

# ANNUAL REPORT

## OF VERMONT ACCESS MANAGEMENT ORGANIZATION

### 1. Organization

Year: 2007

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)	January 1
b. Is the AMO recognized by the IRS as a not-for-profit organization?	yes

c. Year Incorporated in state of Vermont	1993
d. Is the AMO currently registered as a nonprofit organization with the State of Vermont? <i>The Vermont Secretary of State requires nonprofits to renew their status bi-annually.</i> <a href="http://www.sec.state.vt.us/tutor/dobiz/noprof/Nonprofit/forms.htm">http://www.sec.state.vt.us/tutor/dobiz/noprof/Nonprofit/forms.htm</a>	yes

<b>4. Service Territories and Communities Served</b>		
<i>(If AMO served distinct service territories or operators, please specify)</i>	Name of Operator	Communities Served <i>(As identified in your Contract)</i>
Service Territory 1	Comcast Cable	Colchester, Milton, Georgia
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" of the AMO.

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

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

*(see Part III a - e of IRS Form 990)*

<b>Program Services</b>		Operating & Capital Expense Total
<b>PEG Services</b>		
Operation of PEG Channel(s) & Applications	Purchasing, staffing, training ,outreach, etc. to establish and maintain PEG services.	\$266332
<b>Non PEG Services</b>		
1. Internet Expense	Internet service provider fees.	\$23
2.		\$
3.		\$
<b>PEG &amp; Non-PEG Expenses</b>		\$266355

**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	Total
Operating Expenses	\$230577
Capital Expenses	\$35777
Total Expenses	\$266354

**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.*

**6a. 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 Co. 1 Comcast Cable	Cable Co. 2	1. Interest Income	2. Dubbing/Media Sales	3. Summer Camp Fees	4. Other	
Operation of PEG Channel(s) & Applications	\$282187	\$	\$15082	\$2999	\$370	\$26	\$300664
<b>Non PEG Services</b>							
1. Internet Expense	\$	\$	\$	\$	\$	\$	\$0
2.	\$	\$	\$	\$	\$	\$	\$0
3.	\$	\$	\$	\$	\$	\$	\$0
<b>Total Organization Revenue</b>	\$282187	\$0	\$15082	\$2999	\$370	\$26	\$300664

*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.**

<b>Change(s) in Service Territories &amp; Communities Served</b>		
<i>(If AMO serves distinct service territories or operators, please specify - See Definition at 8.100 (CC))</i>	<b>Name of Operator</b>	<b>Change in Communities Served</b> <i>(As amended in your Contract)</i>
PEG AMO Service Territory 1	Comcast Cable	none
Service Territory 2		
Service Territory 3		

*8.422 (B) Description of current PEG capacity and applications*

**8. Current PEG capacity and applications.**

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

*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 (e.g., per month/ongoing...)	Numbers of Served (select applicable Range)
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3	Orientation Workshops	quarterly	1-50
1	One-on-one	ongoing	1-50
NA	Open Houses		1-50
5	Community Events	biannual	1-50
NA	Public presentations		1-50
8	PEG Channel Promotional Programming	ongoing	1-50
NA	Bill Stuffers		1-50
7	Print Advertisement	quarterly	1000+
NA	Radio Advertisement		1-50
NA	Cable Avails		1-50
6	Newsletters	quarterly	501-1000
NA	E Newsletter		1-50
4	Web site & blog	ongoing	1000+
9	List serves	occasional	1-50
NA	Community Organization Memberships		1-50
2		ongoing	51-150
NA			1-50
NA			1-50
NA			1-50
NA			1-50

**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, development review boards, town meetings, etc.; Videotaped and aired annual elementary, middle and high school graduation ceremonies; Worked with Colchester Middle School to plan and offer a video production club; Participated in annual Colchester Winter Carnival celebration; Offered video production day camps through the Colchester Parks and Recreation Department, Georgia Elementary and Middle Schools and Milton Family Community Center; 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 live 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; Distributed quarterly program guides/newsletters; Offered numerous classes and workshops, both at the LCATV offices and on location via the LCATV Mobile Video Lab; Partnered with local libraries to provide video coverage of speakers and presentations; Worked with Colchester-Milton Rotary Club to provide regular coverage of guest speakers and publicize Club events.

