

LCTV Director's Meeting  
July 9, 2009

29 Sheepscot Road  
5:30

Attendance:

Damariscotta Karen O'Bryan, Laurel Cooley, Ann Pinkham  
Newcastle Art Mayers,  
Nobleboro John Emerson, Barbara Johnson,  
Waldoboro  
Wiscasset Sean Rafter  
Bristol

Station Manager Mary Ellen Crowley

Martha, Bobby, Alan, and Jack informed the secretary about their absence.

President John Emerson declared that a quorum was present.

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

Comments by the Public No public present.

Treasurer's Report

Art with the assistance of Mary Ellen presented the board with a midyear plan for LCTV's finances for the rest of the year. He stated that LCTV entered the year with a cash balance of \$17,249 at The First and an additional \$11,000 plus in our Rockland account. That position quickly eroded with moving costs, some of which were incurred in 2008 and paid out in 2009. By the end of January, our checking was down to \$5294, which resulted in the need to close out the Rockland account adding \$11,589 to The First account. In all \$12,146 was used to date on the building in 2009. At the end of May, there was \$12,020 in the checking account.

Because we receive franchise fees at odd times, we probably need to hold \$8000 to \$10,000 in cash to maintain cash flow reserves. Art suggested that we put a sum of \$7500 in a short term CD so that we could better stand the crunch in checking if we do not meet the operating budget. At the next meeting, Art will bring information to the directors about CD's from different sources. He noted that some budget lines may have been underfunded in the past and should be watched carefully i.e. electricity/heat and equipment replacement.

Station Manager's Report (Mary Ellen Crowley)

Mary Ellen would be grateful for help with the web page. If you have that expertise or know someone who does please contact her. Sean volunteered a pressure cleaner in September to clean the outside of the studio.

Website:

Neglected. Top priority! Laurel gave me some good ideas for home page.

Classes:

We concluded our studio crew class by producing a four-minute show, "Ruth Monsell Cuts a Silhouette".

Mike Welliver, Josh Richards and Robin Mayer are now certified crew - they can set up and operate cameras, position lighting and mic for sound.

Jack is teaching a class in how to use the switcher this Saturday at noon.

Bobo Hachmeister is eager to do a studio show. He's creating a set, lining up people to interview, putting skits in the can, training his crew, etc. His friend Dudley will be the technical director. Bobo and Dudley have made films together and Dudley has worked in the industry for many years. They will need more crew help, so anyone who is interested is welcome. Bill taught an editing class to Bobo and Paul Duffy. The 2nd class has been postponed for a time all can make it. Seems to be a tough time of year to get people together for classes (I had 8 possibles for the editing class), including the teachers, so I'm not pushing it. I'm going to look into adult ed for the fall/winter.

Self taught: Art bought a thumbdrive, which enables us to move video from the server to the iMac for editing. I had to spend another \$52 for software in order to convert video formats for editing with Final Cut Express. All told, it took me more than 10 hours to figure out what I needed to buy, how to install it, how to use it, edit and create a DVD for Ruth Monsell's 4 minute piece! From here on in, it's a breeze!

Equipment:

New computer purchased for QuickBooks is working out well. I restored the old data and we are on track. Art and I worked on a realistic budget for this 2009.

Nancy is still trying to get the Adobe system working; it needs the Matrox software. Nancy was going to see if Mitchell might have the disc.

Still trying to get the intercom system working. Art had a lead on a speaker; did that come through? (See end of Tech Report.)

Since it looks like we are on track for the equipment budget, I'm going to buy a DVD burner to attach to the server that holds all the shows for easy duplication. It'll pay for itself in no time! (\*Sean donated one. See Tech Report.)

Alan has requested a gel frame and some more gels for studio lights.

#### New Series Shows:

"Hot and Cold" - Ways to conserve energy in the home (made in Maine).

"Talking Stick" - Lectures by well-known writers.

#### New Singles:

Two shows with both national and regional interest:

"Local Impact - Crisis in Health Care"

"Fighting for Our Homes"

#### Local shows:

Mike Welliver taped the Damariscotta Annual Town Meeting. Not the most ideal setting, but he did a great job with what he had to work with!

"Fiddler's Showcase" - compliments of Ned Lightener from Belfast Community TV.

Alan and Josh Richards contributed a new Tapestry Singer's concert "Musical Mirth"

Alan taped Ruth Monsell in "Three Monologues" and is in the process of editing.

Art taped and submitted the Whitefield Town meeting Reenactment, The Chimney Farm Dedication, the Round Pond July 4 Parade and the Whitefield July 4 parade.

Nancy submitted the Round Pond Parade and the Damariscotta fireworks from 2008 to play prior to this year's July 4. Nancy also submitted the Bristol Consolidated School Diversity Program.

