

LPC-TV Corp
Board of Director's Meeting
November 24, 2009 @ LPC-TV Studios

Those present: George Thomson, Brigid Sullivan, Norm Vanasse, Jean Morrill, Jay Jurkoic, Nancy Timmerman, Randy Bixby, Sharon Bixby and Exec Director Patrick Cody and Michelle Stinson.

Absent: Russ Hurlburt, Emma Coldwell, Sue Pollender.

- I. **Quorum present** and meeting was called to order by Pres George at 5:05.

- II. **11-4-09 minutes** were reviewed- **Motion made by Brigid, Seconded by Jean to accept the minutes as presented.** Patrick noted under the financial report the minutes should be corrected to state "that we are under consideration by BRACC for a new contract of work, nothing is definite yet, and have received a letter noting the Enterprise Fund will be decided at a later date. **Minutes of 11-4-09 approved with changes presented.**

- III. **Comments & Communications**— Patrick reported we have received over 120 responses to our survey- he will recap the survey later. But he will close out the survey now. Nancy asked if there were any outstanding comments? People want more local items, looking for us to play a more active role with local news. Norm asked the best comment—"Love, love, love you" and the worst dealt with poor audio. We certainly are working to improve the audio. There have been glitches.

- IV. **Fundraising Committee** reported that they recently met for a productive 1 ½ hours. The committee includes Nancy, Brigid, Emma, Sue, Michelle and Patrick. They feel grant writing is critical and have looked into the VEIC (VT Energy Investment Corp) Efficiency VT notified Patrick of the Dept of Public Service block grant with a deadline of 12-8-09. Between \$10,000 and \$100,000 could be available to us. The Fundraising committee will proceed and apply. It was also felt we should search out any other grants and pursue them. The committee also will be revamping the Business Underwriting Campaign. In the past that has meant \$1500 in income to us... A letter will go out and follow-up phone calls will be made. We are seeking larger amounts. We have over 200 businesses in our contact list. This will focus on our operating expenses and will not talk about charitable giving. Pres George asked how many will each person have to call—15-16, it was thought. The question we want to ask the businesses—"Could sponsorship to us help spread your message???" Patrick agreed to talk to Inns and Motels to see if they would pre-tune the TV's in their guest rooms to Channel 8. Sharon said this also could be brought up in the return phone calls. Michelle said they have been talking about tents on TV's in Inns mentioning LPC-TV for local news and events.

V. **Buildings and Grounds Committee**

This committee includes, George, Jean, Jay, Russ, Randy, Sharon and Patrick. They met last week with the Armory advisory committee. Items discussed included 1) Need for more space, 2) Time line ~ When would we start to pay rent? Answer the first interest payment will be due Dec 2010.. That is good news as we have more time.3) Common space is desired by both BRGNS and LPC-TV so we are considering 2 bathrooms, conference room and kitchen area. There is some flexibility on space. The town will be paying for most of the walls, electric, basic heat system etc. anything above would be at our expense. Again- very good news. Discussion held regarding one bathroom or two. We can collaborate on all grants etc. Jeannie has time line- she will email to Patrick. Randy said there are a lot of decisions to be made. Efficient heating will be what we are all looking for. We have great HVAC needs, BRGNS wants a walk in freezer etc. Someone mentioned geo- thermal heat. Jean said the input from the small group will be huge. Brigid thought there was a chunk of cash available to us from COMCAST. Patrick reported unfortunately not. He went on to say a long time ago if a PEG station moved- they would pay for the move. Now they charge us for the cost to run new lines etc. It could be very pricey. We can request capital funds but it is based on a % of cable subscribers ~ he anticipates it might be \$9000. George mentioned there is sub contractor in the Cavendish area- John McLean who we might be able to hire for a cheaper price that if Comcast runs our lines to the tank barn.

VI **Directors Report**

Patrick noted we are late in filing our annual report to the Public Service Board and Comcast but he has kept all parties informed of the reasons. Our master control system is not working and it was built around our data base so the manufacturer is working to get the problem corrected. Patrick is compiling the data manually and the PSB knows he is actively working to get it resolved. How do we get the manufacturer moving—as this has to be resolved as soon as possible? We did purchase a new camera and the 8th grade history class is doing videos of the history in our area with it. Such as Plymouth Five Corners, the Lakes, etc. Patrick found a grant on the History Channel and will apply for it next year.

