



# LCATV ANNUAL REPORT

2009

## 1. Organization

Year: 2009

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

### 4. Service Territories and Communities Served

<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	Colchester, Milton, Georgia

### 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 per 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)*

Program Services		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.	\$358223.35
<b>Non PEG Services</b>		
1.		\$0
2.		\$0
3.		\$0
<b>PEG &amp; Non-PEG Expenses</b>		\$358223.35

**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	\$248415.51
Capital Expenses	\$109807.84
Total Expenses	\$358223.35

**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	Dubbing/Media Sales	Interest Income	Camp Fees		Donations
Operation of PEG Channel(s) & Applications	\$321699.97		\$3983.86	\$7347.36	\$430.00	\$200.00	\$333661.19
<b>Non PEG Services</b>							
1.	\$		\$	\$	\$	\$	\$0
2.	\$		\$	\$	\$	\$	\$0
3.	\$		\$	\$	\$	\$	\$0
<b>Total Organization Revenue</b>	\$321699.97		\$3983.86	\$7347.36	\$430	\$200	\$333661.19

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 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	none

8.422 (B) Description of current PEG capacity and applications

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

Name of Calbe Operator #1: Comcast	
Channels (Call letters/Name)	Type of Access (Public, Educational, Govt.)
1. LCATV 15	Public
2. LCATV 16	Educational and Governmental
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)
2	Orientation Workshops	monthly	1-50
1	One-on-one	ongoing	1-50
9	Open Houses	annual	1-50
4	Community Events	ongoing	151-500
8	Public presentations	occasional	1-50
10	PEG Channel Promotional Programming	ongoing	1-50
NA	Bill Stuffers		
6	Print Advertisement	quarterly	1000+
NA	Radio Advertisement		
NA	Cable Avails		
7	Newsletters	quarterly	151-500
NA	E Newsletter		
3	Web site & blog	ongoing	1000+
NA	List serves		
NA	Community Organization Memberships		
5	Community Bulletin Board	ongoing	501-1000

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

Included among LCATVs 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, Milton and Georgia Middle Schools and Milton High School to coordinate video production offerings; Participated in annual Colchester Winter Carnival celebration, annual Colchester Touch-A-Truck day and other Parks and Recreation programs; Offered video production day camps through the Colchester Parks and Recreation Department, Georgia Elementary and Middle Schools and Milton Family Community Center and Burnham Memorial Library; Participated in the Georgia Schools summer technology institute; 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 and Milton Project Graduation; 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; Held monthly Open Mic Nights, giving community members the opportunity to produce and participate in live performance; Partnered with local libraries to provide video coverage of speakers and presentations and training opportunities; Provided production resources to Saint Michael's College Journalism Department; Provided outreach to the communities of Westford and Fairfax to make community members aware of the opportunities provided by PEG access.

## 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	monthly	approx. 35
Camps	annually	approx. 30
Other (Describe): School Courses	ongoing	approx. 115
Other (Describe): Library Activities	ongoing	approx. 30

**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; Held monthly training sessions with practical live television production experience via the Open Mic Live series; Worked in conjunction with local libraries to provide training to staff and volunteers; Presented teacher workshops at Georgia Schools summer technology institute; Hosted video production camps in conjunction with Colchester Parks and Recreation Department, Georgia Elementary and Middle Schools, Burnham Memorial Library and Milton Family Community Center; Administered video production clubs and classes at Colchester, Milton and Georgia Middle Schools and Milton High 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	45
Volunteer Hours (independent and LCATV-assisted production; Board contribution; committee work)	465
Organizations (that you keep track of) that participate and utilize PEG services	114

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

The following organizations utilized LCATV services in 2009: Town of Colchester, Town of Milton, Town of Georgia, Colchester School District, Milton Town School District, Franklin West Supervisory Union, Colchester High School, Milton Junior/Senior High School, Milton Elementary School, Georgia Elementary and Middle School, Colchester Middle School, Milton Public Library, Burnham Memorial Library, Georgia Public Library, American Cancer Society, American Red Cross, AmeriCorps, Arrowhead Senior Center, Boy Scouts of America, Burlington Emergency Shelter, Burlington Singer-Songwriters, Champlain Housing Trust, Champlain Valley Quilters' Guild, Colchester Community Chorus, Colchester Lions Club, Colchester Parks & Recreation, Community Lutheran Church of South Burlington, Community of Vermont Elders, Conversation on Race Now, Council on the Future of Vermont, Cystic Fibrosis Foundation, Fairfax/Fletcher/Westford Band, First Baptist Church of Bristol, Franklin County Home Health Agency, Georgia Plain Baptist Church, Georgia United Methodist Church, Kids on the Block, Milton Artists' Guild, Milton Family Community Center, Milton Community Youth Coalition, Milton Historical Society, North Ferrisburgh United Methodist Church, Partners in Adventure, Recycle North, Scleroderma Foundation, St. Ann Church, St. Paul's Cathedral, St. Pius X Church, United Church of Fairfax, United Church of Milton, U.S. Coast Guard Auxiliary, Vermont Associates, Vermont Council for Quality, Vermont Fancy Felines Cat Club, Vermont Humanities Council, Vermont Right to Life Committee, VSA Arts of Vermont, Calvary Baptist Church, Tabernacle of Worship, Jazzercise, Open Doors Church, VT Right to Life, The House of Yahweh, Vermonters for a Just Peace in Palestine/Israel, Church Street Marketplace, Burlington Catholic Diocese, Christian Faith Assembly, US Transplant Games, Better Business Bureau, BFA Fairfax High School, Ballet School and Dance Arts, Dance Connection Studio, EarthAngels, Footworks Dance Studio, Fairfax Community Theatre Company, Green Mountain Mahler Festival, Habitat For Humanity, Vermont Iron Dog, Law Enforcement Against Prohibition, MHS Project Graduation, VT Midi Project, St. Anne's Fountain, Church of Scientology, Step Up For Kids, Vermont Symphony Orchestra, Vermont Voltage, Vermont Worker's Center, Efficiency VT, Amateur Musicians Orchestra, US Army, Button Up Vermont, Community College of Vermont, Saint Michael's College, Chittenden County Democrats, Colchester-Milton Rotary Club, Colchester Police Department, Chittenden Solid Waste District, Future of VT Council, Georgia Historical Society, Office of the Governor, Hood Museum, Island Roads Theater, Milton Community Band, Office of Representative Welch, Office of Senator Sanders, Rural Vermont, Office of Senator Leahy, The Big Read, United Way, Vermont Public Interest Research Group, Visiting Nurses Association, VT Board of Education, VT Biosciences Alliance, Events for Tom.

