Phase 1 of the Digital Archiving Project and Digital Archivist Job Description as presented. Passed unanimously.

8. New Business

- a. **2019 Board Terms – Discussion Item** – KC outline which Board terms will expire in January and the available terms. He will be in touch with Curt Taylor, Greg Drew, BS, and KR about their intentions when their terms expire.

9. Executive Session (Personnel Matters)

Motion to enter executive session for Board of Directors only by JH, 2nd by KR, passed unanimously.

Motion to exit executive session by BS, 2nd by JH, passed unanimously.

Motion to adopt the recommendation of JH during executive session to present the Executive Director with an end-of-year bonus in recognition of work on a statewide level by KR, 2nd by BS, passed unanimously.

10. Adjournment

Motion to adjourn at pm by KR, 2nd by BS, passed unanimously (Holiday Open House followed).

Respectfully Submitted on December 13, 2018 (DRAFT)
by Kevin Christopher – Executive Director.