

LCTV Director's Meeting
May 7, 2009

29 Sheepscot Road
5:30

Attendance:

Damariscotta	Karen O'Bryan, Laurel Cooley
Newcastle	Art Mayers, Martha Frink,
Nobleboro	Barbara Johnson,
Waldoboro	Charlotte Davenport, Alan Lowe
Wiscasset	Sean Rafter, Jack Swanton
Bristol	
Station Manager	Mary Ellen Crowley

A quorum was declared.

A motion passed to accept the secretary's minutes as sent.

No public present.

Treasurer's Report:

There is \$437.74 in the savings account. The checking account has \$13,613.62. (\$8000 of that is from the Pennington Gift. Art was nominated to fill the position of Treasurer. Passed unanimously.

Station Manager's Report:

Tech :

- * Waiting on board approval to purchase a computer. I'm handwriting checks and keeping track of them on a sheet of paper.
- * I'm hoping Jack will have some time, sooner rather than later, to teach some of us how to use the switcher so we can start producing way cool studio shows. We also want to connect the switching system to the broadcasting system so we can encode studio productions and produce live shows.
- * Speaking of Jack, he has some fabulous tech news, but I'll let him tell it!

Web content:

- * Waiting on "Sponsorship Program" and "About" from Charlotte.
- * Also waiting on photos and statements for "Volunteer" and "Producer" pages. I have a total of three photos and two statements, but I would prefer to post more than that at the same time so as not to give the impression that we only have one or two volunteers and/or producers. If you are comfortable contributing to these pages - totally optional! - please email me a jpeg and your "caption". I'll go with what I have by the end of next week.
- * I plan to add a page to the "Bulletin Board" button with instructions about contacting us for a user name and password. After to speaking to Bobby Whear, Muffy (last name Miles? - sorry, notes are at studio and I'm writing this from home) called and left a message saying she went to our website, but couldn't see how to get information onto it. I called her back and informed her about the Bulletin Board, asked her to send me an email, etc., but I haven't heard back from her. The information is the first item on "FAQ", but I think it was an oversight that the info wasn't on the first page of "Bulletin Board".
- * A policy for an internship program must be developed so that I can post content for the "Internship" page.

If anyone is interested in looking at statistics on our website hits, log into Goggle username: lctv1@lctv.org, password: programs. Click on "My Account" > "Analytics" > "View Report". Keep in mind that most of the hits are from me and Mike, but it's still pretty neat to see that people in Australia and China have viewed our site - even if it's by accident! I thought this might be of special interest to Laurel to see if there is any correlation between press releases and website hits from this area.

New Shows:

- * "Kirsten Downey, Biographer, Speaks on Frances Perkins" - Presentation held at Skidompha, produced by the Newcastle Historical Society.
- * "The 1st Annual Emil Landau Human and Civil Rights Forum" - Held at and produced by Skidompha (with a little help from me) (Above shows were recorded last fall, but took five to six months to get edited.)
- * "Sherlock Holmes and the Mysterious Messenger" - Play written by Lee Emmons of South Bristol and produced at the Waldo Theater, recorded by Alan Lowe.
- * "Lincoln County Animal Shelter" - A bi-weekly show produced by Art Mayers and Laura B; Art films while Laura meets the animals and interviews staff and volunteers.

* "Gerrish and Emory" - The story of two locals in the 20th Maine, a regiment that fought in the US Civil War. Produced by Art Mayers many, many years ago; Art narrates over scenes hand-colored by local school children. The inspiration for Ken Burns' "Civil War".

* "Conservative Roundtable" - Nationally-distributed public affairs interview program

* "Saco River Soundstage" - Features local and national musicians; produced by Saco River Community Television.

* "The Night Shift" - A "radio show on television", features original music by New England musicians. Show produced by a couple of guys from Wakefield, MA.

* "Toniq TV - Gay Marriage" - The latest news, health, and entertainment for the Gay and Lesbian community around New England and beyond.

* "When Abortions Were Illegal" - Part I of a four part series of documentaries about abortion rights. Produced by Concentric Media in conjunction with PBS station KTEH-TV (California).

