

## **LCTV Board of Directors Meeting**

Thursday, August 9, 2012

### Minutes

**Present:** Chris Doherty, John Emerson, Mary Ellen Crowley, Alex Diamond, Ann Pinkham, and Jack Swanton.

**Excused:** Alan Lowe, Nick Nicolaison.

### **Quorum**

The President declared that a quorum was present.

### **Minutes of Last Meeting**

Motion and a second to accept the Secretary's July 26, 2012, minutes as emailed. Vote passed to accept the minutes. The minutes will be sent to the Towns.

**Treasurer's Report** (Jack). The Finance Committee (Jack, John, Ann & Mary Ellen) met on Monday, August 6<sup>th</sup> to finalize the proposed 2013 budget. Jack explained in detail many of the various line items. Discussed at length were the Capital expenditures for equipment and facilities. Motion and second made to: **Approve "conditionally" the Budget Overview (P&L) for FY 2013. Motion passed: 5 – 0**

**Station Manager's Report** --None submitted this month (Mary Ellen)

### **Discussion Items**

**Discussion of Wiscasset's Funding**: Jack met with the Wiscasset Town Manager Laurie Smith and Wiscasset Selectman Ed Polewarczyk last Monday. Since then a letter to the Editor (from the Wiscasset Selectmen) appeared this week in the local newspapers as well as a letter from Alex Diamond (as a citizen). Jack will write a letter to the Editor from the Board and forward to Board members for approval prior to submitting as a Letter to the Editor. Voting will take place on Sept 11 in Wiscasset on the 5 items that were not funded at the annual Town meeting. **Follow up at the Sept 13 Board meeting.**

### **Auction:**

- Will be held from Friday, November 23 12:01 a.m. to Friday, December 7, 2012 midnight
- Forms completed and brochure as well
- 150 colored brochures were printed
- Present Board members received their packets for solicitations
- Packets for members not in attendance can be found at the studio; please pick up

**Equipment purchase money return** No update as yet. Follow up next meeting

**Curtain in Studio** Need an update from Nick on the curtain rod at the Sept meeting

**Training curriculum** KJ and Mary Ellen came up with a list of requirements for students to complete in order to obtain Producer Certification. . The list is included below. **Board members asked to review for discussion at the Sept meeting**

### **LCTV CHECKLIST FOR PRODUCER CERTIFICATE**

- Student has completed 2 hour course on field cameras, composition, & lighting
  - Student has completed 2 hr. course on mics, sound & on air talent training
  - Student has completed 2 hour hands on in studio with equipment
  - Student is familiar with LCTV equipment sign out procedures
  - Student has completed a 5 minute minimum individual production to air on LCTV
  - Student has logged 6 hours of field shoots (community events/personal project)
  - Student has logged 6 hours of editing time
- \*\* Culminates in approximately 20 hours of hands on experience for producer certification.

### **Floor Plan- Teaching Area:**

Mary Ellen explained that a third design is in process; she and KJ are working on this.

Presentation at a later meeting

### **Employees' Job Descriptions and Performance**

Committee of Ann, Chris and Jack will work on this starting in January.

Members are reminded to respect each other's input and to let everyone speak in an orderly fashion;

President should signify when one may speak. Meetings should be held to a limit of one hour; we all need to encourage this and stay on task.

The next regularly scheduled Board meeting will be held on Thursday, September 13, at 5 p.m. at the LCTV studio at 29 Sheepscoot Road in Newcastle.

Motion to adjourn at 6:45 p.m.

Respectfully submitted,

Ann Pinkham

Secretary Pro Tem for LCTV