**LCTV Board of Directors Meeting**

October 14, 2010

**Attendance:**

Bristol: **Russ Lane**, **David Svens**

Damariscotta: **Ann Pinkham, Laurel Cooley, Julie Clark**

Newcastle: **Art Mayers, Martha Frink, Susan Bickford**

Nobleboro: **John Emerson** Barbara Johnson (E), Bobby Whear (E)

Waldoboro: **Alan Lowe** Hans Nicolaison (E)

Wiscasset: **Jack Swanton, Sean Rafter** Steve Wallace (E)

Station Manager: **Mary Ellen Crowley**

**Quorum**.  The President declared that a quorum was present.

C**omments by the Public**.   None.

**Minutes of Last Meeting**.  A motion passéd to accept the Secretary’s September 9, 2010 minutes.

**Welcome to New Board Member**. David Svens of Chamberlain will be representing Bristol on the Board.He comes to us from Fitchburg, Massachusetts, where he worked at the public access television station, so he brings us valuable experience. Dave volunteered to be the *Studio Coordinator*.

**Treasurer’s Report** (Art). As of Sept. 30, LCTV had the following funds:

Checking $ 11,033.22

Savings 465.85

CD 2,500.00

Art shared a spreadsheet entitled *Profit & Loss Budget v. Actual Jul-Sept 2010*.

* Question was raised concerning timing of Newcastle’s franchise fees distribution since they changed their fiscal year. Traditionally they send the fees before year-end. Martha said she would inquire at the Town Office about the timing of the distribution.
* It was noted that knowing when the funds will be distributed from each of the Towns would be a good topic for the Fall Meeting to be held on Oct. 27.

**Alternative Revenue Enhancement Committee Report** (Art)

1. T-shirts (Susan and Russ) . The price of the t-shirts was set at $10 each by email vote on 9/24/10. We made $502 so far with 27 shirts left to sell. Russ bought some to give to the next people who produce a show.
2. Firewood Raffle Tickets (John). The raffle raised $317. Two winning names were drawn at the meeting.
3. Pumpkinfest (Laurel) Julie Clark, Jack Swanton, Alan Lowe, Mary Ellen Crowley, Ann Pinkham and John Emerson staffed a LCTV table. General and sponsorship brochures, raffle tickets, and Independent Producer T-shirts were made available to public. Jack reported by email to Kathy Anderson (PFest volunteer) that our location was less than we had hoped for. Laurel read out Ms. Anderson’s kind apology to the board. It was noted that the demographics of the Fest have changed to more out-of-towners and questioned the feasibility of LCTV selling anything to this crowd next year. We had Art’s children’s book about LCTV for sale and sold 7-8. Half of the proceeds were donated to LCTV.
4. Renting LCTV studio space. Art reported that donations of $30-40 have been received for the studio space. John questioned the proper usage of the space and asked if we needed to have a policy in place for this. The Board discussed the merits of a formal policy to increase accountability and it was decided that the space could be rented as long as a Board member and the Station Manager are aware of the rental and there is no conflict. It was agreed that renting the space is a good for public relations.

**Programming Committee** (Susan, Martha, Mary Ellen). The committee did not meet and had no report at this time. We can expect a report regarding political programming at the November meeting. The Board discussed the following items concerning programming:

* Art requested a short meeting with the Exec. Committee after the regular Board meeting regarding programming policy but no one had time. Martha said she would like more guidance from the Board regarding her work on the programming committee, and Mary Ellen has a long list of issues she would like clarified.
* Jack questioned the need for a listing of shows in the minutes and suggested a link on the website for the listing and for the history of programs on the station. He suggested that Tightrope could handle that.
* Martha asked if we could explain in the minutes that the Shawn Moody clip listed on the Sept. minutes was eventually taken off the air. Jack suggested we use an asterisk and refer the reader to the Board minutes. Mary Ellen explained that the PSA was listed because it showed in August -- the Board minutes actually list what was shown the *previous* month.

New one-time shows:
Waffle Eating Contest promo - Lee Arnott (Boothbay)
Waffle Eating Contest 2010 - Lee Arnott (Boothbay)
Loose Painting in Oils - PegMedia
Aging in Place - Holly Haining (Waldoboro)
Bristol Days 2010 - Sights and Sounds - Russ Lane (Bristol)
Old Bristol Days - Paul Duffy (Waldoboro)
Stateside Footy - PegMedia
Ginger and Pickles - PegMedia
Benjamin Bunny - PegMedia
The Tailor of Glouster - PegMedia
Meet the Maine Republican and Democratic Gubernatorial Candidates - PegMedia
Meet the Maine Independent Gubernatorial Candidates - PegMedia
Island Institute Gubernatorial Debate - PegMedia
Mock Therapy - PegMedia
Newcastle Planning Board Meeting - Susan Bickford (Newcastle)
Independent Candidate for Maine Senate at Maine Constitutionalists - Dan Schweitzer (Westport Island)
Candidate Debate - McKane and Devin, District 51 - Art Mayers (Newcastle), Dave Svens (Bristol), Daniel Bird (Waldoboro)
To What Degree: What Science is Telling Us about Climate Change - PegMedia
Dispelling Common Myths and Misconceptions Surrounding Organ Donation - PegMedia
The Way In (Pumpkin Fest Promo) - Art Mayers (Newcastle)
New Series Shows:
Filmmaker's Studio - PegMedia
Waldoboro Energy Committee - Town of Waldoboro
Bulletin Board, Promos and PSAs:
Maine Community Promo Channel 7 - PegMedia
Fill the Food Pantry Challenge - local town offices
An Evening about Lyme Disease - Pemaquid Watershed
Island Litter Pick-up - Pemaquid Watershed
Moody for Governor PSA- Shawn Moody
South Bristol Historical Highlights Self-guided Tour - South Bristol Historical Society
*(above are only what I have posted - does not include user postings)*