"Ruth Monsell Cuts a Silhouette" - Produced at the LCTV Media Center (woo hoo!)

For more info on shows, please see TV Schedule on the website.

#### Facility Maintenance:

Need the wood scraps cleaned up, the rock (?) spread, the nests cleaned out from the portico, stairs placed. I need to buy smoke detectors and find someone to hook them up. Hire someone to do the floors, bathroom, dust once a month? Who mowed the lawn?

#### Miscellaneous:

I was planning another producer's night for July 16, but that conflicts with the ACM conference, so I'm postponing it until July 21. I'd like to attend a special Tightrope advanced training session in Portland on the 15th. \$25.00 registration fee.

I reported last month that because of the blanket licenses Time Warner has with ASCAP (and BMI); we do not have to ask for permission to air works. That said, producers still have to procure a "mechanical" license for the right to use copyrighted works in a production.

Into week 7 of time study.

#### The Public:

Franciska Needham has found her own people to tape the promo show she had approached us about producing.

Sean, what's up with Wiscasset's recording equipment?

Art bought a one-month sponsorship!

Many calls asking how to get cable, satellite and converters. It's summer!

#### Public Relations Report (Laurel Cooley)

Mary Ellen and I discussed posting a general LCTV Board of Directors vacancies slide on the Bulletin Board. Mary Ellen has posted the slide. Interested viewers are asked to contact their town offices.

I have started posting LCTV board of director's monthly meetings at Lincoln County News online community calendar. Postings will appear in LCN print editions. I will start posting scheduled board meetings as calendar items at The Free Press website, beginning this month.

Mary Ellen and I drafted a Media Center Dedication invitation list. The draft list was emailed or mailed to board members, who were asked to contribute additional names and contact information by the July 9 board meeting. I mailed a list of Pennington Family members to Kate Pennington for review and additional names.

Hannaford, Main Street, Damariscotta store has assigned LCTV the Bottle Recycling donated slips box from July 17 to July 31. I created a LCTV promotion slip-sheet, which will be displayed on the donation box. Proceeds will be sent to LCTV by mail, to Art Mayer's attention.

Lincoln County News printed a LCTV press release, announcing Damariscotta Annual Town Meeting scheduled broadcasts. I am pitching a Wiscasset-specific article idea to Susan Johns, a reporter for The Wiscasset Newspaper.--- Submitted by Laurel Cooley  
Laurel hopes to email as much information as possible to save on paper and postage.

There was a discussion about the need for LCTV's presence at the October Pumpkin Festival in Damariscotta.

#### Board Vacancies:

Bristol 2

Damariscotta 0

Newcastle 1

Nobleboro 0  
Waldoboro 2  
Wiscasset 1

Directors should visit with the selectmen and inform them of open positions on the board. They should also personally extend an invitation to the open house/dedication on Sunday, September 20, 2009 from 1-3pm.

Tech Committee Report:

Members: Sean, Jack, Nancy, and Alan

Since the last board meeting, the LCTV studio and its first class of studio technicians successfully executed their first semi-professional shoot. Both the equipment and operators did their job well, and the live studio work was completed after an astonishingly small number of 2 takes... And these for a very professional person that knew exactly what she wanted.

Prior to the shoot Sean and I removed and reinstalled the encoder in the video server. As predicted by Tightrope, this indeed brought the encoder back to life. The above mentioned shoot was recorded using the encoder. It appears to be working normally. Moving recorded media to and from the video server is something that we need to streamline. After the new video server is in place (still no update as to when), Tightrope will be engaged to help us solve this issue, as it appears it is their firewalls that need to be breached. Being able to transfer video files to and from the various editing bays is more than a nicety. It is a necessity. We are still waiting for the replacement power supply for the larger audio mixer to arrive from England, and we are still keeping our fingers crossed that a 6 foot double sided electronic equipment rack comes into our hands.

This coming Saturday July 11th an intense switcher operation class is scheduled from noon to 2pm. You certainly cannot learn all you need to know in 2 hours, but you can learn what many of the buttons do, and hopefully be able to then switch a simple show. -

--Report by Jack Swanton

Art brought in a speaker so that people in one room may speak to the people in the other without opening the door.

Sean donated a DVD burner to the station.

Old Business:

Art talked to Bobby Whear about the meetings, which he cannot attend due to work. Bobby said that if we could find another person from Nobleboro who could attend meetings he would be willing to step down. He would still serve LCTV as a volunteer. Laurel will prep the media ahead of the dedication. She will offer the media a tour of the station ahead of time.

New Business:

Karen will look up the dates that past presidents served. She will also get a thank you card for Charlotte and bring it to the next meeting.

Art will pick up wood outside the station.

John will work on needed carpentry work with volunteers.

The meeting adjourned at 6:30PM.

The next meeting is scheduled for **Thursday, August 13, 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