



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

**June 29th, 2022, at 6:00 pm**

**LCATV & via Zoom**

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

**Board of Directors in Attendance:** Dirk Reith (DR), Ken Rocheleau (KR) arrived about one-half hour into the meeting, Curt Taylor (CT), Greg Drew (GD), John Hathaway (JH)

**Staff in Attendance:** Kevin Christopher (KC), Michael Wright (MR)

**1. Call to Order by Chair DR at 6:07 PM.**

**2. Approval of Agenda**

**Motion by GD to approve the agenda, second by JH, passed unanimously.**

**3. Public, board member, and staff comments**

**None**

**4. Approve minutes of 4/18/2022**

**Motion by JH to approve the minutes of 4/18/2022, second by CT, passed unanimously.**

**5. Executive director's report**

KC reported that Buddy Meilleur and MR are now co-production managers. Graduation coverage went fairly well. MW added that the Island Arts concerts have begun. Other concerts are also starting in the coming weeks. LCATV will be covering five July 4<sup>th</sup> parades.

**6. Treasurer's Report**

JH reported assets with a value slightly over a million dollars. An Opportunities Credit Union CD is coming up for renewal in August. Though some interest rates have been trending up, JH did not see a similar trend in the CDs from banks in Vermont. JH would like the Board to consider moving some of our low interest investments into treasury bonds (iBonds) with an interest rate which reflects recent inflation rate increases. There are restrictions as to how much can be invested (\$10,000) and how soon the iBond can be liquidated without a penalty (5 years). JH also noted \$12,500 LCATV received from the state for 2022. KC stated that there will be an additional \$25,000 coming from the state in 2023.

JH asked about payments for website development in May and June. KC replied that all legacy content has now been digitized. That content has been moved to Amazon deep storage. The process was much more complicated than anticipated and required assistance from LCATV's IT consultant. LCATV is also moving from Drupal to Bootstrap which is requiring additional IT work.

There was some discussion regarding LCATV's data plan with ComCast. KC thinks the current plan is adequate. StarLink was also discussed as a possible internet provider, but that option is still not viable. Communication Union Districts were also discussed.

The Board decided to go forward with the purchase of \$10k in federal iBonds.

**Motion by GD to authorize a \$10,000 purchase of iBonds, second by JH, passed unanimously.**

JH recommended that KC use funds from LCATV's New England Federal Credit Union account for the \$10k.

## **7. Old Business**

### **a. FCC and Legislative Status Update**

KC stated that not much has happened since the Vermont Legislature adjourned for the year. KC was not sure where things stand regarding appointing the fifth FCC commissioner. When that is done, more movement might be expected on a number of federal issues.

## **8. New Business**

### **a. Creative Content Position Job Search**

KC has posted the listing on InDeed. He paused the listing after 300 applications were received. He is currently going through those applications. There have been applications from out of state, within state, and within LCATV. He is determining who to interview.

KC has also met with the field producers to discuss a pay level scheme for different assignments. He is having difficulty getting people to sign up for some work. Either a minimum pay for an assignment or mandatory hours is being considered. Compensation for three-hours work might be paid even if the job does not take that long. KC is still developing a plan to address this issue.

### **b. Community Outreach & Engagement Plan and Budget – Discussion Item**

KC had hoped to have more to present. He and Stephanie Soules have been talking with Marketing Partners. This is an effort to better inform the public of the equipment and facilities that are available for public use at LCATV. Since COVID, use of the facility and equipment has dropped off. LCATV also needs more Board members. A marketing plan will be developed to address these issues. KC is waiting on Marketing Partners. He will come back to the Board with a plan and proposed budget.

There was extensive discussion of how Board members are selected in the past and present. A full Board would be twelve individuals. There are now five.

### **c. Emergency Equipment Budget – Discussion Item**

KC explained that things are breaking (AC in the server room, studio control, multiviewer, etc.) and he would like to establish a budget item for emergency equipment that must be purchased quickly. This opened up a long discussion. KC feels that this is more a question of quick authorization rather than a lack of funds. He does not want to have to wait for a Board meeting when service might be interrupted.

Part of the discussion of this issue hinged upon how funds are received for capital and operating budgets. KC explained that 5% of the system gross revenue (that's 5% of what the customers in our service area pay for cable video service) is assessed for the operating budget. That percentage is the maximum allowed by federal statute, has been negotiated with ComCast, and has been stable for some time. The Capital funding percent of the same gross

revenue is negotiated separately with ComCast and is .5%. Some centers get no capital percent and some get more, but .5% is the standard throughout the state. There is no maximum percent for capital funds in federal statute. LCATV always spends our entire .5% of capital each year. LCATVs current contract with ComCast runs until 2028.

After considerable discussion a motion was developed to enable KC to appropriately handle unanticipated service interruptions.

**Motion by GD to grant the Executive Director emergency authority to make expenditures necessary to repair or replace equipment in the event of a significant service disruption, upon approval from an officer of the Board. Second by CT. Passed unanimously.**

JH asked that this be made part of the purchasing policy.

KC then asked for permission from the board to remedy the current problems with LCATV's multiviewer with an amount up to \$5,000.

**Motion by KR to approve spending up to \$5,000 for replacing the multiviewer. Second by GD. Approved unanimously.**

## **9. Executive Session**

There was no need for an executive session.

## **10. Adjournment**

**Motion to adjourn by JH, second by CT, passed unanimously**

**Meeting adjourned at 7:49 PM**

DRAFT Respectfully submitted by Curt Taylor – Secretary on September 20th, 2022

Approved at September 28<sup>th</sup> meeting