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Board of Directors Meeting & Retreat

June 22, 2018, at 10 am

Allen Point Road, South Hero, VT 05486

Board of Directors in Attendance: Dick Pecor (DP); Carol Jones (CJ), Ken Rocheleau (KR), Bob Shea (BS).

Staff in Attendance: Kevin Christopher (KC).

1. Call to Order by DP at 11:17 am.

2. Approve Agenda

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

3. Public / Board Member / Staff Comment

There was no comment.

4. Approve Minutes of 5/10/18

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

5. Board Discussion

a. Proposed By-Law Revision – First Reading. There was a reading of a proposed revision to LCATV's By-Laws, specifically the addition of language to create a Board Member Emeritus position under Article II: Board of Directors. Some minor revisions were suggested and KC will bring a second draft to the August meeting for possible approval. A discussion of the appointment of a Board Member Emeritus may follow at that meeting.

b. Strategic Planning & Access Plan Discussion. KC reported that he received some surveying and budgeting documents too late to bring to the retreat but did share a Goals & Objectives document which will inform much of the content of the Access Plan. KC expects to have the completed Plan available for Board review prior to the next meeting. The discussion then turned to the creation of a new position focusing on content creation, which is referenced indirectly in the Goals & Objectives included in the Access Plan's future budgeting. This discussion continued until the lunch break.

6. Lunch Break

7. Board Discussion

a. Continuation of Morning Discussion. The discussion of the creation of a new position focusing on content creation continued, including the duties of that position and the qualities needed in an applicant. There was also some discussion of overlap with other positions and the possible need to review current job descriptions and revise accordingly. There was significant discussion about how best to initiate the position – whether to establish it as a fulltime position from the start or to hire a temporary employee on a one-project basis with the result-dependent possibility of fulltime beyond that – as well as where/how best to conduct a search. It was decided that KC would begin by drafting a job description for the new position, determining associated costs for the one-project temporary option, and generating draft language for a call for applicants. In addition, he will review existing job descriptions, make proposed revisions, and provide all of that information prior to the next meeting.

b. New Programming Position. See above. Prior to Executive Session, there was also a brief report by CJ on the May financials and the presentation of revised 2018 Operating and Capital Budgets by KC. These revisions were necessitated by several factors, including: the leasing of a van and trading in of the Mobile Video Lab, which moved vehicle expense from Capital to Operating; the purchase of a drone package and some other minor Capital equipment adjustments; and revision of revenue projections based upon Q1 funding.

Motion to approve revised 2018 Capital and Operating budgets by CJ, 2nd by BS, passed unanimously.

8. Executive Session

Motion to enter Executive Session at 2:05 pm to discuss personnel matters by CJ, 2nd by KR, passed unanimously.

Motion to exit Executive Session at 2:20 pm by CJ, 2nd by KR, passed unanimously.

There was no action as a result of Executive Session.

9. Adjournment

Motion to adjourn at 2:20 pm by CJ, 2nd by BS, passed unanimously.

Respectfully Submitted on June 29, 2018 (DRAFT)
by Kevin Christopher – Executive Director