

**ANNUAL REPORT OF
LAKE CHAMPLAIN ACCESS TELEVISION**

DATE OF REPORT	January 25, 2006
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1. Organization Name & Location

Corporate Name	Lake Champlain Access Television
Doing business as	–
Mailing Address	354 Prim Road, Suite 3 Colchester, VT 05446
Location Address (if different than mailing address)	–
Web Address	www.lcatv.org

2. Contact Information

2a. Individual Completing this Form

Name	Kevin Christopher
Position	Executive Director
Address	354 Prim Road, Suite 3 Colchester, VT 05446
Phone Number/ Extension	802-862-5724
Fax Number	802-864-6635
Email Address	info@lcatv.org

2b. Executive Director/ Chief Executive Officer

Name (if different than individual completing the annual report)	–
Address	–
Phone/ Extension	–
Fax Number	–
Email Address	–

3. Corporate Status

a. Start of Fiscal Year (month/date)	October 1
b. Is the AMO recognized by the IRS as a not-for-profit organization? (yes/no)	Yes
c. Year Incorporated in state of Vermont	1993
d. Is the AMO currently registered as a nonprofit organization with the State of Vermont? (yes/no) <i>The Vermont Secretary of State requires nonprofits to renew their status bi-annually.</i>	Yes

4. Service Territories and Communities Served

Service Territories	Name of Operator	Communities Served <i>(As identified in your Contract)</i>
<i>(If AMO serves distinct service territories or operators, please specify - See Definition at 8.100 (CC))</i>		
PEG AMO Service Territory 1	Lake Champlain Cable Television Corporation, I/k/a Adelphia Cable Communications	Colchester, VT Milton, VT Georgia, VT
Service Territory 2		
Service Territory 3		

5. AMO EXPENSE REPORT

8.422 The report shall clearly distinguish between expenditures that support production and distribution of PEG content to cable television subscribers, and expenditures for other purposes not related to the production and distribution of PEG content to cable television subscribers, if any.

5a. Please indicate the “program services”¹ of the AMO.

(Non-PEG services may include the operation of low per radio station, community technology center, independent production company, etc.)

Program Services	Yes/No
PEG Services	
Operation of PEG Channel(s) & Applications	Yes
Non PEG Services	
1.	—
2.	—
3.	—

5b. Please list total expenses as they apply to each of the AMOs program services

(This information may be available in your 990, See Part III a – e of IRS Form 990)

Program Services	Expenses
PEG Services	
Operation of PEG Channel(s) & Applications	\$185,258.00
Non PEG Services	
1.	—
2.	—
3.	—
PEG & Non-PEG Expenses	\$185,258.00

¹ These are detailed in Part III “Statement of Program Service Accomplishments” in IRS Form 990.

5c. Please detail operating and capital expenses as they relate to the AMO’s support production and distribution of PEG content to cable television subscribers.

(These total should tie into the organizations P&L statement for the reporting year.)

Expense Summary	Total
Operating Expenses	\$200,457.47
Capital Expenses	\$38, 042.69
Total Expenses	\$238,500.16

6. AMO REVENUE REPORT

8.422 *The report shall also distinguish between funds provided by the operator as PEG funding and funds obtained from other sources.*

6. Please describe the revenue sources the AMO relies upon to support its program services. (Other Sources of support may include memberships, earned income, fundraising activities such as grants, annual campaigns, capital campaigns).

