

**LCTV Board of Directors Meeting**  
Thursday, February 9, 2012

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

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

**Members of the Public.** Ken Smith, of South Bristol, and Jack Fitzpatrick, of New Harbor, joined the board meeting and expressed that they may be interested in joining the Board.

**Resignation of Board Member.** The Board reluctantly accepted the resignation of Sean Rafter, representative of Wiscasset.

**Minutes of Last Meeting.** Motion passed to accept the Secretary's January 19, 2012 minutes as amended and emailed. The minutes will be sent to each of the Towns in the franchise area.

**Treasurer's Report** (Jack)

As of January 31, 2012, we had \$28,591.33 in our checking account.

I distributed LCTV financials to the Board by email. The financials do not reflect the \$13,000 from Wiscasset for PEG broadcasting. However, they do show an uptick of income, since Edgecomb has now sent in their share. Now that we are 7 months into our fiscal year, expenses are on budget - running at or below 58.3%. The few that are not, such as fees and equipment purchases, are expenses that are not evenly spread out through the year, so deviations in percentage are to be expected. In summary our cash flow is quite healthy.

Turning to our net worth, as seen on the Balance Sheet, there is not much to report. We have a good stash of money in the bank, and we owe only a very little. However, this does not mean that we can spend a bunch willy-nilly, since we have many months of operations ahead to cover before most towns will be paying us again. Only Damariscotta remains for this year.

All that above now said, what about this latest news from Wiscasset? The \$13,000 infusion money for capital improvements is very encouraging. For years Wiscasset has lagged behind in supporting LCTV operations from their franchise fees, but here they have taken the lead in passing along a portion of their contract's capital improvement budget. With this as an example, we can now encourage other towns, during their contract negotiations with Time Warner Cable, in addition to collected franchise fees, to similarly obtain a budget for capital expenditures. And of course, also encourage them to pass along a portion to LCTV.

Nic suggested that the Treasurer add real assets to the Balance Sheet, and Jack agreed that he would do so. Nic suggested that we start our own capital reserve versus an operating budget. ***Motion passed to use the PEG grant money to fund a capital reserve account for equipment purchases.***

### **Equipment Purchase Situation**

Station Manager summarized problems with recent equipment purchase. She wants to continue to try to resolve problems with seller.

### **Amendment to Bylaws**

Amendments to the bylaws were presented by Ann, who worked with Mary Ellen, John and Julie on an ad hoc committee for this purpose. Nic questioned the removal of language that required three directors per Town and the elimination of appointment of Directors by the Town Selectmen. Mary Ellen clarified that the language was a carry-over from the language of the franchise agreement concerning town representation with XCEL when XCEL actually managed the public access channel.

The Board discussed the importance of maintaining a good relationship with town governments, enhanced by taping meetings. For instance, when Dave stopped taping Bristol meetings, Mary Ellen started to do it, and it's helped our relationship with Bristol a lot. John made a motion to accept the Bylaws, as amended, Nic seconded the motion. ***Motion carried to accept the amended Bylaws, as presented.*** Mary Ellen will post them on the website.

### **Duties of Directors**

Mary Ellen distributed guidelines regarding the process of becoming a Director and the Duties of Directors. John, Ann, Mary Ellen and Julie worked together to draft the document. Motion was made by John to accept the document, Jack seconded the motion. ***Motion passed to accept the Duties of Directors document.*** Mary Ellen will post it on the website.

### **Auction**

The Board has spent considerable time hashing out the steps we need to take for a successful auction if we do it again. Julie made a motion and Nic seconded the motion that the Board take steps to begin pursuing the Auction 2012. ***Motion carried.***

### **Grant Exploration**

Jack met with CEI and came away with tips but they did not offer to do the work. Steve mentioned his son-in-law has experience in this field and might be able to help. The question was raised as to where the money would go. Mary Ellen responded that we need money for teaching personnel, editing suites (our present ones are on loan), a parking lot, propane generator, lights. There seems to be no end to the ways we could spend money. Mary Ellen plans to make a list of equipment needs for the board to prioritize.

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

#### Structure of the Board

- Met with Ann, Julie and John to discuss changes to the bylaws - Ann sent you the draft - and to institute a procedure for adopting new board members and what is expected from board members. I have attached that document so you can discuss it at the next meeting.

