



ANNUAL REPORT FY 05-06

OF VERMONT ACCESS MANAGEMENT ORGANIZATION

1. Organization

Year: 2005

Corporate Name	LPCTV, Corp.
Doing business as	LPCTV
Mailing Address	43 Main St. Ludlow, VT 05149
Location address (if different than mailing address)	
Web Address	www.lpctv.org

2. Contact Information

2a. Individual Completing this Form

Name	Patrick Cody
Position	Executive Director
Address	LPCTV 43 Main St. Ludlow, VT 05149
Phone Number/ Extension	802-228-8808
Fax Number	802-228-8807
Email Address	pcody@lpctv.org

2b. Executive Director/ Chief Executive Officer

Name (if different than individual completing the annual report)	
Address	
Phone/ Extension	
Fax Number	
Email Address	

3. Corporate Status

a. Start of Fiscal Year (month/date)	July 1
b. Is the AMO recognized by the IRS as a not-for-profit organization?	yes
c. Year Incorporated in state of Vermont	2001
d. Is the AMO currently registered as a nonprofit organization with the State of Vermont? <i>The Vermont Secretary of State requires nonprofits to renew their status bi-annually.</i> http://www.sec.state.vt.us/tutor/dobiz/noprof/Nonprofit/forms.htm	yes

4. Service Territories and Communities Served		
<i>(If AMO served distinct service territories or operators, please specify)</i>	Name of Operator	Communities Served <i>(As identified in your Contract)</i>
Service Territory 1	Adelphia	Ludlow, Plymouth, Cavendish, Mount Holly
Service Territory 2		
Service Territory 3		

5. AMO EXPENSE REPORT

8.422 The report shall clearly distinguish between expenditures that support production and distribution of PEG content to cable television subscribers, and expenditures for other purposes not related to the production and distribution of PEG content to cable television subscribers, if any.

5a. Please indicate the "program services" of the AMO.

(Non-PEG services may include the operation of low per radio station, community technology center, independent production company, etc.)

5b. Please list total expenses as they apply to each of the AMOs program services

(see Part III a - e of IRS Form 990)

Program Services	Operating & Capital Expense Total
PEG Services	
Operation of PEG Channel(s) & Applications	\$143971.00
Non PEG Services	
1.	\$
2.	\$
3.	\$
PEG & Non-PEG Expenses	\$143971

5c. Please detail operating and capital expenses as they relate to the AMO's support production and distribution of PEG content to cable television subscribers.

(These total should tie into the organizations P&L statement for the reporting year.)

Expense	Total
Operating Expenses	\$90107.00
Capital Expenses	\$53864.00
Total Expenses	\$143971

6. AMO REVENUE REPORT

8.422 The report shall also distinguish between funds provided by the operator as PEG funding and funds obtained from other sources.

6a. Please describe the revenue sources the AMO relies upon to support its program services.

(Other Sources of support may include memberships, earned income, fundraising activities such as grants, annual campaigns, capital campaigns.)

Program Services	CABLE		OTHER SOURCES OF REVENUE				TOTAL REVENUE
	Cable Co. 1 Adelphia	Cable Co. 2	1. Interest	2. Video Deuplication	3. Donations / Grants	4. Equipment Sale	
Operation of PEG Channel(s) & Applications	\$83273.00	\$	\$210.00	\$1290.00	\$3760.00	\$350.00	\$88883
Non PEG Services							
1.	\$	\$	\$	\$	\$	\$	\$0
2.	\$	\$	\$	\$	\$	\$	\$0
3.	\$	\$	\$	\$	\$	\$	\$0
Total Organization Revenue	\$83273	\$0	\$210	\$1290	\$3760	\$350	\$88883

The report shall also include the following information:

8.422 (A) Changes in service territory

7. Please describe changes in the AMO's service territory in the past fiscal year.

Change(s) in Service Territories & Communities Served		
(If AMO serves distinct service territories or operators, please specify - See Definition at 8.100 (CC))	Name of Operator	Change in Communities Served <i>(As amended in your Contract)</i>
PEG AMO Service Territory 1	Adelphia	
Service Territory 2		
Service Territory 3		

8.422 (B) Description of current PEG capacity and applications

8. Current PEG capacity and applications.

Name of Cable Operator #1: Adelphia	
Channels (Call letters/Name)	Type of Access (Public, Educational, Govt.)
1.Channel 8	Public
2.Channel 10	Educational / Gov't
3.	
Other Application:	Description (e.g., Video-on-Demand, Audio Channels):
Name of Cable Operator #2 (if applicable):	
1.	
2.	
3.	
Other Application:	Description (e.g., Video-on-Demand, Audio Channels):

8.422 (C) Description of current PEG services, including outreach strategies, training delivery, content production and distribution (for example, hours of original programming, utilization of PEG facilities such as live drops or interconnect);

9. Outreach Strategies

a. Outreach Activity Summary - Rank the importance of AMO *outreach* activities for year of this report.