PROGRAM SERVICES	CABLE	OTHER SOURCES OF REVENUE				TOTAL REVENUE	
		Cable Company Funding	1. Dubbing Income	2. Blank Media Sales	3. Interest Income		4. Other
PEG Services							
Operation of PEG Channel(s) & Applications	\$250,745.93		\$3,373.00	\$524.44	\$7,576.95	\$91.85	\$262,312.17
Non PEG Services							
1.	–						
2.	–						
3.	–						
Total PEG & Non PEG Revenue	\$250,745.93		\$3,373.00	\$524.44	\$7,576.95	\$91.85	\$262,312.17

The report shall also include the following information:

8.422 (A) *Changes in service territory*

7. Please describe changes in the AMO’s service territory in the past fiscal year.

Change(s) in Service Territories & Communities Served		
<i>(If AMO serves distinct service territories or operators, please specific - See Definition at 8.100 (CC))</i>	Name of Operator	Change in Communities Served <i>(As amended in your Contract)</i>
PEG AMO Service Territory 1	Lake Champlain Cable Television Corporation, I/k/a Adelpia Cable Communications	None

8.422 (B) Description of current PEG capacity and applications

8. Current PEG capacity and applications.

Name of Cable Operator #1:	
Channels (<i>Call letters/Name</i>)	Type of Access (<i>Public, Educational, Govt.</i>)
1. LCATV Channel 15	Public Access
2. LCATV Channel 16	Educational/Governmental Access
3. –	
Other Applications	Description (<i>e.g., Video-on-Demand, Audio Channels</i>)
Name of Cable Operator #2 (if applicable):	
Channels	Type of Access (<i>Public, Educational, Govt.</i>)
1. –	
2. –	
3. –	
Other Applications	Description (<i>e.g., Video-on-Demand</i>)

8.422 (C) Description of current PEG services, including outreach strategies, training delivery, content production and distribution (for example, hours of original programming, utilization of PEG facilities such as live drops or interconnect);

9. Outreach Strategies

a. Outreach Activity Summary - Rank the importance of AMO outreach activities for year of this report.

#	Activity	Frequency (<i>e.g., per month/ ongoing...</i>)	Numbers served (<i>Check applicable Range</i>)				
			1-50	51-150	151-500	501-1000	1000+
7	Orientation Workshops	biannual	x				
1	One-on-one	ongoing	x				
–	Open Houses	–					
8	Community Events	biannual	x				
–	Public presentations	–					
4	Newsletters	quarterly			x		
–	Bill Stuffers	–					
6	Print Advertisement	quarterly					x
–	Radio Advertisement	–					
–	Cable Avails. Define	–					
5	PEG Channel Promotional Programming	ongoing					
–	E Newsletter	–					
2	Web site & blog	ongoing					x
9	List serves	monthly	x				
–	Community Organization Memberships	–					
3	Other (Classes & Camps):	ongoing		x			

9b. (Optional) You may also provide information in narrative form:

Included among LCATV's outreach activities:

- Provided regular coverage of various municipal and school meetings for the Towns of Colchester, Milton and Georgia; including select boards, school boards, planning commissions, town meetings, etc.
- Videotaped and aired annual elementary, middle and high school graduation ceremonies.
- Worked with Colchester High School to plan and offer a video production course.
- Acted as team instructors for Georgia Middle School's video production course.
- Participated in Colchester's annual Winter Carnival celebration.
- Offered video production day camps through the Colchester Parks and Recreation Department.
- Made available the LCATV Community Bulletin Board for the disbursement of community information and announcements and access facility information.
- Videotaped and aired numerous community events.
- Provided videotaped coverage and equipment for a number of events sponsored by the Milton Family Community Center.
- Organized a series of candidate forums during Town Meeting which provided viewers the opportunity to interact with the candidates during television programs.
- Organized televised informational budget and bond item presentations with local towns and school districts.
- Worked with Colchester High School to provide a closed-circuit live broadcast of their graduation ceremonies for audience members over the capacity of their gymnasium.
- Worked with St. Michael's College to provide internships, special projects and air time for journalism students.
- Provided Georgia Elementary and Middle School faculty and staff with an introduction to nonlinear editing workshop.
- Distributed quarterly program guides/newsletters.
- Work with the Milton Family Community Center in a series of workshops that resulted in the production of an anti-smoking PSA.

10. Training Delivery

a. Training Delivery Summary - Please summarize the training delivery of the AMO for the year of this report.