* "The Magic of Painting" - Jim Rigg explains step by step his painting process. A four part series.

* "The Profit Partner" - Interview and panel discussion show with emphasis on unique products and/or services which will be of interest for consumers, entrepreneurs or small business owners.

Production News:

* Alan Lowe made promos for "Sherlock Holmes and the Mysterious Messenger" and for the Green Expo that ran for a week or so prior to the events. Alan also recorded several of the events and lectures at the Green Expo; once edited, LCTV will be delighted to air them!

* Carolyn McKeon with Friends of Colonial Pemaquid signed up to post slides on the Bulletin Board and made 20 of them! She did a great job - beautiful pictures. They are not all running at the same time as they advertise events throughout the summer.

* Bonnie Gerrard came in and spoke with me about the upcoming Frances Perkin's event in Belfast. She got Tom Handel to make a promo for the conference that I was able to air for almost two weeks prior to the conference date. Don't know if she ended up recorded anything at the event.

* Waiting on the completed work from Amy Winston on the "training the trainers" composting class held at Great Salt Bay for which she borrowed equipment.

Classes:

* Although chaotic and an hour longer than advertised, the Studio Crew Class was fun and instructive. Jack Swanton and Alan Lowe were the instructors, Ann Pinkham, Josh Richards, Robin Mayers and I were the students. Robin sent me an email, which said, "I had a great time and learned much about setting up the studio. And, helping getting the LCTV studio up was a great way to do 'hands on' training. I loved it! I'm checking my calendar now for the other courses." Like Jack said, it at least showed how important it is to give yourself plenty of time to get set up for a show! It was a pleasure to have such a congenial and relaxed group that allowed us to iron out some of the bugs and "teach the teachers"! Jack was going to give us some homework, but I haven't seen it yet. Class continues on May 23.

* Bill Kunitz came very well prepared to teach his class in editing; complete with a written outline and a projector so all could easily see the computer screen. Unfortunately, most of the class didn't show, so I went and got Josh Richards (2nd alternate). We were very happy that Martha showed up! We started late, but it was worthwhile for Bill and us. I thought it went pretty well, but the proof will be in the next class this Saturday when we put what we learned into practice.

* I spoke with Bill about having another set of classes in June, but he wants to make sure people are committed to taking the classes before he commits to dates. I'm going to contact the people I know who are interested and take it from there. I'm also going to make reminder calls and send out emails a few days before all classes!

* Alan currently has two students in his first field class for this Saturday; Ann Pinkham and Robin Mayers. If you know of anyone else who wants training in camcorder, please let them know space is available.

* I've made some bulletin board slides advertising the classes.

Miscellaneous:

Trying to determine if we need to have hard-wired exit signs and smoke detectors. Have spoken to Clayton Huntley, fire chief for Newcastle, twice now, but I think he's having a difficult time getting answers to the questions.

That about does it! ~ Mary Ellen

Mary Ellen added that there will be a "Kids A Cookin'" show.

Public Relations Report: (Laurel Cooley)

LCTV Board of Directors May 7, 2009 Meeting

Public Relations Report

Meetings Attended:

Ann Pinkham, Karen O'Bryan, and Laurel Cooley, as Damariscotta LCTV representatives, met with Jeffrey Boston, Great Salt Bay School Principal, and Ken Flewelling, GSB Technology Coordinator. We received approval:

- to contact Rebecca Tilden, PTO president,
- to explore ways to solicit parent interest in school event/program recording, including those who have their own equipment.
- Explore training over the summer and tapping 7 and 8 graders interested in videography.
- Explore after-school club with Kim Schaff, Assistant Principal.

Ann spoke with Rebecca Tilden, and action points, based on conversation, are:

Laurel will send an email to Rebecca, promoting a LCTV-school partnership and summer or early fall training opportunities for parents and Grades 7 and 8

students, which Rebecca will send to PTO member base (100 adults).

LCTV will make a second appeal at the September PTO meeting. LCTV will also promote producer/training opportunities to school staff in September.

