



# LCATV ANNUAL REPORT

2011

<b>REPORTING DATE:</b> (Date fiscal year ends)	<b>December 31, 2011</b>
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## 1. Organization Name & Address

Corporate Name	Lake Champlain Access Television, Inc.
"Doing Business As" Name	
Mailing Address	354 Prim Road, Suite 3 Colchester, VT 05446
Location Address (If different than mailing address)	
Web Site Address	www.lcatv.org

## 2. Contact Information

### 2a. Individual Completing this Form

Name	Kevin Christopher
Position	Executive Director
Phone Number	802-862-5724
Fax Number	802-864-6635
Email Address	info@lcatv.org

### 2b. Executive Director/ Chief Executive Officer

Name	Kevin Christopher
Phone	802-862-5724
Fax Number	802-864-6635
Email Address	info@lcatv.org

## 3. Corporate Status

Is the AMO recognized by the IRS as a not-for-profit organization? (yes/no)	YES
Year Incorporated in state of Vermont	1993
Is the AMO currently registered as a nonprofit organization with the State of Vermont? (yes/no)	YES

#### 4. Service Territories/Communities Served

Service Territories	Name of Operator	Communities Served	Changes from Previous Year
Service Territory 1	Comcast Cable	Colchester Milton Georgia	

#### 5. Describe current PEG capacity and applications 8.422 (B)

5a.

Name of Cable Operator #1:	
Channel(s) (Call letters/Name)	Type of Access (Public, Educational, Govt.)
1. LCATV Channel 15	Public
2. LCATV Channel 16	Educational, Governmental

5b. *Describe Additional Application(s) the AMO uses that the cable operator has dedicated system capacity or facilities in a form other than a channel to support the distribution of PEG content to cable subscribers. (8.404 (B))*

AMO uses website for distribution of PEG information and content.

#### 6. Outreach Strategies - 8.422 (C)

6a. *Outreach Activity Summary*

Activity	Frequency <i>(e.g., per month/year/ongoing...)</i>	Numbers served <i>(Check applicable Range)</i>				
		1-50	51-150	151-500	501-1000	1000+
Orientation Workshops	monthly	✓				
One-on-one	ongoing	✓				
Community Events (Open Houses, Tours, Public Presentations)	occasional		✓			
Newsletters (E-news, Mailed)	monthly			✓		
Bill Stuffers	--					
Advertisement (Print, Radio, TV)	quarterly				✓	
PEG Channel (Programming, CBB, PSA)	ongoing					✓
Internet (Website, Blog, Listserve, Social Networks)	ongoing					✓
Other (Specify): flyers	quarterly			✓		

*6b. Provide additional information (if any) 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 Malletts Bay School, BFA Fairfax High School, Milton Middle School, Georgia Middle School and Milton High School to coordinate video production offerings; participated in annual Colchester Winter Carnival, Milton Winter Festival and Great Ice in Grand Isle celebrations, 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, Milton Recreation Department, Georgia Public Library, Milton Family Community Center and Burnham Memorial Library; 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 season 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, Milton High School and BFA Fairfax High School to provide closed-circuit live broadcasts of their graduation ceremonies for audience members over the capacity of their graduation facility; distributed quarterly program guides/newsletters and monthly e-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 performances; 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, Fairfax and the Lake Champlain Islands to make community members aware of the opportunities provided by PEG access; collaborated with the Burnham Memorial Library and Colchester Historical Society on an ongoing Colchester History Project; provided regular coverage of speakers and events for the Colchester-Milton Rotary Club.

**7. Training Delivery – 8.422(C)**

*7a. Training Delivery Summary* - Please summarize the training delivery of the AMO for the year of this report.