Activity	Frequency	Number of people served
One-on-one training & support	ongoing	approx. 50
Workshops	biannually	20
Camps	annually	10
Other (Classes):	ongoing	130-150
Other (Describe):		
Other (Describe):		

b. Narrative - You may provide information in narrative form:

- Provided Georgia Elementary and Middle School faculty and staff with an introduction to nonlinear editing workshop.
- Assisted with video production classes at Colchester High School and Georgia Elementary and Middle School.
- Conducted workshops through Georgia Schools and Milton Family Community Center.
- Offered one-on-one training.

11. Volunteer Contribution

a. Volunteer Value - Please summarize the volunteer contributions utilized by the AMO for the year.

Volunteer Contributions	Estimated Number
Volunteers	15
Volunteer Hours	200
Organizations (that you keep track of) that participate and utilize PEG services	95

b. Narrative – You may provide this information in narrative form as an option.

<p><i>The following organization utilized LCATV services in some manner during FY04/05:</i></p> <p>Town of Colchester Town of Milton Town of Georgia Colchester School District Milton Town School District Georgia Elementary and Middle Schools Colchester High School Colchester Middle School Milton Junior/Senior High School Milton Elementary/Middle School Colchester Parks and Recreation Department Alano Club American Red Cross Arrowhead Senior Citizens Center Art for All Ages Burnham Memorial Library Colchester Community Chorus Elks Club Essex Town PTO Franklin County Humane Society Health & Psychic Fair Jericho Community Center Crafts Malletts Bay Congregational Church MHS Theatre Company Milton Elementary School PTA Milton Family Community Center Milton Public Library Milton Department of Recreation Prevent Child Abuse Vermont SPEBSQSA Green MTN Chorus St. Monica School St. Pius X Vermont Fancy Felines Visiting Nurses Association VT Council on World Affairs Winooski High School Bolton Valley Resort Bristol Federated Church Bristol Holley Hall Colchester Historical Society Colchester Rescue Champlain Valley Agency on Aging Champlain Valley Office of Economic Opportunity Epilepsy Foundation of VT Evergreen Preschool Founders Memorial School</p>	<p>Northern NE Carpenters Plymouth School Club Richmond Free Library Special Olympics Vermont St. Ambrose Parish St. Joseph School United Church of Fairfax United Church of Milton Vermont Pride Committee VT Commission on Women VT School Nurses Association VVSA Humane Society Women Helping Battered Women United States Army Milton Church of Christ Addison County Church of Christ Holy Cross Church Vermont Right to Life Peace and Justice Center House of Yahweh Vermonters for a Just Peace in Palestine/Israel Church Street Marketplace Open Doors Church Vermont Association for the Blind and Visually Impaired Soul Harvest Ministries EarthAngels Essex Church of Jesus Christ of Later Day Saints The Ballet School Powerhouse Talent Vermont Voltage Blue Cross/Blue Shield Colchester-Milton Rotary Club UVM Medical School Office of the Governor of Vermont Saint Michael's College Vermont MIDI Project Metropolitan Planning Organization Office of Bernie Sanders Georgia Schools PTA Journey East Program Regional Technical Academy Vermont Student Assistance Corporation Vermont School Board Green Mountain National Golf Course Leukemia & Lymphoma Society Milton Youth Hockey Association Miss VT State Fair Pageant Georgia Public Library Georgia Plain Baptist Church</p>
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12. PROGRAMMING DATA (For Channel 1, 2, 3 or others such as Video-on-Demand Channel)

a. Hours of Channel Operation

	Channel 1 LCATV 15	Channel 2 LCATV 16	Channel 3 (_____)	Other Application
How many hours does your channel operate each day (not including bulletin board)?	15	16	–	–
How many hours does your channel operate each year (not including bulletin board)?	5,372	5,877	–	–

b. Programming Information

<i>Please provide annual data.</i>	Channel 1 (LCATV 15)		Channel 2 (LCATV 16)	
	Number of Hours	Number of Programs	Number of Hours	Number of Programs
1. Total, ALL first run, non-repeat programming	408	51	624	106
a. Total Locally Produced Programming	229	30	522	64
b. Total Imported programming (sum of following two rows)	179	21	102	42
i. Imported from Vermont AMOs	139	16	88	38
ii. Imported from other sources	40	5	14	4

c. Remote Origination Sites

Please describe the remote origination sites used by the AMO.