Regarding the Budget- Patrick noted he has changed the rent from \$4980 to \$10,380 and LPC-TV was paying most of the cell phone bills... now Patrick has one in his own name as most of the calls are his personal so LPC-TV will no longer be paying that item. This dramatically reduces the phone expense. He also changed the number of times the studio is professionally cleaned to every 3rd week. He feels we can clean ourselves and save some money. Utilities have been increased to \$2400 in case we move before next budget. Under Capital expenses he has reduced computer purchase. He was asked to use today's projected income and see if we could swing the increased rent of the armory building. Next year the plan will be to take in more income--- a capital campaign will have to be run and cutbacks would be made. Jean had a question about the utilities- \$200 a month does not seem high enough. George remarked when we met before we talked of \$4500 for utilities. Jean recalls

someone was to speak with Howard Barton for an estimate. Patrick also will call other stations to see what they pay. It was decided Utilities will be more. George thanked Patrick for the adjusted budget. If we get grants it will be wonderful. But George feels we need our own time line so we can phase in the project if need be.

One of the first expenses will be to sound proof the new studio and get the lighting grid installed. We would focus on the studio first.

VII **Financial-**

Budget actual to 11-24-09 was handed out.

Brigid has reconciled the checking and two CD's- Our last franchise fee arrived on time. The Town of Cavendish check will also be received shortly. Patrick sees more income from production services as we will be doing more work for the Gill Home. BRACC is also considering the production services contract for next year... The target is to be youth with a pro-active healthy message. U-tube / facebook presence.

George said the income looks on track. Expenses are down, as we cut back in part time labor. Cleaning is now on a call basis and our equipment budget is over but we are hoping to offset that with the Capital Comcast Request. The budget looks good and healthy.

VIII **POLICY REVIEW- Whistleblowers and Governance**

It was decided to change the Whistleblowers policy by removing all language after the words public policy.

Sharon made motion to accept the Governance Policy as Written. Seconded by Brigid. Approved.

Jean made a motion to accept the Whistleblowers Policy as corrected above. Norm seconded the motion. Under discussion- Randy asked if we really needed the policy? Brigid said if not needed- it could be a problem. Patrick reviewed it with human resource people and they agreed boards should have such a policy. Vote taken- passed 3-2.

IX **Other Business**

Topic of Okemo and our studio was brought up. It was asked that Patrick please contact Okemo and see if in the future they see use of our studio. He would feel better about meeting with them once we have the plans in place. He was asked to keep us in the loop—so we can be kept abreast of the meeting and its results. It was felt constant contact with Okemo is important.

Question of Claudio and his fees came up. Patrick said Claudio and Frank Heald have been talking as he would like to bid to do the work for the town on the whole project. He is not under any contract with LPC-TV – he is willing to do piecemeal work -- he is working based on an assumption that he will be hired once the job is ready to move

ahead. He is not expecting any payment. If we need him for a grant – we should write him into the grant so he will get paid only if we get the grant.

Two operational policies should be reviewed each month. New Drafts-
Right of Refusal and one for Community Bulletin Board

Next month we will add first Reading to the agenda.

Discussion about the next meeting date of Dec 16th Wednesday evening. It was decided Weds don't work for Nancy or Emma. Finally it was decided to skip the December meeting and meet on Jan 7th at 5 PM at the Studio.

**Motion by Sharon to go into Executive Session – inviting the board only.
Seconded by Jean.**

Into Executive Session at 6:49 PM

**Motion to come out of Executive Session at 6:51 PM made by
George, Seconded by Sharon.**

**Jean made motion to thank our employees with a holiday bonus for
our full time and one part time employee. Seconded by Brigid.
Approved.**

**Motion to adjourn by Brigid, Seconded by Randy at 6:51 PM
Approved.**

Respectfully submitted:

Sharon E.P. Bixby, Secretary
LPC-TV Corp.