**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	quarterly	approx 35
Camps	annually	24
Other (Describe): Classes and Clubs		10
Other (Describe):		
Other (Describe):		

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

Hosted various workshops and orientation sessions at LCATV offices and on location via the LCATV Mobile Video Lab; Hosted video production camps in conjunction with Colchester Parks and Recreation Department, Georgia Elementary and Middle Schools and Milton Family Community Center; Established a video production club at Colchester Middle School; Offered one-on-one training at LCATV offices and on location via the LCATV Mobile Video Lab.

**11. Volunteer Contribution**

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

Volunteer Contributions	Estimated Number
Volunteers	25
Volunteer Hours	300
Organizations (that you keep track of) that participate and utilize PEG services	100

**b. Narrative** - You may provide information in narrative form as an option.

The following organizations utilized LCATV services in 2007: 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, Burnham Memorial Library, Milton Public Library, Georgia Public Library, Holy Cross Church, Jazzercise, EarthAngels, Colchester Rescue, VT Midi Project, Metropolitan Planning Organization, VT Right to Life, Peace and Justice Center, House of Yahweh, Milton Church of Christ, Vermonters for a Just Peace, Church Street Marketplace, Burlington Catholic Dioceses, United States Power Squadron, Winooski Valley Sail and Power Squadron, MHS Project Graduation, Victory Center Church, AARP, Brain Injury Association, Dismas House, Essex Church of Jesus Christ of Latter-day Saints, Footworks Dance Studio, Fairfax Community Theatre Company, Lake Champlain Land Trust, Vermont Symphony Orchestra, VT Voltage, Action Coalition for Media Education, Vermont River Management Program, US Army, St. Michael's College, Commission on Trade and Sovereignty, Odyssey of the Mind, The Ballet School, American Cancer Society, Volunteers for Peace, Vermont Student Assistance Corporation, VT Adult Learning, VT Adaptive Ski, VT Legal Aid, VT Municipal Advisory, Tom Sustic Fund, National Aging in Place Council, American Red Cross, Arthritis Foundation, Better Business Bureau, Bluegrass Gospel Project Band, Champlain Housing Trust, Champlain Valley Quilters Guild, Colchester Community Chorus, Colchester Lions Club, Colchester Historical Society, Colchester-Milton Rotary Club, Community Lutheran Church, Champlain Valley Agency on Aging, Town of Essex, Franklin County Harvest Festival, VT National Guard, Georgia Plain Baptist Church, Green Mountain National Golf Course, H.O. Wheeler School, Malletts Bay Congregational Church, Arrowhead Senior Center, Milton Artists Guild, Milton Eagles Club, Milton Family Community Center, Milton Historical Society, Milton Order of the Eastern Star, Milton Outdoor Performance Center, Milton Outreach Theatre, Northern New England Poison Center, Pierson Library, Ronald McDonald House, St. Ambrose Parish, St. Ann Church, St. Monica School, St. Paul Church, St. Pius X Church, United Church of Colchester, United Church of Fairfax, United Church of Milton, University of Vermont, VT Associates, VT Commission on Women, VT Maple Festival

**12. PROGRAMMING DATA** *(For Channel 1, 2, 3 or other such as Video-on-Demand Channel)*

a. Hours of Channel Operation

	<b>Channel 1 LCATV Channel 15 Comcast Cable</b>	<b>Channel 2 LCATV Channel 16 Comcast Cable</b>	<b>Channel 3 LCATV Channel 15 Comcast Cable</b>	<b>Other Application Comcast Cable</b>
<b>How many hours does your channel operate each day (not including bulletin board)?</b>	16	18		
<b>How many hours does your channel operate each year (not</b>	5822	6601		





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 Compliant Resolution Form, see below)*

Category of Complaint	Number of Complaints	Number of Resolved	Number Pending *
Access to Facilities	0		
Equipment	0		
Programming	0		
Schedule	0		
Training	0		
Other	0		

**b. \* Please summarize the pending complaints:**

No complaints pending.