**Fall Meeting Planning Committee** (Laurel, Susan, Mary Ellen).

The meeting is set for October 27 at 11 am at the studio. The committee will make a Powerpoint presentation at the meeting to tell the Towns who we are, to answer questions, etc. The meeting is expected to last one hour.

**Technology Committee Report** (Jack, Sean, and Alan). Report from Jack, Committee Chair:

Let me start off by welcoming most heartily the tech committee's newest member, Dave Svens.  He has lots of wonderful behind-the-scenes public access station experience and has already been helping out on our problems. Two significant problems cropped up, one a major inconvenience and the other decidedly serious.

Problem 1) The serious problem was "horrible audio" (as it became to be known in email-land) was in fact several problems rolled into one.  Many viewers had audio so bad that the shows were unwatchable, while others had no problem.  Plus some shows had no audio at all.  It was perplexing indeed, especially with important local shows scheduled, like candidate debates, with elections right around the corner. The no-sound-at-all problem turned out to be two problems coming together.  The show in question had audio only on the left channel, and the audio cable from the server to the router (and thence out to the world) was only passing the right channel. The DVD recorder, which had recorded the left-channel-only show, was hooked up to both audio channels, and the bad server-to-router audio cable was replaced.  Turns out we had been broadcasting only the right audio channel for some time.The horrible audio problem became more complex when we learned that the folks with the bad audio all were using cable boxes to watch us, and the ones who were not, were tuning us in using their TV set itself.  In other words, people watching a digital signal had the problem, while those watching the analog signal did not.  That pointed to finger directly at Time Warner and also made it easy to tell them what was wrong.  Within 3 hours of them being informed of the problem, it was fixed.  They had recently changed over major sections of their network, and 3 of their encoders (which convert the analog signal into a digital signal) were out of adjustment.

Problem 2) All of a sudden it was taking 3-4 times longer to encode content from a DVD so our server could air it.  We thought it "*must be a virus*,” but nothing was ever found. The DVD drive was even cleaned.  One hour shows (which used to take about 10 minutes) were now taking 45.  In desperation, another DVD drive was mounted into the computer.  The problem vanished.

A used 6 foot equipment has been found that will only cost us $75.  It is near Broadcast Pix and I will drag my trailer behind me next week to Boston and if it looks good I'll bring it back.

**Station Manager’s Report** (Mary Ellen)

* Only one person signed up for Art's "Video Made Simple" class.
* So far, no one has signed up for Jack's Studio Production class.
* No takers yet for classes in recording government meetings. Laurel made posters advertising classes that are or will be displayed at the town halls and other public places around towns.
Had people from other towns - Jefferson and Rockland - who wanted to take Art's video class and had to turn them away. Board might consider charging a fee for classes, equipment rental and use of studio for people and organizations whose towns don't financially support LCTV.

Equipment:

* Had problem with satellite reception that was fixed with a new connector from box to router, but according to satellite tech, we need a better grade of cable run from satellite to box. I can hire him to do this or we can do it on our own - just need a volunteer!
* Dave Svens worked on sorting out and labeling cables in studio and set up monitor in studio. He also rearranged switcher components for easier access. Thank you, Dave!
* A problem with slow video importing via DVD was corrected by Jack installing a new DVD reader.
Lost the right audio feed on the broadcaster due to a bad cable that was replaced by Jack and Dave.
* After two emails to Shelley Winchenbach (TW government rep) and Jack contacting tech in Rockland about bad audio on TV sets connected to digital boxes, TW identified the problem and fixed it.
* NAS system is installed and functioning. Next step is to move video from the hard drives it's stored in now to the NAS - that will take a few months. Good project for intern or volunteer.
Bought a new power supply for the Canon GL-1, but contrary to what I was told by rep, it doesn't work with GL-1. Will return and try to find one that does.
* Bought a used Manfrotto 501 tripod head in Ebay auction; we now have three complete field sets.
* Jack, Dave and I have been discussing purchasing an audio/peak limiter in order to avoid broadcasting over-modulated audio. Because we get our videos from so many sources, there is no way to regulate the audio - some shows are too soft, others too loud. A limiter will ensure uniformity. I recommendation we purchase a limiter, price not to exceed $250.00.
* Dave talked to me about the vital need for communication between tech director and camera person(s) for studio productions and suggests we either get a better power supply for the wired system or better headsets for the wireless system (Dave prefers wired system). I'm going to research cost for fix and/or new system, will discuss with tech committee and make recommendation to board at November meeting.

