



Board of Directors Regular Meeting

**August 16th, 2018, at 5:30 pm
Community Room - Milton Municipal Offices
43 Bombardier Road, Milton, VT 05468**

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

Staff in Attendance: Kevin Christopher (KC)

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

2. Approve Agenda

Motion to approve by GD, 2nd by CT, passed unanimously.

3. Public / Board Member / Staff Comment

There were several favorable staff comments regarding the new LCATV van. The purple wrapping has been well received.

4. Approve Minutes of 6/22/2018

Motion to approve with small changes BS, 2nd by KR, passed unanimously.

5. Executive Director's Report

KC reported that LCATV has been doing camps at various locations.

6. Treasurer's Report

CJ reported everything is in balance, very health. The usual timing issues regarding funds coming. CJ had a couple questions that KC responded to.

KC asked for guidance regarding the yearly renewal of a \$106,299 CD (.25% return) with Opportunity Credit Union. DP remarked that our obtaining the CD at Opportunities was more to enable them to assist others than it was to generate income for LCATV. The Board decided to renew the CD with Opportunities.

DP raised the issue of the possible declining revenue from Comcast as internet, telephone and television usage changes. KC stated that there was a 6% drop in revenue from Comcast throughout the state. He has been doing research into the issue and found a 25% drop in the Expanded Basic Service line item. Recent changes to account procedures allows Comcast to change the way they deal with this line item. Research is on-going. VAN may request an audit of Comcast to clear this up. Our revenues are dependent on the number of subscribers which has not decreased.

KC also had some adjustments for the budget due to how accounting for the van has changed. There was also some overage in the website development that needed to be accounted for.

BShea added some questions and clarifications about the leasing and insurance costs of the new van. KC explained.

Motion by CJ, 2nd by CT, to approve changes in the capital and operating budgets. Passed unanimously.

7. Old Business

- a. **Bylaw Revision** – New Board Member Emeritus position

Motion by BShea, 2nd by CJ, to approve changes in the bylaws creating a Board Member Emeritus position. Passed unanimously

DP suggested that Sam Conant be nominated as our first Board Member Emeritus.

Motion by BShea, 2nd by CJ, to nominate Sam Conant as the first Board Member Emeritus position. Passed unanimously.

KC will contact Sam Conant and inform him that he has been appointed. An appropriate plaque will be purchased. KC will also do a press release.

- b. **2018 to 2023 Access Plan** – The plan is online and in the drop box (99 pages). KC will be talking to Greg about the plan and encourages board members to read it and comment. The plan includes the creation of the Director of Content position, the archiving of physical media and more. There was some discussion about assuring that the archived files will be safe and available in the future. The tapes and DVDs will be converted to MP4 (H264) files.

8. New Business

- a. **Job Description Revisions** – KC reported that there are plans to create a new position - Director of Content. Other position descriptions need revisions. KC renamed the Education Coordination to Education and Outreach Coordinator and made several other revisions. He wanted to know how to proceed. There was also considerable discussion about what the new position of Director of Content would be. KC explained that the new position will “connect with known entities and find new entities in our communities, find out what stories they have to tell, then help them tell that story through video pieces.” LCATV will initially provide this as a service, but in the future, it may be a revenue stream. DP and GD volunteered to work with KC to revise the position descriptions.

There was also discussion about whether to have the potential Director of Content do a trial project. KC reminded the board that this is really just a draft job description at this point and the hiring of this person is still far off. The funding of the position is not in the current budget.

- b. **Drug and Alcohol Policy** – There was considerable discussion regarding a new drug and alcohol policy as a result of Vermont’s recent legislation regarding marijuana. The policy was recommended by NFP (LCATV’s HR consultants). The policy will come back for another reading after revisions.

Prior to adjournment GD mentioned a possible grant opportunity. KC expressed interest. GD will provide KC with the details.

9. Executive Session (if needed)

Not needed

10. Adjournment

Motion to adjourn at 7:30 pm by CJ, 2nd by BShea, passed unanimously

Respectfully Submitted on August 20th, 2018 (DRAFT), October 24th, 2018 (FINAL) by Curt Taylor - Secretary