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

**14. Facilities Summary**

Category	Equipment Package (General description: Number, type of equipment)
<b>Studio Location 1</b>	3 Studio Cameras (Sony PD-170), 3 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), 2 Component DVD Burners (Panasonic & JVC), Channel Racks (3, with modulators, VCRs, DVD players, monitors, digital servers, CD changer, etc.), 2 Dell PCs (Community Bulletin Board)
<b>Studio Location 2</b>	
<b>Field Production Equipment (in regular use)</b>	3 Pro Camcorders (Sony DSR-250), 4 Pro Camcorders (Sony PD-150), 2 Prosumer Camcorder (Panasonic DVC 30), 3 Sony Consumer Camcorders, 3 Miller Tripods, 3 Sachtler Tripods, 7 Bogen Tripods, 1 Eartec Wireless Intercom System, Sony Portable DVcam VTR, 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)

<b>Editing Facilities</b>	1 iMac, 1 iBook, 2 Apple G4, 1 Apple G5, 2 Dell PC, 4 Dell Notebooks, (4 staff office PCs also have editing capabilities)
<b>Other Equipment (Please specify):</b>	Various Office Machines (printers, copiers, etc.), Various Office Furniture, (complete inventory attached to hard copy of report)
<b>Major changes in equipment inventory from previous year (general statement of improvements):</b>	acquisition of: FireStore FS-4 Disk Recorder, 3 Sachtler DV-1 Tripod Systems, Sony DSR-50 Portable DVCam VTR, Dell Dimension 9100 PC, 2 Lexus Nexus Digital Server Systems

8.422 (F) Roster of staff and board;

## 15. Leadership

### a. STAFF

Number of FTE	3
Number of PTE	0

### b. Key Positions Roster

Please provide name	Full Time	Part Time	Contracted	Volunteer
Executive Director	Kevin Christopher			
Station Manager				
Channel Coordinator	Buddy Meilleur			
Programming Coordinator	Rebecca Padula			
Training Coordinator				
Outreach Coordinator				
Program Producer				
Other Field Producer			Ben McCarty	
Other Field Producer			Robert Ready	
Other Field Producer			John Noble	
Other Field Producer			Daniel Myhre and Lucas Staerk-Maguire	

**c. List of current Board Members**

Current Board Member	Community Affiliation (if stated)
1. Henry Schaefer	Colchester
2. Ralph Perkins	Colchester
3. Richard Pecor	Colchester
4. Samuel Conant	Colchester
5. Peter Russom	Milton
6. Karolyn Towne	Milton
7. Ronald Stotyn	Milton
8. Eric Hadd	Georgia
9.	
10.	
11.	
12.	

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.)

Staff: Loss of 3 Field producers and addition of 3 new Field Producers. Board: Addition of Ronald Stotyn and election of Richard Pecor as President.

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.**

	Service Territory 1	Service Territory 2	Service Territory 3
Amount carried forward at prior year.	\$407000	\$	\$
Total of Operating Funds recieved from the Cable Operator in fiscal year	\$255826	\$	\$
Capital Funds recieved from the Cable Operator in prior fiscal year	\$26361	\$	\$

8.422 (I) Financial reports that include:

**18. Financial Reports**

	Attached	Name of File
18a. Income and expense statement and balance sheet for year of annual report	yes	Available as hard copy
18b. Projected operating and capital budget for current fiscal year	yes	Available as hard copy

8.422 (J) Certification that AMO has:

**19. Certification of Corporate Documents**

19a. Bylaws or other governing documents	yes
19b. rules and operating procedures	yes
19c. Compliant and dispute resolution procedures	yes
19d. Evidence of conducting meetings consistent with Open Meeting Law	yes

Be sure to sign this document once you print it out and before you make copies to send to the Vermont Department of Public Service and the Vermont Public Service Board.

**Statement of Certification:**

I \_\_\_\_\_ hereby certify that \_\_\_\_\_ (name of organization) maintain the following documents on our premises and available to the public upon request.

1. Bylaws or other governing documents
2. Rules and operating procedures
3. Complaint and dispute resolution procedures
4. Evidence of conducting meetings consistent with Open Meeting Law

Signee \_\_\_\_\_ (Name) \_\_\_\_\_ (Signature)

Witness \_\_\_\_\_ (Name) \_\_\_\_\_ (Signature)

Date \_\_\_\_\_

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)** Please see attached access plan.

(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**

	Attached	Name of File
a. 990 Returns for FY__	no	Forthcoming (May 2008)
b. Financial Review for FY__	yes	Available as hard copy
c. Audited Financial Statements for FY__ (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.

Additional Notes:

COMPLAINT RESOLUTION REPORT	
Date Recieved	
Recieved By	
How recieved (Phone/ Email/ Mail/ In-person)	
Date Resolved	
Handled By	
Complaint from (Name Address Phone Email)	
Nature of complaint (Access to Facilities, Equipment, Programming, Schedule, Training, Other)	
Description of Complaint	
Action Taken to Resolve	
Outcome	