

## LCTV Board of Directors Meeting

Thursday, January 19, 2012

	<u>In Attendance</u>	<u>Excused</u>	<u>Not Excused</u>
Bristol			
Damariscotta	Julie Clark, Ann Pinkham		
Newcastle	Chris Doherty		Susan Bickford
Nobleboro	John Emerson		Bobby Whear
Waldoboro	Alan Lowe	Hans Nicolaison	
Wiscasset	Jack Swanton	Sean Rafter	Steve Wallace
Station Mgr:	Mary Ellen Crowley		
Asst. Stn. Mgr:		KJ Flewelling	

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

**Members of the Public.** Alex Diamond, of Wiscasset, joined us for the meeting and announced that he is interested in joining the Board. Welcome Alex!

**Minutes of Last Meeting.** Motion passed to accept the Secretary's November 10, 2011 minutes as amended and emailed. The minutes will be sent to each of the Towns in the franchise area.

### **Treasurer's Report (Jack)**

Our checking account balance as of Dec. 31, 2011 was \$29,751.75. I'm so grateful that our fiscal year is July to June. You see, I am also the treasurer of a couple of other nonprofits. It is wonderful not to be doing yet another set of year-end reports and new year budgets.

### **Profit & Loss Budget vs. Actual**

- Since we are in the middle of our year, we are also in the middle of our budget, and while only the mortgage is actually at 50%, overall we are spot on (49.7%).
- On the income side, the town assessments are mostly in (Damariscotta and Edgecomb remain), but it's not too early to start planning some fund raising events for this and next fiscal year. Even after making some significant purchases, our expenses are well under control. Most accounts are running under budget, and there is even some money left for more equipment. Of course utility expenses do run higher in the winter, but overall we are in pretty good shape.

### **Balance Sheet v. Last Year**

- This shows our current net worth. For fun I included a comparison with last year's figures. Note that even with substantial purchases and a second employee, we have grown almost 30%.
- The "bottom line" is we have much to be proud of. The services we offer, the studio itself, the programming we produce, and even our net worth, are all growing. Our collective towns have never had such a capable community television asset. This has been the result our combined efforts, and those that have gone before. But of course we cannot stop now. We need to press on and make more and more citizens aware of what they have in LCTV. Only then will they make more use of, and have more appreciation of, their local TV station.

### **Structure of Board**

Mary Ellen, Julie, Ann and John made plans to meet to discuss the procedure for joining the Board, amending the Bylaws to delete all reference to a specific number of directors from each Town and to delete any reference to

towns appointing members to the board.

### **Station Manager's Report** (Mary Ellen)

#### Government:

- Between Julie, Ann and I, we gathered enough signatures on the petition to place LCTV on the ballot in Bristol.
- Required letter and documents were submitted to Nobleboro and Bristol to ensure LCTV will be on the ballot in both towns.
- Julie and I got together so she could learn how to gather pertinent data from the Cablecast reports for the town data reporting, in particular government meeting broadcast hours for each town over the last year.
- Contacted Edgecomb as had yet to receive funds approved at annual town meeting. Was informed that if I sent a letter asking for them, we would be paid. Composed and sent letter.
- A letter was sent to Wiscasset requesting 1/3 of the funds they received in 2004 as a capitol grant from the cable company to support equipment and facility needs for PEG access station. Have not received a reply.
- Jack forwarded to me Falmouth, Maine's recently completed contract with the cable company which I forwarded to Kristine Poland, town administrator in Bristol. I know they are interested in expanding cable and drew her attention to the section of the contract that deals with build-out.
- I continue to tape the Bristol Selectboard meetings every week as we are still unable to find a volunteer to take it over. Nick has been filling in for me taping Waldoboro meetings, saving me some gas money. Thanks, Nick!

#### Public:

- I answered questions from Ellen Wells of the South Bristol Historical Society regarding the possibility of South Bristol switching from BRCTV to LCTV.
- Met with Ken Smith (chair of Pumpkinfest Regatta), Andrew Fenniman (director of LCCT), Sean McGregor (LCCT technician) and Larry Rector of Tidewater Telecom to discuss production of the 2012 Pumpkinfest Regatta. Also talked with Kathy Paul about what they will need for equipment. I have committed LCTV to a multicamera live broadcast of the regatta, details to be worked out starting in the spring.

#### Classes:

I listed LCTV in the Central Maine Adult Education winter/spring catalog for Monday classes from 5:30p-7pm. So far, one person has signed up to begin this Monday. KJ continues to work with individuals, including students at Lincoln Academy who are producing a cooking show. He also continues work with the crew of Maine Music on Tuesdays - every show is better than the last! The show started airing the week of December 15.