#### Government:

- Required letter and financial documents to receive funding were submitted to Damariscotta, Alna and Wiscasset. The remaining towns will receive same by the end of February, with the exception of Westport Island which will get theirs by the end of March.

- Received a check from Edgecomb for FY12 funding - \$1718.00
- Spoke to Laurie Smith, Wiscasset Town Manager, about our request for a portion of the capital grant money. She hadn't seen it, so I emailed her a copy of the letter. She replied with questions the select board had and I replied in writing. They asked that I address the select board in person on February 7, which I did, and the Select Board authorized a \$13,000 share of the PEG grant to come to us since we manage the PEG channel.
- At the request of Kristine Poland, Bristol's Town Administrator, I wrote up a proposal with estimated costs for equipping Bristol Town Hall with recording equipment.
- The LCTV Annual Report for 2011 was composed and sent to Nobleboro and Bristol. The remaining towns will be sent the report by the end of this week.

Public:

- Was contacted by Dan Longfellow of Wiscasset about getting Wiscasset H.S. sports on LCTV and I told him how to go about it. It will be great if he can make that happen!
- I sent out emails to organizations that had not placed new slides on the bulletin board since 2010 to ask them if they would like their accounts reinstated. Eight organizations responded positively. Also signed up the Town of Bristol as a new user.
- Contacted Time Warner about the "missed frames" issue (was getting it on the station tv) and reported to them what the TW tech had said to Jack about it being a system-wide problem. Scott Martin, head of tech for this area, said he didn't know anything about a system wide problem and thought it was a reception problem unique to us (and to Jack). They said they would send someone, but no one showed. Not a problem as the "missed frame" issue seems to have cleared up all by itself!

Equipment:

- Purchased a heavy duty head and legs, used, from Ebay for a total of \$444 with shipping. The head can handle the heaviest Ike, but the legs couldn't. But as we all know by now, it's a mute point unless we can get the Ike's working.
- Speaking of which, I spoke to Andy, a representative at Hanmi TV, the Ebay seller of the Ikgami cameras. He promised to have his boss, Richard Kim, return my call.
- I contacted Peggy at Cheney Insurance about the cost of insuring loaned out equipment. Here are her quotes:

\$10,000 in coverage = \$300 Premium + \$7 TRIA (Terrorism coverage which can be rejected), \$500 deductible

\$5,000 in coverage = \$250 Premium + \$6 TRIA (Terrorism coverage which can be rejected), \$500 deductible

Equipment is insured for actual worth, not replacement value.

One Time Shows:

Bristol School Board AOS 93 Budget Overview (Mary Ellen Crowley)  
 Town Square: The Future of Social Security (PegMedia)  
 Climate Change - Fact, Fiction and Uncertainty (PegMedia)  
 Wiscasset Select Board Workshop on Mason Station (Town of Wiscasset)  
 Take Note Piano Recital (Michael Christopher, Jr.)

Wiscasset Abatement Hearing  
LCHA - 18th and 19th Century Homes with Les Fossel (Jack Swanton)

Bulletins, Psa's, Promos:

Waldoboro Business Association (2 slides)  
Domestic Violence PSA's (3) - New Hope for Women  
Lincoln County Animal Shelter Rabies Clinic  
Nancy Hanna and Family Benefit Dinner

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

**Technology and Youth Report (KJ)**

- LCTV had a nice boost in January with a lot of inquiries into classes. We've been working with a couple of aspiring documentary film makers in increasing their knowledge and skills and also picked up a few new junior high students in the Monday evening class. Starting in the second week in February we'll be getting 2-4 new students for the evening class as well as continuing to work with two high school students in the Monday afternoon classes. The Tuesday evening group has continued to make steady progress and has just completed their 13<sup>th</sup> show for LCTV.
- On the Technology front, there isn't a lot of news for January. We're still looking at our options as to how to move forward regarding the Ikegami cameras situation. We're looking at some of our studio needs—it would be great if we could get a few directional mics to hang on the light grid to increase our audio capabilities, as well as more XLR cable to run to the audio mixer. We'd probably need 2 strands of 25 feet XLR per mic. Two shotgun mics would do it.

**Next Meeting.** The next regularly scheduled Board meeting will be held on Thursday, March 8<sup>th</sup> at 5:00 at the LCTV Studio at 29 Sheepscot Road in Newcastle.

***Motion passed to adjourn the meeting at 6:00 p.m.***

Respectfully submitted,

*Julie Clark*

Julie Clark, Secretary of LCTV