



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

**July 6<sup>th</sup>, 2020, at 6:00 pm**

**LCATV**

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

**or**

**by Zoom**

**Board of Directors in Attendance:** Greg Drew (GD) at 6:21, Curt Taylor (CT), Bob Shea (BShea) Dick Pecor (DP)

**Staff in Attendance:** Kevin Christopher (KC)

**1. Call to Order by DP at 6:06 PM.**

**2. Approve Agenda**

**Motion to approve agenda by KR, 2<sup>nd</sup> by BShea, passed unanimously.**

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

No comments.

**4. Approve Minutes of 5/12/2020 Meeting**

**Motion to approve by BShea with small modification, 2<sup>nd</sup> by CT, passed unanimously**

**5. Executive Director's Report**

KC reported that work on the state-wide ComCast contract template is moving along. The first meeting with ComCast went surprisingly well. More meetings are scheduled. KC stated that Vermont Access Network (VAN) is very close to having a state-wide template completed.

KC also mentioned that the Off-Center for the Dramatic Arts (OCDA) in Burlington is closing up shop temporarily and putting everything in storage. They are looking for affordable storage space. LCATV has a space that is half-empty and KC asked if the board would be interested in subletting that space to the group until they are back in operation. He would not give them keys to the space and would be on scene when it is accessed. We are currently spending \$100 a month on the space. KC would pro-rate the cost depending on how much space they need.

KR asked about how the income from subletting fits in with our need to provide a public good. KC remarked that LCATV would be offsetting an existing cost rather than bringing new revenue. He also felt that this may well be characterized as a public good. KC added that in terms of the IRS and reporting income, if that income is below a threshold that he estimated to be in the tens of thousands then it is not an issue. KR expressed some concern about the amount of space a theater company might require. KC responded that he was not sure exactly what they would be storing but he assured the Board that there will be plenty left over for LCATV.

He added that this is one of several options being explored by the OCDA. Items may end up being stored in multiple locations. The Board expressed support.

CT asked if there would be a time limit. After some discussion, the Board expressed the need for a yearly review of the issue. KC agreed. No vote was required.

## **6. Treasurer's Report**

The treasurer (Jeff Hathaway - JH) was not in attendance and no financials were available, so no treasurer's report was presented.

## **7. Old Business**

### **a. COVID-19 Response Plan**

KC reported that in-person coverage is ramping up. LCATV needs to bring back field producers. LCATV's human resources consultants (NFP) recommended that LCATV follow existing practices as much as possible. With that in mind KC's recommendation was to give the field producers the choice of remaining on furlough or returning to work. Those that chose to work again will cover the meetings they covered before. Other meetings and events will be available first come first serve to the field production staff. All such work is contingent on the staff and site following COVID safety guidelines.

If a field producer decides to return from furlough, KC will inform LCATV's bookkeeper. Any application for unemployment renewal would be known to the bookkeeper, who in turn works with the state Department of Labor. Once an employee is off furlough they cannot draw employment benefits from our insurance. They would not be coming and going from furlough.

The stipends previously approved by the board have ended. CT expressed concern that there would not be enough work for those that choose to return from furlough. KC replied that, for the most part, field producers work for LCATV is not their primary source of income.

The board confirmed that it is ok with KC's recommendation for how to bring back field production staff.

### **b. FCC Status, Action and Planning.**

KC reported no change for this issue. He did mention that VTel is using the FCC ruling as a reason to not pay one Access Media Organization's (AMO) quarterly revenue. VAN is following up with the Department of Public Service about it.

### **c. Legislative Update**

H.966 (dealing with the Corona Virus Relief fund) specified \$466,500 for the Department of Public Service (DPS) to disperse to all 25 access centers in Vermont. How that is done and the accounted of same is being worked on. The funds must be used for COVID related expenses. The bill also allows for the study proposed by VAN that deals with future funding sources, though there is uncertainty about where the money for that study is coming from.

### **d. Cable Line Extension Funding Proposal**

DP presented the executive summary of his proposal to set aside \$150k of LCATV funds for possible cable extension projects. The feasibility of a cable extension project hinges on the number of committed subscribers. The more subscribers, the lower the cost for the individuals participating in the project. Because some potential subscribers cannot afford their share of the project, grant subsidies that lower the cost for those in need, may expand the number of subscribers and make a project feasible. Additional subscribers mean addition Political, Education and Government (PEG) revenues back to LCATV.

There was considerable discussion about the details of how any such program might be implemented. The problem being that some Board members were reluctant to commit LCATV funds without first knowing exactly how they will be spent. Others felt that there was no sense in going through the considerable work of detailing the program without a statement of support and potential funding from LCATV. At the conclusion of the discussion, the following motion was presented by CT:

“I move that LCATV reserve \$150,000 in a Cable Line Extension Fund, such monies to be disbursed at the direction of the board and allocated based upon grant qualification guidelines.”

**The motion was 2<sup>nd</sup> by BShea, passed unanimously**

## **8. New Business**

### **a. Financial Management Policy – Policy 11**

This issue was initiated by Jeff Hathaway. Because he was not present for this meeting the issue was tabled until he can attend. KC and the Board agreed that the policy needs to be reviewed and updated.

KC also mentioned that LCATV policies have not been reviewed since 2011 and asked if we should do so now. He described an approach to policy review that would complete the process within six months. The Board decided to proceed with such a policy review beginning with the next regular meeting.

## **9. Executive Session**

There was no need for an executive session

## **10. Adjournment**

**Motion to adjourn at 7:36 PM by DG, 2<sup>nd</sup> by CT, passed unanimously**

Respectfully submitted on July 25th, 2020 (DRAFT) by Curt Taylor – Secretary  
Approved at August 10<sup>th</sup>, 2020.