



Board of Directors Regular Meeting

December 18th, 2023, at 6:00 pm

LCATV & via Zoom

Board of Directors in Attendance: Dirk Reith (DR), Greg Drew (GD), Curt Taylor (CT), Jeff Hathaway (JH), Ken Rocheleau (KR)

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

1. Call to Order by Chair DR at 6:00 PM.

2. Approval of Agenda

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

3. Public / Board Members / Staff Comments

MW asked about the current deficit in the proposed budget and how it might be dealt with. DR responded that the budget is on the agenda and the deficit will be discussed.

4. Approve Minutes of 11/29/23

Motion by GD to approve minutes of 11/29/23, second by CT, passed unanimously.

5. Executive Director's Report

KC stated that there will be another gallery reception January 5th.

6. Treasurer's Report

JH reported that the move to Bank of Burlington has been going smoothly. Interest revenue is increasing. KC reported \$6,500 in interest for the 8.5 weeks we have been using the Bank of Burlington. A new \$200k CD at 4.25% interest has been purchased.

7. Old Business

a. FCC & Legislative Status Update

KC reported nothing new.

b. Community Outreach & Engagement Plan

KC spoke about the scheduled Outreach events. The events are to let people know more about LCATV, raise our profile, and to recruit staff and board members. There will be four events with refreshments, a green screen, and perhaps a guest speaker. The events will be January 17th at the studio, January 24th in Milton, 29th in Fairfax. and the 31st at North Hero. Board members are encouraged to attend.

Julia Andrews of J. Andrews Marketing joined the meeting to discuss the board recruitment program. She would first like to have board members submit the names of people to contact. She and KC will then follow up. CT mentioned that current board members have been trying for some time to come up with names. He wanted to know how we can expand beyond those few that the Board has identified in the past. JA felt that she has some to add. Board members should ask others if they might know someone else.

KC added that when LCATV did their last Community Needs Assessment he compiled a list of individuals that can also be contacted, invited to the outreach events and recruited as board members. GD added that the outreach events could have signup sheets. JA asked that Board members should work on this for the next three weeks.

8. New Business

a. Fiscal Year 2024 Budgets – Second Reading & Action

KC presented two versions of the budget:

2A included no increases in compensation for full or part-time staff, \$4000 in EOY bonuses, and had a deficit of \$2,210.

2B included 3% compensation increases for fulltime staff (excluding the Creative Content Producer), \$2/hr. raises for all part-time Field Production staff, \$4000 in EOY bonuses, and a deficit of \$17,185.

On the capital side KC assumed we would be leasing the new van with a small increase in the van lease cost.

GD asked if the increase in interest income will cover any loss of potential income from the state. KC responded that there will be \$40k of interest revenue. That comes close to replacing the \$45k received this year from the State. CT mentioned that reserves could be used to fill the deficit, but that the Board needs to think seriously about balancing the budget in the future. JH stated that there are ways to trim the budget; health care benefits might be one. Much of the increase is from the additional fulltime employee. Professional fees were also up (J. Andrews Marketing), but those may well be one-time expenditures.

After some discussion the Board agreed to budget 2B with year-end bonuses and compensation to be discussed in executive session.

Motion by CT to approve budget presented as 2B, second by GD passed unanimously.

b. Employee Handbook Revisions - Second Reading & Action

KC made the revisions to the handbook that were requested at the last meeting.

Motion by CT to accept revisions and small grammar change, second by GD passed unanimously.

9. Executive Session (*if needed*)

Motion by CD to enter executive session to discuss employee compensation, second by GD passed unanimously.

After executive session

Motion to authorize KC to implement the recommendations from the executive session. Seconded by CT, passed unanimously.

Prior to adjournment, May 17th was proposed and agreed to as a retreat date.

10. Adjournment

Motion to adjourn by CT, second by KR, passed unanimously.

Meeting adjourned at 7:55 PM

DRAFT Respectfully submitted by Curt Taylor – Secretary on February 11th, 2024
Approved at 2/12/2024 meeting.