**LCTV Board of Directors Meeting**

Thursday, January 13, 2011

**Attendance:**

Bristol: Russ Lane, Dave Svens

Damariscotta: Ann Pinkham, Laurel Cooley, Julie Clark

Newcastle: Martha Frink, Susan Bickford

Nobleboro: John Emerson Barbara Johnson(exc), Bobby Whear (exc)

Waldoboro: Alan Lowe Hans Nicolaison (exc)

Wiscasset: Jack Swanton, Sean Rafter Steve Wallace( exc)

Station Mgr: Mary Ellen Crowley

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

C**omments by the Public**. None

**Minutes of Last Meeting**. Motion passed to accept the Secretary’s November 18, 2010 minutes as written.

**Office of Treasurer**. Due to the resignation of Art Mayers as the Treasurer of LCTV, the position remains open. Discussion was held on the job description of the Treasurer, and Jack Swanton volunteered to fill the position. Motion passed and seconded.

**Board Vacancy**. Due to the resignation of Art Mayers from the Board , Martha offered to approach someone from Newcastle with an invitation join the Board to fill Art’s spot.

**Treasurer’s Report**. In mid-December we received $4,798 from Newcastle and $9,753 from Waldoboro.

As of December 31: Checking account $20,380.33

Savings account $ 466.25

CD $ 2,500.00

**Program Committee** (Susan, Martha, Mary Ellen, Steve)

Martha reported on the committee’s recommendations to amend existing guidelines which are available on the website. Discussion was held regarding their recommendations, and the committee will report back at the next meeting.

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

Dave reported that he and Alan are about a week away from doing a music show. They have the lights and cameras ready and are lining up the performers. He mentioned that the entire room is on one electrical circuit which needs to be split.

**2011-2012 Budget and Municipal Funding**

Laurel tailored the annual report to each Town, and she and Mary Ellen made an extraordinary effort to make sure these reports went out to Bristol and Nobleboro on time.

**Public Relations** (Laurel)

Press Release

“LCTV Viewers Report Reception Problems” sent to and printed in Lincoln County News (January 6, 2011 issue, Section 1, page 5).

Correspondence

* Email discussion with Betty Welt, Skidompha Library board member and Chats with Champions committee chair, regarding filming of Chats programs. Betty indicated the committee favors filming, but is unsure of ways to secure volunteers. I recommended pre-speaker announcements and library bulletin board flyers.
* Re-sent sponsorship letter and brochure to Mid-Coast Energy Systems’ marketing director. She will discuss LCTV inclusion in Mid-Coast’s marketing plan with owners.

2010 Annual Report

* Developed customized annual reports that include general information and town-specific data or references. To date, Julie has received Bristol, Damariscotta, Dresden, Nobleboro, and Wiscasset reports for distribution.

# Friendly Folks

* Submitted 25 LCTV promotional sheets to Sylvia Tavares for inclusion in Friendly Folks packets.

# Edgecomb Funding Petition

* A petition is in place at the Edgecomb Post Office. Via Mary Ellen, petition sheets were sent to Edgecomb Congregational Church, which regularly films services for replay on Channel 7.

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

Classes
Lee Arnott is hoping to offer a videography class starting at the end of January.
Dave, Alan and Mike Christopher are working on starting a studio show that we can use as a training vehicle for studio production.

Equipment
Jack brought in a laser printer for our use (he upgraded). This printer takes up less space, prints faster and will save us $ on ink. Thanks, Jack! Anyone want an old ink-jet printer?
Dave and I have been talking about buying a more powerful computer for editing. I've asked him to give me specs on what he thinks we need and I'll see what it will cost us.
Converting video from MPG2 to MPG4 for upload to Vimeo for our website videos takes a lot of "oomph" and it's almost impossible to use the computer I'm working on now for anything else while that conversion takes place, so I would use the computer we are using now for editing to do that job. The old computer can also continue to be used to train on and to edit on if the new computer is being used.

Public
Producers of LA basketball switched over from VHS to DVD and the shows look better than ever. The switch has also enabled getting the games on our website.
Spent a few hours one Saturday morning at the transfer station in Bristol getting signatures for the petition to get on the Bristol warrant. Had a great time - met lots of nice people and got to talk about LCTV. I estimate at least 90% of the Bristol residents asked to sign obliged.