Sponsor Brochure:

Laurel drafted and emailed a general sponsor brochure to Charlotte Davenport.

Press Releases:

Lincoln County News printed a LCTV press release, announcing Nancy Hanna's

appointment to LCTV board of directors and the April-May 2009 training classes at the studio. Laurel sent a second training classes press release, with photos, to Lincoln County News.

Studio Dedication Planning:

Laurel and Martha Frink are sourcing Sam Pennington photos. Barbara Johnson is reviewing LCTV clippings for Sam Pennington background information.

Board Vacancies:

Newcastle	1
Waldoboro	1
Wiscasset	1
Bristol	2

Tech Committee Report:

Members: Sean, Jack, Nancy, and Alan

Jack went to the NAB (National Association of Broadcasters) convention in Las Vegas. He met with APC (American Power Systems), the manufacturer of our failed UPS (Uninterruptable Power Supply), and now understands the cause of the failure was the inadequate power provided by the long temporary extension cord used to power the trailer during our construction phase. They agreed to send us a new unit for free. We will send back the old unit and the replacement control module they previously sent us.

He also met with Andrew Starks, founder of Tightrope, the company that made our video server. Jack told him that we would like to add a second channel and also fix the reversed field stutter problem of our VCX server. Andrew offered to replace at no cost our VCX with their new SX LE video server, which will fix both issues. Jack accepted.

These new units, and all the other equipment used for broadcasting, need to be properly racked. For this we are looking for a 6 foot, closed sided, 25" or 30" equipment rack with rails front and back. Since racks never wear out, a used unit would be perfectly acceptable. A search through Uncle Henry's and a slide will be put on the bulletin board to see if we can find one that way.

Old Business:

Art ordered a plaque from the Emporium for Mitchell.

Barb suggested that the hinges on the bathroom door at the station be changed so that the door opens into the studio and not the bathroom. That will provide more room for a wheel chair to move around. In addition, she suggested that the cleaning materials that are presently stored in the bathroom be put in boxes and hooks placed there for brooms, etc.

Laurel said that Ann Pinkham cleaned the LCTV sign in front of the studio. Laurel drafted a Sponsorship brochure and emailed to Charlotte for review. Charlotte asked Laurel to forward the brochure to all the directors.

Ann retyped the old by-laws. She and Charlotte will work on organizing the by-laws and then get them to the rest of the directors. Charlotte said that Bristol ratified the by-laws on May 6, 2009.

Martha said that she would donate \$50 for the missing folding door in the studio.

Tom is bringing in an intercom on Saturday, May 9, 2009.

Jack will make the switcher operational.

Charlotte spoke to Sally Pennington about the dedication and open house. Sally said that Sam would have liked LCTV to use those events to get the most recognition for the station. It was decided to have those events sometime in September. A Hospitality Committee was formed to see that this happens. Right now, it consists of Charlotte and Laurel.

New Business:

Bill Kunitz suggested that it would be nice to meet other producers. Mary Ellen has scheduled a PRODUCER'S NIGHT for Thursday, May 21, 2009 at 6PM at the studio. All producers and producer wannabes are welcome.

The producer needs to put a disclaimer before and after each show to absolve LCTV from responsibility for the content of the show.

Laurel and Mary Ellen will partner on the web site homepage content.

A discussion about using emails resulted in the following ideas:

- Voting – each director emails the President their vote and no one else.
- Committees should cc the President.
- If there is an issue that the “board has to decide” it should be brought up at a meeting.
- Reports and minutes are okay.
- Only email the ones who need to know.

Please read Mary Ellen's comments on shows at the website and be ready to discuss at the next meeting.

Directors need to get the number of Time Warner subscribers from their towns and report at the next meeting. They also need to keep their towns informed about LCTV.

Read LCTV's vision statement.

The next meeting is scheduled for **Thursday, June 11, 2009 at 5:30PM at the LCTV studio at 29 Sheepscot Road. *Hope to see you all then.***

Respectfully submitted,

Karen O'Bryan, LCTV Secretary