<b>Activity</b>	<b>Number of people served</b>
One-on-one training & support	approx. 45
Workshops	approx. 75
Camps	approx. 45
Classes	approx. 140

*7b. Provide additional information (if needed) in narrative form:*

Hosted various workshops and orientation sessions at LCATV offices and on location via the LCATV Mobile Video Lab; held monthly Access Orientation 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; hosted video production camps in conjunction with Colchester Parks and Recreation Department, Georgia Elementary and Middle Schools, Georgia Public Library, Milton Recreation Department, Boy Scouts, Burnham Memorial Library and Milton Family Community Center; administered video production clubs and classes at Milton and Georgia Middle Schools, Milton High School, Malletts Bay School and BFA Fairfax High School; offered one-on-one training at LCATV offices and on location via the LCATV Mobile Video Lab.

**8. PROGRAMMING DATA– 8.422(C)**

*8a. Programming Information*

Please provide Annual Data	Number of Programs			Number of Hours (non-repeat)		
	Ch 15	Ch 16		Ch 15	Ch 16	
<b>Locally Produced Programming</b>	286	327		198	457	
<b>Imported from Vermont AMOs or Vermont Sources</b>	203	162		129	150	
<b>Imported from other sources</b>	97	69		49	74	
<b>Total, ALL first run, non-repeat programming</b>	586	558		376	681	

*8b. Remote Origination Sites*

Please describe the remote origination sites used by the AMO and type of programming (PEG).

Location of site Street Address	Frequency of Use (Specify “per month” or “per year”)	Number of Programs Cablecast from Site	Type of Usage (i.e Public, Educational, Government))	Cable Operator (System hosting site)
354 Prim Road Colchester, VT	per year	133	P/E/G live and videotaped studio production.	Comcast Cable

*8c. Provide Additional Information (if needed) in Narrative form:*

Programming produced at the LCATV Studio site included: live and taped volunteer series programming; LCATV’s Open Mic Live monthly showcase; live candidate forums for Town Meeting and election night coverage; video production camp projects; Saint Michael’s College and BFA Fairfax High School class projects.

**9. Complaint Tracking 8.422 (D) - Details of complaints and how the AMO responded to them.**

*9a. Summarize complaints and current status:*

No formal complaints. A formal complaint procedure is in place.

**10. Facilities Summary - 8.422 (E) Description of facilities.**

*10a. Attach your Depreciation Schedule from your IRS Form 990 (long form) or your Fixed Asset Schedule. [Forthcoming with Form 990.]*

10b. Describe generally major changes in equipment inventory from reporting year (general statement of improvements):

Major capital purchases for 2011 include:

- 1 HP Z200 PC
- 1 HP Color LaserJet Printer
- 3 Sony HXR-NX5U Digital HD Video Camera Recorders with 128GB Flash Memory Units
- 3 SKB Hard Camera Cases
- 1 Sony Quad Battery Charger
- 1 Broadcast Pix Slate 1000G Studio Switcher with Analog I/O Board
- 1 Custom Studio Tally Light System
- 2 Samsung 21-inch DVI Widescreen LCD Monitors
- 1 ESE Rackmount Black Burst Generator
- 1 APC 1250VA UPS Battery Backup
- 1 Samsung 46-Inch LCD HDTV
- 3 Sachtler FSB 8 T Tripod Systems
- 3 Sachtler Tripod Dollies
- 3 Middle Atlantic Desks and Side Racks
- 1 DataVideo Intercom System

**11. Organizational Leadership - 8.422 (F) Roster of key staff and board.**

*11a. Key Staff*

<i>Position</i>	<i>Name</i>
Executive Director	Kevin Christopher
Production Manager	Buddy Meilleur
Outreach Coordinator	Stephanie Harter
Channel Coordinator	Rebecca Padula
Field Producer	James Jones
Field Producer	Matthew Ketcham
Field Producer	John Noble
Field Producer	Robert Ready
Field Producer	Margaret Triggs
Field Producer	Matthew Wolff