#	Activity	Frequency (e.g., per month/ongoing...)	Numbers of Served (select applicable Range)
10	Orientation Workshops	ongoing	1-50
20	One-on-one	ongoing	1-50
1	Open Houses	annual	1-50
1	Community Events	annual	1-50

2	Public presentations	ongoing	51-150
6	PEG Channel Promotional Programming	ongoing	1000+
NA	Bill Stuffers		1-50
10	Print Advertisement	ongoing	1000+
NA	Radio Advertisement		1-50
NA	Cable Avails		1-50
NA	Newsletters		1-50
3	E Newsletter	ongoing	1-50
1	Web site & blog		1000+
NA	List serves		1-50
4	Community Organization Memberships		1000+
1			1-50
1			1-50
1			1-50
1			1-50
1			1-50

9b. (Optional) You may also provide information in narrative form:

10. Training Delivery

a. Training Delivery Summary - Please summarize the training delivery of the AMO for the year of this report.

Activity	Frequency	Number of people served
One-on-one training & support	23	31
Workshops	3	17
Camps	0	0
Other (Describe):		
Other (Describe):		
Other (Describe):		

b. Narrative - You may provide information in narrative form:

11. Volunteer Contribution

a. Volunteer Value - Please summarize the volunteer contributions utilized by the AMO for the year.

Volunteer Contributions	Estimated Number
Volunteers	15
Volunteer Hours	167
Organizations (that you keep track of) that participate and utilize PEG services	31

b. Narrative - You may provide information in narrative form as an option.

12. PROGRAMMING DATA (For Channel 1, 2, 3 or other such as Video-on-Demand Channel)

a. Hours of Channel Operation

	Channel 1 Channel 8 Adelphia	Channel 2 Channel 10 Adelphia	Channel 3 Channel 8 Adelphia	Other Application Adelphia
How many hours does your channel operate each day (not including bulletin board)?	18	18		
How many hours does your channel operate each year (not including bulletin board)?	6570	6570		

b. Programming Information

*** Channel 8 and Channel 10 information shown separately, but Channel 10 did not come online until October 2005; From July 1- October 20, 2005, LPCTV operated 1 combined PEG Channel on channel 8. The separated data are based on the best-made estimates.

<i>Please provide annual data.</i>	Channel 1 Channel 8 Adelphia		Channel 2 Channel 10 Adelphia		Channel 3 Channel 8 Adelphia	
	Number of Hours	Number of Programs	Number of Hours	Number of Programs	Number of Hours	Number of Programs
1. Total, ALL first run, non-repeat programming	208	322	575	468		
a. Total Locally Produced programming	50	143	450	360		

b. Total Imported programming	158	179	125	165		
i. Imported from Vermont AMOs	30	41	65	96		
ii. Imported from other sources	128	138	60	69		

c. Remote Origination Sites

Please Describe the remote Origination sites used by the AMO.

Location of the site Building, Street Address, Municipality	Frequency of Use (Specify "per month" or "per year")	Number of Programs Cablecast from the Site	Ways these sites are being used (e.g., municipal meetings, graduations)
Ludlow Town Hall Depot St., Ludlow	2 per year	2	municipal meetings
Black River High School 43 Main St., Ludlow	1 per year	1	graduation

8.422 (D) Details of complaints and how the AMO responded to them;

13. Complaint Tracking:

a. Please summarize the type and resolution of complaints received by your AMO this year.
(Data from Compliant Resolution Form, see below)

Category of Complaint	Number of Complaints	Number of Resolved	Number Pending *
Access to Facilities			
Equipment			
Programming	3	3	
Schedule			
Training			
Other			

b. * Please summarize the pending complaints:

8.422 (E) Description of facilities (equipment and location):

14. Facilities Summary

Category	Equipment Package (General description: Number, type of equipment)
Studio Location 1	3 studio cameras (JVC GY 550), with CCUs, triax cables, lens

	controls, viewfinder monitors, and intercom system; 5 lavalier microphones; Panasonic MX 20 video mixer; Mackie audio mixer; 3 Lowel Tota lights and 3 Lowel Omni lights; Sony DSR 1500A DVCAM VTR; Panasonic DV 2500 VTR, 2 Panasonic AG DS-series SVHS VTRs; video monitors; character generator; Dell desktop PC.
Studio Location 2	
Field Production Equipment (in regular use)	4 Canon GL1 mini-dv cameras; 2 Canon Optura 20 mini-dv cameras; 3 shotgun microphones; 8 handheld omni-directional microphones; 4 tripods; 3 microphone floor stands; 8 microphone tabletop stands; 1 boompole; 2 BeachTek XLR line level adaptors; 4 portable audio mixers; 1 video mixer; 1 character generator; 1 portable field lighting kit; 6 headsets; various A/V cables; 1 modulator with RF cables; routing switcher.
Editing Facilities	1 analog tape-based system (SVHS / mini-dv / DVCAM) with edit controller, Mackie audio mixer, and monitors; 1 mac mini with Final Cut Pro, DVCAM VTR, and monitors.
Other Equipment (Please specify):	Video duplication system - routing switcher, distribution amplifier, 1 DVD player, 1 SVHS VTR, and 5 VHS VCRs; 1 Accutower 1 x 6 DVD duplication tower; Epson R800 DVD printer. Master Control system- MaestroVision Maitre D' Lite with encoder, 2 8x2 video switchers, Mackie Audio Mixer, 2 PCs, & scheduling software; 16x4 routing switcher; 2 CADCO RF modulators; VideoTek demodulator; audio compressor / limiter; 2 Panasonic SVHS VTRs, 1 Pioneer DVD player, and 1 Panasonic mini-dv/DVCAM VTR. Bulletin Board desktop PC.
Major changes in equipment inventory from previous year (general statement of improvements):	Upgraded to MPEG-2 based master control system (described above, under "master control system").