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

a. Hours of Channel Operation

	<b>LCATV 15 Comcast</b>	<b>LCATV 16 Comcast</b>
<b>How many hours does your channel operate each day (not including bulletin board)?</b>	17	19
<b>How many hours does your channel operate each year (not including bulletin board)?</b>	6,329	6,986

**b. Programming Information**

<i>Please provide annual data.</i>	<b>LCATV 15 Comcast</b>		<b>LCATV 16 Comcast</b>	
	<b>Number of Hours</b>	<b>Number of Programs</b>	<b>Number of Hours</b>	<b>Number of Programs</b>
<b>1. Total, ALL first run, non-repeat programming</b>	348	476	886	700
<b>a. Total Locally Produced programming</b>	111	143	441	276
<b>b. Total Imported programming</b>	237	333	445	424
<b>i. Imported from Vermont AMOs</b>	197	281	131	132
<b>ii. Imported from other sources</b>	40	52	314	292

**c. Remote Origination Sites**

Please Describe the remote Origination sites used by the AMO.

Location of the site Building, Street Address, Municipality	Frequency of Use (Specify "per month" or "per year")	Number of Programs Cablecast from the Site	Ways these sites are being used (e.g., municipal meetings, graduations)
LCATV Studio 354 Prim Road, Suite 3 Colchester, VT	approx. 5 times per month	54	live and videotaped studio production

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	0	0
Equipment	0	0	0
Programming	0	0	0
Schedule	0	0	0
Training	0	0	0
Other	0	0	0

b. \* Please summarize the pending complaints:

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>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), 2 Lowell Field Lighting Kits
<b>Editing Facilities</b>	1 iBook, 1 Apple G4, 1 Apple G5, 3 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; Mobile Video Lab; Various Field Production Equipment in public libraries, including 3 Sony PD170 Camcorders, 3 Bogen Tripods, 3 Dell Laptops, misc. audio and support equipment
<b>Major changes in equipment inventory from previous year (general statement of improvements):</b>	Acquisition of: Shure M367 Audio Mixer, Lowel DV Creator Field Lighting Kit, FireStore Portable Hard Drive System, Pelican 1560 Cases, Glidecam 200 Camera Support System, Dell XPS 420 PC. Transfer of library Digital Media Program capital equipment to LCATV Inventory. Upgrade of LCATV signal equipment including 2 Blonder-Tongue Sub-Band Modulators, 2 Link Video Processing Amplifiers, 2 Symetrix 322 Audio Processors.

8.422 (F) Roster of staff and board;

**15. Leadership**

**a. STAFF**

Number of FTE	3
Number of PTE	1

**b. Key Positions Roster**

Please provide name	Full Time	Part Time	Contracted	Volunteer
Executive Director	Kevin Christopher			
Station Manager				
Channel Coordinator	Rebecca Padula			
Programming Coordinator				
Training Coordinator				
Outreach Coordinator				
Program Producer				
Other Production Manager	Buddy Meilleur			
Other Planning/Assessment Assistant		Nissa Kauppilla		
Other Field Producers			Robert Ready, John Noble, Matt Wolff, Matt Ketcham, Jessica Bernard	

**c. List of current Board Members**

Current Board Member	Community Affiliation (if stated)
1. Richard Pecor	Colchester
2. Samuel Conant	Colchester
3. Diane Bahrenburg	Colchester
4. Ron Stotyn	Milton
5. Karolyn Towne	Milton
6. Peter Russom	Milton
7. Neil Hilt	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.)*

Addition of 1 part-time staff position and 2 Field Producers. Loss of 2 Field Producers.  
 Significant policy and procedures revisions (attached as hard copy).

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
Amount carried forward at prior year.	\$422939.52
Total of Operating Funds recieved from the Cable Operator in fiscal year	\$290642.49
Capital Funds recieved from the Cable Operator in prior fiscal year	\$28116.57

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	attached as hard copy
18b. Projected operating and capital budget for current fiscal year	yes	attached 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, Kevin Christopher, hereby certify that Lake Champlain Access Television maintains 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: \_\_\_\_\_  
 Kevin Christopher  
 LCATV Executive Director  
 Date: April 26, 2010

Witness: \_\_\_\_\_  
 Rebecca Padula  
 LCATV Channel Coordinator  
 Date: April 26, 2010

*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):** Numerous trouble regarding video and audio noise on both LCATV Channels resulting in the upgrade of LCATV signal equipment (including 2 Blonder-Tongue Sub-Band Modulators, 2 Link Video Processing Amplifiers, 2 Symetrix 322 Audio Processors) and the replacement of a modulator at the Milton hub.

*(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	to be supplied as hard copy on May 15, 2010
b. Financial Review for FY__	yes	attached 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	