*11b. Current Board Members*

<i>Name</i>	<i>Phone/Email</i>	<i>Community Affiliation</i>
Samuel Conant	655-1664 / samcvt@comcast.net	Colchester
Sharon Osier	264-5726 / osiers@csdvt.org	Colchester
Richard Pecor	238-2189 / rpecor@myfairpoint.net	Colchester
Peter Russom	893-5042 / peter.russom@plattsburgh.edu	Milton
Karolyn Towne	893-1537 / townehouse@msn.com	Milton
Robert Sekerak	893-4514 / bju_vt@yahoo.com	Milton
Rebecca Fox	393-3006 / beccafox50@yahoo.com	Georgia
Neil Hilt	524-0818 / nhilt@vpt.org	Georgia
Carol Jones	524-5156 / dynagirl38@yahoo.com	Georgia

**12. Changes in Organizational Structure - 8.422 (G)**

*12a. Detail any significant changes in organizational structure that occurred during the year. (e.g., bylaws, governance details, corporate form, etc.)*

Resignation of Rebecca Fox from the Board of Directors. Departure of Matthew Wolff as Field Producer. Revision to LCATV policies on human resources and programming. Updated policies and procedures are available at [www.lcatv.org](http://www.lcatv.org).

**13. Planning Considerations 8.422 (K)** Planning considerations and expectations for how community needs will be identified and met for current and future fiscal years. Include plans to offer new programs or services in the next 3 years, how those relate to your community’s needs and interests, and the process you used to identify those needs and interests.

Please see attached Planning Consideration document.

**14. Service Quality Issues - 8.422(L):** Service quality issues requiring attention of the cable operator or the Vermont Department of Public Service.

Several video quality tickets issued requiring Comcast technicians to replace a splitter at the Milton hub and to make various adjustments to modulators at both the Milton hub and at LCATV master control.

**15. Financial Documents - 8.442 (H) (I) (M)**

*15a. 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.

*Describe the revenue sources the AMO relies upon to support its services. (Other Sources of support may include memberships, paid services, interest income, fundraising activities such as grants, annual campaigns, capital campaigns and Non PEG Services.)*

CABLE FUNDING		OTHER REVENUE SOURCES				TOTAL REVENUE
Comcast		Dubbing	Interest	Camps	Other	
\$364,820		\$4,175	\$3,089	\$800	\$300	\$373,184

*15b. 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.

*List expenses as they apply to each of the AMO's PEG and Non PEG services.*

<b>AMO SERVICES</b>	<b>Operating Expenses</b>	<b>Capital Expenses</b>	<b>Total Expenses</b>
<b>PEG Services</b>	\$303,253	\$89,468	\$392,721
<b>Non PEG Services</b>			
<b>Total PEG &amp; Non-PEG Expenses</b>	\$303,253	\$89,468	\$392,721

*15c. Statement of Cable Operator Funds (8.422(H)) A statement of total operating and capital funding received from the operator(s) and whether any funds were carried forward from the prior year*

	<b>Totals</b>
Amount carried forward at prior year.	\$419,976
Total of Operating Funds received from the Cable Operator in fiscal year	\$338,643
Total of Capital Funds received from the Cable Operator in fiscal year	\$26,177

Attach hard copies of the following financial documentation:

- a. Income/Expense Statement (aka Profit & Loss Statement) for reporting year
- b. Balance Sheet on the final day of reporting year (listing assets and liabilities)
- c. Current year Operating and Capital Budgets
- d. Annual Tax Return (If necessary, filed as addendum to report 30 days after filed with IRS)
- e. Audits and Financial Reviews prepared during reporting year (if any)

**Statement of Certification:**

I, Kevin Christopher, hereby certify that Lake Champlain Access Television, Inc. is a non-profit organization in good standing with the State of Vermont, (i.e. timely filed nonprofit biennial reports), maintains the following documents on our premises which are available to the public upon request.

- Bylaws or other governing documents
- Rules and operating procedures
- Complaint and dispute resolution procedures
- Contract(s) with Cable Operator(s)
- Evidence of conducting meetings consistent with Open Meeting Law

Signature: \_\_\_\_\_

Witness Name: Stephanie Soules

Witness Signature: \_\_\_\_\_

Date: April 26, 2012