8.422 (F) Roster of staff and board;

15. Leadership

a. STAFF

Number of FTE	2
Number of PTE	3

b. Key Positions Roster

Please provide name	Full Time	Part Time	Contracted	Volunteer
Executive Director	Patrick Cody			
Station Manager				
Channel Coordinator	Michelle Stinson			

Programming Coordinator				
Training Coordinator				
Outreach Coordinator				
Program Producer				
Other Field Producer		Duncan Love		
Other Field Producer		Joanna Bombadil		
Other Operations Assistant		Mark Ostrom		
Other				

c. List of current Board Members

Current Board Member	Community Affiliation (if stated)
1. Sharon Bixby	Ludlow
2. George Thomson	Ludlow (residence) / Cavendish (CTES Principal)
3. Norm Vanasse	Ludlow
4. Jay Jurkoic	Ludlow
5. Sue Pollender	Ludlow
6. Lisha Klaiber	Cavendish
7. Brigid Sullivan	Mount Holly
8. Randy Bixby	Mount Holly
9. Mark Huntley	Cavendish
10.	
11.	
12.	

8.422 (G) *Changes in organizational structure;*

16. Changes in Organizational Structure

Detail any changes in organizational structure that occurred during the year.
(*e.g., bylaws, governance details, corporate form, etc.*)

Amended By-Laws March 2006

8.422 (H) *A statement of total operating and capital funding received from the operator and whether any funds were carried forward from the prior year;*

17. Statement of Funds - Operating and Capital Funding Received from the Operator and Whether Any Fund were carried forward from prior year.

	Service Territory 1	Service Territory 2	Service Territory 3
Amount carried forward at prior year.	\$7669	\$	\$

Total of Operating Funds received from the Cable Operator in fiscal year	\$83273	\$	\$
Capital Funds received from the Cable Operator in prior fiscal year	\$0	\$	\$

8.422 (I) Financial reports that include:

18. Financial Reports

	Attached
18a. Income and expense statement and balance sheet for year of annual report	Yes
18b. Projected operating and capital budget for current fiscal year	Yes

8.422 (J) Certification that AMO has:

19. Certification of Corporate Documents

19a. Bylaws or other governing documents	yes
19b. rules and operating procedures	yes
19c. Compliant and dispute resolution procedures	yes
19d. Evidence of conducting meetings consistent with Open Meeting Law	yes

Be sure to sign this document once you print it out and before you make copies to send to the Vermont Department of Public Service and the Vermont Public Service Board.

Statement of Certification:

I _____ hereby certify that _____ (name of organization) maintain the following documents on our premises and available to the public upon request.

1. Bylaws or other governing documents
2. Rules and operating procedures
3. Complaint and dispute resolution procedures
4. Evidence of conducting meetings consistent with Open Meeting Law

Signee _____ (Name) _____ (Signature)

Witness _____ (Name) _____ (Signature)

Date _____

8.422 (K) Planning considerations and expectations for how community needs will be identified and met for current and future fiscal years;

20. Planning Considerations (Narrative) LPCTV intends to utilize a web-based community poll on a widely read online newspaper (the Black River Reporter), asking readers if they watch LPCTV, on which channels, and at what times. LPCTV is also planning a major upgrade of its own website, which will feature feedback sections and a forum for blogging. We hope that

through the use of such web-based outreach efforts, we will be able to target an audience we have not yet targeted, particularly among youth in the area NOT enrolled in school and other young adults. In addition, we are planning a launch of a youth-based video club in Jan. 2007; this will provide a venue for youth in the area to collaborate on the creation of video, sharing their ideas, views, and opinions while learning and building on new production skills.

(L) Service quality issues requiring attention;

21. Service Quality Issues: (Narrative): The cablecast of LPCTV's 2 channels experiences occasional cross-interference. Channel 8's signal is sent to the headend on channel 2 and channel 10's signal is sent on channel 7. The purpose for this was to keep them far enough apart so that interference would not occur.

(M) Copy of tax returns, financial reviews or, if available, audited financial statements;

22. Financial Documentation

	Attached
a. 990 Returns for FY04-05	yes
b. Financial Review for FY 04-05	yes
c. Audited Financial Statements for FY___ (if audit was executed)	no

(N) In the event that the operator requires financial information from an AMO for the purpose of auditing the AMO, or for the purpose of a company audit, the AMO shall make the information available, consistent with other provisions of this section. If an audit is required by the operator, the cost of the audit to the AMO will be borne by the operator, unless ordered otherwise by the Board.