Location of site Building, Street Address, Municipality	Frequency of Use (Specify “per month” or “per year”)	Number of Programs Cablecast from Site	Ways these sites are being used (e.g., municipal meetings, graduations)
1. –			
2. –			
3. –			
4. –			

8.422 (D) Details of complaints and how the AMO responded to them;

13. Complaint Tracking:

a. Please summarize the type and resolution of complaints received by your AMO this year. (Data from Complaint Resolution Form, see below)

Category of Complaint	Number of Complaints	Number Resolved	Number Pending *
Access to Facilities	–		
Equipment	–		
Programming	1	1	
Schedule	–		
Training	–		
Other	–		

b. * Please summarize the pending complaints:

–

8.422 (E) Description of facilities (equipment and location);

14. Facilities Summary (full inventory attached)

Category	Equipment Package (General description: Number, type of equipment)
Studio Location 1	4 Studio Cameras (Sony PD-150) 4 Bogen Tripods 5 Lavalier Microphones (Shure) 6 Studio Lights (Altman & Lowel) Video Mixer (Panasonic) Misc. Monitors (Sony, JVC, Panasonic) Audio Mixer (Shure) VHS Dubbing Station (6 Panasonic VCRs) ProCon DVD Duplication System 2 Component DVD Burners (Panasonic & JVC) Channel Racks (3, with modulators, VCRs, DVD players, monitors, TBCs, switchers, CD changer, etc.) 2 Dell PCs (Community Bulletin Board)
Field Production Equipment (in Regular Use)	3 Pro Camcorders (Sony DSR-250) 2 Prosumer Camcorder (Panasonic DVC 30) 4 Sony Consumer Camcorders 3 Miller Tripods 8 Bogen Tripod 6 Audio Mixers (Shure) Various Microphones (handheld, lavalier, shotgun) Various Cables & Adaptors 3 FireStore Digital Video Storage Units Cadco Remote Modulator 2 Video Mixers (Focus Enhancements & Videonics)
Editing Facilities	2 Linear Editing Suites (Panasonic & JVC) 1 iMac 1 iBook 2 Apple G4 1 Apple G5

	1 Dell PC 1 Dell Notebook (4 staff office PCs also have editing capabilities)
Other Equipment (Please specify):	Various Office Machines (printers, copiers, etc.) Various Office Furniture
Major changes in equipment inventory from previous year (general statement of improvements):	<i>acquisition of:</i> 6 Audio Technica Boundary Microphones 1 Focus Enhancements ASYF-0463-02 Field Mixer 1 HP Laptop with Internal Converter Video Out 1 CADCO M369 Remote Modulator 1 Sony DSR-250 ENG N1 DV Camcorder Package 1 FireStore FS-3 V-Mount System 1 Miller DS-10 Tripod System WN-501 4 Seagate Storage Drives 1 Panasonic DVC30 MiniDV Camcorder Package 2 JVC TM-A13SU 13" Color Video Monitor 1 Macintosh G5 2.0 GHz PowerPC 5 Bogen Tripod w/Leveling Head 1 ProCon 1 X 7 DVD Duplicator

8.422 (F) Roster of staff and board;

15. Leadership

a. Staff

Number of FTE	3
Number of PTE	—

b. Key Positions Roster

<i>Please provide name</i>	Full Time	Part Time	Contracted
Executive Director	Kevin Christopher		
Production Coordinator	Buddy Meilleur		
Channel Coordinator	Rebecca Padula		
Field Producer			John Billingsly Cynthia Bourget Eric Johnson Ben McCarty Matthew Wohl

c. List of Current Board Members

Current Board Member	Community Affiliation (if stated)
Samuel Conant	Colchester
Henry Schaefer	Colchester
Katherine Niquette	Colchester
Karolyn Towne	Milton
J. Scott Futrell	Milton
Eric Hadd	Georgia
Randy Hall	Georgia

8.422 (G) Changes in organizational structure;

16. Changes in Organizational Structure

Detail any changes in organizational structure that occurred during the year.