As many of you know, Time Warner was having trouble with their encoders in Newcastle, causing those with a digital cable box to receive a scrambled signal. The problem appears to have been fixed, I hope permanently (relatively speaking). If you experience reception problems in the future, please let me know and also call TW. Sometimes it's something we need to deal with and sometimes it's something TW needs to deal with, but it can't hurt to contact both of us. The reps at TW will assume it's an individual problem unless they hear from at least three people in the same area all complaining of the same thing. If I determine that it is a TW problem, I will contact Shelley Winchenbach, the government rep for this area, and try to stay in contact with the technician handling the problem. By the way, not one call or email to the station regarding the reception problem, so please let others know to call or write LCTV if they experience reception problems. I've put up a slide on the bulletin board asking the same.
I talked with Clair Bowley from Waldoboro last night who told me she thinks Channel 7 is getting better and better all the time. She especially appreciates the shows in the wee small hours. Nice to get some feedback!

Government
Met with Laurie Smith, town manager of Wiscasset, to discuss LCTV’s needs and asked her what we could do to position ourselves for gaining more financial support from Wiscasset. Laurie raised a concern over tying our funding to franchise fees as they may not be a reliable source in the future and if they disappeared, would LCTV?
Laurie asked to see the budget, funding formula and data particular to Wiscasset prior to it being submitted to the Town and said she would be happy to give me feedback on it. In that regard, I sent the funding formula, 2012 budget and a summary comparing what we are able to do now with what we will do if we are granted the funds we are asking for to Bill Post, Ron Grenier, Greg Zinser and Laurie Smith and am in the process of compiling a data sheet to send to Laurie, too. Since the budget and funding formula have already gone to Nobleboro and Bristol, it's too late to make any changes, but feedback from the managers is still appreciated and should help us in creating the 2013 budget.
Ron's response to his packet - "Good job!!!"

Along with the formal request to be place on the warrant and any petitions that may be needed, all town clerks will be getting (or have already received) the following documents:

2012 Funding Formula
2012 Budget
P&L 01Jan09-30Jun10
P&L 01Jul10-22Dec10
Summary Balance Sheet as of 22Dec
LCTV 2011 Budget Summary vs. 2012 Budget Summary (shows what we are currently doing with 2011 funding and what we will do with 2012 funding)
Data Sheet (particular to each town)
Current LCTV Director's List
Town Report (particular to each town)

One-Time Shows:
Thayer Symphony Orchestra Holiday Concert - FATV, courtesy of Dave Svens
Hospice and Pallative Care - Michael Christopher
Coastal Chorale, The Messiah - Dave Svens
Scrooge  (1934 movie) - [archives.org](http://archives.org/)
Holiday Fireplace - Berkeley Community Media
Memories and Music on the McDonald Craig Farm - Education Resource Channel @Middle Tennessee
Two Centuries on the Conger Farm - Education Resource Channel@ Middle Tennessee
GSB Choral Concert, Part I and Part II - Ann Pinkham
House on Christmas Street - Goffstown Community Television
Barstool Racing from Menahga, MN - MSVcTV
GSB Boy's Basketball vs Jefferson - Ann Pinkham
GSB Girl's Basketball vs Jefferson - Ann Pinkham

Serial Shows:
The Future of Media - New America Foundation

Bulletin Board, Promos and PSAs
Super Saturday Tax Refund for Volunteers of America and Midcoast Maine Community Action
"Stay home, Stay Safe" for LCEM
Waldoboro Food Bank
LCTV Going Places (Russ's LCTV promo)
Waldoboro Volunteer's Day
LCEM Road Closing
All Saints Parish at Our Lady Queen of Peace Church Christmas services
St Patrick's Catholic Church Christmas services

(above are only what I have posted - does not include user postings)

Miscellaneous
VOD on the LCTV website is looking good, if I do say so myself! Figured out how to make categories and pages and am continuing to load new shows on a weekly basis, although got a bit behind due to illness last week. I should be able to catch up this week. We’ve had been 30 hits already.

**Next Meeting**. The next Board meeting is scheduled for **Thursday**, **February 10th, 2011, at 5:00** at the LCTV studio at 29 Sheepscot Road.

Respectfully submitted,

Julie Clark

LCTV Secretary

**DRAFT AGENDA**

LCTV Board of Directors Meeting

February 10, 2011

1.    **Declaration of** **Quorum**.

2.    **Guest Speaker**. Lee Arnott will be giving the board info on BRCTV's telethons –

 how they did it and how much money they raised.

3.       **Minutes of Last Meeting**.

4.    **Treasurer’s Report** (Jack)

 Checking Account:

 Savings Account:

 CD for Emergencies:

5.    **Technology Committee Report** (Jack, Sean, and Alan).

6. **Station Manager’s Report** (Mary Ellen Crowley).

**7. Public Relations Report** (Laurel Cooley)

**8. Old and New** **Business**:

* franchise fees
* grant
* Revisit programming guidelines, discuss urgency
* Board Vacancies – Bristol, Waldoboro
* Bylaws Committee & Requests from non-member Towns – Laurel Cooley
* Budget 2011-2012 – Jack Swanton

**Future Meetings:** March 10, April 14, May 12