

LCTV Director's Meeting
June 11, 2009

29 Sheepscot Road
5:30

Attendance:

Damariscotta	Karen O'Bryan, Laurel Cooley, Ann Pinkham
Newcastle	Art Mayers, Martha Frink,
Nobleboro	John Emerson
Waldoboro	Charlotte Davenhill, Alan Lowe
Wiscasset	Sean Rafter, Jack Swanton
Bristol	Nancy Hanna
Station Manager	Mary Ellen Crowley
Absent: Barbara Johnson, Bobby Whear	

A quorum is present

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

There was a discussion about Bab's letter about absent directors.

Treasurer's Report

Art has agreed to take over the treasurer's duties. The treasurer's report should consist of where LCTV is in comparison to the yearly budget; have we received what we expected to receive and have spent what we expected to spend? If the answer is no, give details on the discrepancies. For example, we sold ten sponsorships instead of the two we budgeted for which was just as well because we had unexpected equipment expenses that caused us to go over budget in that category. Nancy took a computer to the Computer Connection and got it fixed for \$90.00. In addition, the computer that we have the Adobe Premier editing program on was fixed for \$100.00.

Mary Ellen just got the software for the treasurer's report. She will e-mail the secretary the report. This is the report.

\$12,020.52 in checking a/o 5/29/09 (this includes @ \$8000 of Pennington bequest)

\$437.92 in savings a/o 5/21/09

Personnel Committee Report: (Martha Frink, Chair)

The purpose of the committee was to point LCTV in a more professional direction. The station manager's job description points out what effort and work needs to be done by the person in place.

It was decided that there will be a locked file containing the personnel confidential reports, until it is purchased Martha will keep the report.

The four following actions were voted on and accepted by the board:

- To see if the Board will approve a Policy to designate a member of the Executive Committee to act as Staff Supervisor. Additionally, that Policy be adopted to address grievances, by either Staff or Supervisor, by the Executive Committee within 10 days, followed by further recommendations to the Board if necessary.
- To see if the Board will approve an increase in compensation for the position of Station Manager from \$10 to \$15 per hour for ten hours per week.
- To see if the Board will support staff development and to reimburse staff for related expenses.
- To see if the Board will approve amendments to the Job Description. The Personnel Committee emailed all proposed amendments or changes to the LCTV Job Description to all board members for review prior to the meeting.

Station Manager's Report (Mary Ellen Crowley)

There will be a CTAM meeting in Gray ME on Tuesday, June 23 at 5:30. LCTV has been invited to come and talk about how we got a new town in our group.

Another producer night is scheduled for July 16.

Mike Welliver of Wiscasset volunteered to produce and film the Damariscotta Town Meeting for broadcast on LCTV .

Mary Ellen recommended installing Pro-Cut software on LCTV affiliated teleworker computers. These remote installations will comply with the software licensing agreement.

The board approved these recommendations.

Public Relations Report (Laurel Cooley)

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Public Relations Report

Bowdoin College is celebrating the 100th anniversary of Robert E. Peary's 1908-09 North Pole expedition. I contacted Susan A. Kaplan, associate professor of anthropology and director of The Peary-MacMillan Arctic Museum and Arctic Studies Center. Production of Donald MacMillan's expedition footage is tentatively scheduled for this summer and may be available to LCTV. I will stay in touch with Professor Kaplan.

I am also staying in touch with Linda Morkeski, River Arts director, about the availability of the center's animation projects and other programming.

I attended Maine Media Women's June meeting, held at Union Hall in Rockport. Elizabeth Greenberg, education director of Maine Media Workshops, was the presenter. Maine Media Workshops offers certificate photography, multimedia, and filmmaking classes. I had an initial conversation with Elizabeth about student filmmaker project showcasing, which annually takes place at the Strand Theater, Rockland, each May. She is open to further conversations about project distribution to LCTV. I have Workshops literature and will discuss this possible opportunity and next steps with Mary Ellen.

Mary Ellen and I "repurposed" the Sponsorship brochure text, dividing it between the About LCTV and Sponsorship pages at the LCTV website. I encourage board members to mention that sponsorship information is available at the website, when talking with prospective donors. Laurel passed out copies of the brochure for the directors to peruse.

She brought in a sign up sheet for the directors to help with the dedication in September. Laurel talked to Joe Gelarden, reporter for the Lincoln County News, about the upcoming dedication. She asked the board about the dedication objectives...celebrate? Fundraise? Charlotte said Sally Pennington had encouraged us to use the occasion to fundraise. Charlotte asked board members to pool fundraising ideas and send them to Laurel.

Laurel left LCTV info at the Hannaford Courtesy Desk. LCTV will be assigned two weeks to the redemption slips box. She will receive more info, such as payment to LCTV, when a staff member calls and makes final arrangements

Board Vacancies:

Bristol	2
Damariscotta	0
Newcastle	1
Nobleboro	0
Waldoboro	2
Wiscasset	1

Tech Committee Report: (Jack Swanton, Chair)

Members: Sean, Jack, Nancy, and Alan

Tech Report for 6/11/09

The studio's switcher is fully operational. It can switch 4 analog cameras plus 4 digital cameras (should we ever add them), as well as 2 channels of clip playback and built-in character generator and still store.

The replacement APC uninterruptable power supply continues to operate without difficulty.

The power supply for the 4 mic audio mixer is still on order, but the 2 mic mixer is serving our needs for the present.

The encoder still needs attention, which should occur before this weekend.

The timetable of a replacement video server is still unknown.

We continue to need a 6 foot, 2 sided, closed equipment rack to permanently rack all our electronics.

Saturday, June 13th will be the second on the Training Sessions.

Old Business:

Damariscotta LCTV Representatives –Town Manager (June 5, 2009) Meeting Summary:

- 558 Damariscotta households are cable subscribers, as of December 31, 2008.
 - Time Warner is experiencing some loss of cable subscribers to direct television.
 - Greg Zinser, Town Manager, is reviewing current live drops and possible future live-drop locations, which include Great Salt Bay School and one in town, along Main Street. [Skidompha Library, structurally a private organization, may not be a candidate.]
 - One topical idea, a LCTV-financed/operated mobile van for production/coverage, was briefly discussed. A ten-year contract with Time Warner is being considered.
 - Greg has completed cost analyses of (1) a Consortium proposal and (2) in-place Town Office recording equipment, coupled with minimal purchase of equipment needed to broadcast live. He is pursuing the second option, which may include a cost-sharing relationship with Newcastle. In response to discussions with Time Warner, he has recommended operating an in-community government channel, offering live and rebroadcast content, to Damariscotta's board of selectmen.
- Art got the plaque for Mitchell Wellman.
Ann and Charlotte will continue to work on the By-laws...hopefully ready by next month.

New Business:

Charlotte sent her resignation as director and president of LCTV to the Selectmen of Waldoboro. John Emerson agreed to finish the president's term until December.
LCTV is a town committee. It is **not** a production company.

The meeting adjourned at 7:20PM. The next meeting is scheduled for **Thursday, July 9, 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