(e.g., bylaws, governance details, corporate form, etc.)

none

8.422 (H) A statement of total operating and capital funding received from the operator and whether any funds were carried forward from the prior year;

17. Statement of Funds - Operating and Capital Funding Received from the Operator and Whether Any Fund were carried forward from prior year.

a. Amount carried forward at prior year.	approx. \$255,000
b. Total of Operating Funds received from the Cable Operator in fiscal year	\$225,671.34
c. Capital Funds received from the Cable Operator in prior fiscal year	\$25,074.59

8.422 (I) Financial reports that include:

18. Financial Reports

Type of Report	Attached
a. Income and expense statement and balance sheet for year of annual report	Yes (as part of tax return)
b. Projected operating and capital budget for current fiscal year	Yes

8.422 (J) Certification that AMO has:

19. Certification of Corporate Documents

a. Bylaws or other governing documents	Yes
b. Rules and operating procedures	Yes
c. Complaint and dispute resolution procedures	Yes
d. Evidence of conducting meetings consistent with Open Meeting law	Yes

Statement of Certification:

I, Kevin Christopher, hereby certify that Lake Champlain Access Television maintains the following documents on our premises and available to the public upon request.

- Bylaws or other governing documents
- Rules and operating procedures
- Complaint and dispute resolution procedures
- Evidence of conducting meetings consistent with Open Meeting Law

Signature: _____

Date: January 25, 2006

Witness: Rebecca Padula, *Channel Coordinator*

Witness Signature: _____

Date: January 25, 2006

8.422 (K) Planning considerations and expectations for how community needs will be identified and met for current and future fiscal years;

20. Planning Considerations (Narrative)

- A second annual community needs assessment to be made available to participants in both paper-based and web-based formats.
- An open house in late-spring/early-summer to introduce community members to recent expansions (in space and equipment) and receive feedback on our service and how we may improve it.
- Beginning in January, 2006: On-going, formal workshops in a variety of aspects of video production, including camcorder operation, nonlinear editing and studio production. As participation increases, additional classes in audio support, lighting, pre-production and DVD creation may be included.
- Based upon responses contained within our 2005 community needs survey, the introduction of live municipal meeting cablecasts.
- LCATV will soon acquire a mobile video lab, a vehicle which will be able to house various pieces of equipment as well as several nonlinear editing suites. This lab will serve a similar purpose as many libraries' bookmobiles. It will allow for the borrowing and returning of equipment throughout our three member communities, especially in those outlying areas which may not have easy physical access to LCATV's facilities. Producers will also be about to sign up for times during which they can come into the lab and edit their projects using a laptop computer. We'll also be using the mobile unit as a supplementary resource for local schools' existing video production classes and to help offer coursed or workshops to schools that do not currently do so.

(L) Service quality issues requiring attention;

21. Service Quality Issues: (Narrative):

none

(M) Copy of tax returns, financial reviews or, if available, audited financial statements;

22. Financial Documentation

Types of Documentation	Attached
a. 990 Returns for FY 04/05	Yes
b. Financial Review for FY 04/05	No
c. Audited Financial Statements for FY 04/05 (if audit was executed)	No

(N) In the event that the operator requires financial information from an AMO for the purpose of auditing the AMO, or for the purpose of a company audit, the AMO shall make the information available, consistent with other provisions of this section. If an audit is required by the operator, the cost of the audit to the AMO will be borne by the operator, unless ordered otherwise by the Board.