#### Equipment:

- With the lenses, plates, and viewfinders, the Ikegami studio cameras turned out be heavier than anticipated, so we need to purchase tripods and heads that can handle the extra weight. They are very expensive, so I'm looking for deals from other access stations - put the word out on the ACM list serve - and on Ebay, Craig's list, etc.
- KJ brought in two more PCs for editing, enabling up to 4 people at a time to edit. I had to purchase breakout boxes and PCI video cards in order to import media, but got good deals on them through Ebay.
- One of the external hard drives holding video for broadcasting completely died and the other is sick, so I'm in the process of moving all show content - close to 3TB - to the NAS. KJ and I are also exploring the possibility of using the old Tighrope server to store video.

#### Miscellaneous:

- We received a few donations from viewers and I sent out the appropriate thank you letters.
- A Wiscasset resident asked Alex why we didn't put the LCTV schedule in the Wiscasset News and Alex told

him we would be happy to, but that Wiscasset News had stopped printing it several years ago claiming a lack of space. The resident then approached Wiscasset News to ask them to print it. Wiscasset News then contacted me and I have been sending the schedule to them every week. As far as I know, it has yet to be printed in the Wiscasset News.

#### Building:

John and Alan made and installed inside storm windows hoping to reduce our electrical bill. The building is also more comfortable to work in.

#### One Time Shows:

Emil Landau 4th Annual Humna and Civil Rights Forum - Fear from Bullying, Parts I and II (Michael Christopher)

Candy Congdon - Animal Stories (taped for the LCTV Auction show)

Ecumenical Food Pantry (taped for the LCTV Auction show)

Round Pond Schoolhouse Association (taped for the LCTV Auction show)

The Fluoride Deception (viewer request)

Jam Fest - Boneheads (Michael Christopher)

Jam Fest - Katahdin Valley Boys (Michael Christopher)

Jam Fest - Jam, Part I and II (Michael Christopher)

Jam Fest - Rick Graham (Michael Christopher)

Jam Fest - 'Ol Grey Goose (Michael Christopher)

Jam Fest - Firewater Creek (Michael Christopher)

Jam Fest - The Holy Mackerels (Michael Christopher)

#### Series:

Maine Music

#### Bulletins, PSA's, Promos:

none

(above are just my BB posts, do not include other user posts)

#### Technology and Youth Report. (KJ)

- We currently have 4 working edit suites in the studio - all are networked together for file transfer.
- Still looking at options for integrating the Ikegami cameras into the studio - in the meantime, we've been using the Cannon XL2s to shoot the music show.
- The audio person for the Tuesday night music show has had to leave the area so we are looking for a new addition to the crew to run audio.
  
- Mary Ellen and I are discussing ways of increasing / replacing storage capacity for digital video - looking at using the Tighrope Raid storage system.
- The Lincoln students have shot their first cooking show and are now in the editing stage. They have learned Adobe Premiere very quickly and are making good headway.

#### Fundraising

##### Grant Exploration

Mary Ellen offered a list of possible grant providers for investigation. Jack volunteered to find out which of these sources might be appropriate for our fundraising efforts.

##### Auction

- We briefly discussed having another auction in 2012. At an earlier meeting we discussed limiting the auction to on-line only, and we briefly discussed the timing of another auction if we decide to do it again. We also discussed using a professional auctioneer. Alan suggested that we use the studio to do promotional work in

advance of the auction.

- Alex offered his advice concerning fundraising, suggesting that we deliver up to 3 advance notices of the auction to the businesses we plan to approach for donations rather than showing up unannounced. We briefly discussed the importance of meeting the proprietors face-to-face as well. Julie and Mary Ellen will bring data from last year's auction to the next meeting for further discussion.

#### Sponsorships

Mary Ellen pointed out that it is one of the duties of a board member to obtain sponsors. We plan to revise the pamphlet on sponsorships as a first step to making this a priority.

#### Laptop for Secretary Use

Mary Ellen suggested that the Station use funds to purchase a laptop for use by the Board Secretary. There was no objection.

#### Property Insurance

We discussed the insurance policy that only covers equipment inside the Station; once a camera or tripod (or laptop) is taken out for use, the equipment is no longer covered by our property insurance and the user has to take responsibility. This is covered in the paperwork they sign to take out equipment. Mary Ellen said this is standard insurance coverage for public access stations. Mary Ellen agreed to investigate a possible change in coverage to cover equipment even though it's outside the premises.

#### Press Releases

Mary Ellen told Julie, who volunteered to take over Public Relations, that Laurel got ideas for Press Releases from the Station Manager's Report, such as KJ's Classes and the Maine Music production. Mary Ellen suggested that we put a small story in the Lincoln Co. News every week.

#### Next Meeting

The next regularly scheduled Board meeting will be held on Thursday, February 9<sup>th</sup> at 5:00 at the LCTV Studio at 29 Sheepscot Road in Newcastle.

***Motion passed to adjourn the meeting at 6:45 p.m.***

Respectfully submitted,  
*Julie Clark*  
Secretary of LCTV