Facilities:

* L.R. French has been given a deadline of October 15 to continue to work on the heating problem before we contract with another electrician.

Public:

* A copy of Wuzzup's show about Peapod Jewelry was made for the owners of Peapod Jewelry.
Worked with Edgecomb Church about a problem they were having with "hot" video that was causing a buzz in the audio during broadcasting. Never did get to the root of the problem, but after going there and making an experimental recording with another camera, problem disappeared. Technological mystery.
* Emily Pierce, a student from Lincoln Academy, "job shadowed" me (asked me questions about being a station manager for a PEG station). If she can find the time, maybe next year, Emily would like to work with LCTV as a volunteer. In the meantime, I encouraged her to make videos and urge her classmates to get their videos to LCTV for airing on channel 7.

Government:

* Wiscasset's selectboard meeting looked and sounded fabulous! New equipment and Alex doing the recording has made a huge difference. Received money for reimbursement of equipment from Wiscasset.
* Due to lack of majority, meeting with town officials was postponed from October 7 to October 27 at 11 am. Officials from Bristol, Damariscotta, Newcastle, Nobleboro, Waldoboro and Wiscasset have confirmed that they will attend. Still hoping representatives from Alna, Dresden, Edgecomb and Westport Island will attend, too.
* Russ, Laurel and I met for three hours one afternoon and worked on the PowerPoint presentation for this meeting.
* With a little custom tweaking, we think it will make a good traveling show for organizations, etc.

Miscellaneous:

* Signed a contract with Free Speech TV to be an official PEG Affiliate which allows us to air their programming and be listed as PEG Affiliate on their website.
* Did some linking of the LCTV website with Wikipedia sites, i.e. Wikipedia Lincoln County, Maine. You can do this, too - if you are on a Wiki site that has a connection to LCTV - towns and organizations we serve, public access, etc., - and don't see a link to us, log in to Wiki and link us to that page.

**Public Relations** **Committee Report** (Laurel)

General Brochure Distribution:

* Replenished brochures in Skidompha Library display rack.

Press Releases:

* Nancy Wilson, Lincoln County News staff member, placed article covering Maine Media Women’s September meeting, held at the LCTV Media Center.
* *Video Made Simple* training classes; photo of Art Mayers with students Daniel and Steve Bird, during Class 1 placed separately. Notice was also sent to the LCTV database.
* *LCTV Seeks Volunteers For Taping Government Meetings* (also being supported by two Bulletin Board slides and flyers). This release will be redistributed periodically.
* *Sign Up For Studio Production Training Classes At LCTV* (Notice was also sent to LCTV database.)

Emails Sent To:

* Julia Rea, Dresden Historical Society, providing LCTV Bulletin Board posting information and promoting contributed programming.
* Cheryl Pinkham, Damariscotta Town Clerk, providing LCTV Bulletin Board posting information for Fill The Pantry Challenge, taking place at most county town offices from October to Election Day. (Slide is running.)
* Tammy Delaney, First Congregational Church of Wiscasset, with general brochure and *How To Get Your Message On LCTV’s Bulletin Board*.
* Deborah Tibbetts, Deputy Administrator, Lincoln County Commissioners Office, regarding current government meeting taping initiative.  Deborah will present this information to the commissioners at their October 4 meeting and provide feedback.

Sponsorship:

* Sponsorship solicitation letter and brochure was sent to William Morgner, President, Mid-Coast Energy Systems, Inc.

**Old Business**

There is one Board vacancy in Waldoboro. John sent email to N. Hannah thanking her for her past participation. She has been removed from the Board for absenteeism.

**New Business**

* Mary Ellen reported that Time Warner notified the Station that they made a mistake showing Ch 7 on Ch 22 and will be correcting that soon.
* Art reported that he and Dave produced a show on the candidates which required 60 hours of work in the studio.
* Mary Ellen asked if the Board wanted to financially support any organizations that have solicited us, and the Board voted to support the ACM (Alliance Community Media) with a minimum membership.
* Mary Ellen notified the Board that she needs a debit card for making purchases for the Station. John signed the application for a duplicate card.
* Martha asked if we would support the local food bank by bringing something to the next meeting. The Board agreed to do so.
* John suggested that we have the December meeting at the River Grill, and the Board members all agreed. The meeting will be held on December 9 at 6 pm.

A motion passed to adjourn the meeting at 6:50 p.m. The next regular meeting of the Board will be held on November 18, 2010 at 5:00 at the LCTV studio at 29 Sheepscot Road.

Respectfully submitted,

Julie Clark

Secretary of LCTV