

**LPC-TV Corp**  
**Board of Director's Meeting**  
**August, 2009 @ LPC-TV Studios**

Directors Present: George Thomson, Pres. Jean Morrill, V.Pres, Norm Vanasse Treas, Brigid Sullivan, Nancy Timmerman, Russ Hurlburt, Sharon Bixby, Sec. arrived @ 5:25, Jay Jurkoic arrived @ 5:53 and Patrick Cody, Exec Director  
Directors Absent: Sue Pollender & Emma Coldwell.

President George called the meeting to order at 5:10 PM.

Brigid Sullivan started the minutes-

Minutes for meeting of May 27, 2009 reviewed **Motion to accept Minutes made by Jean, Seconded by Norm. Passed.**

**No Comments- No communications**

**Director's Report:** Patrick noted we will be replacing cameras with capital funds from Comcast. We are projecting being able to raise \$8424 which will qualify us for the maximum payout of Comcasts capital funds.

He reports we have three new underwriters and will be preparing a video for CT River Transit (The Current) as an underwriter who paid \$5000 an unsolicited donation.  
Summer camp videos are on the web-site and are fabulous!  
Sharon arrived 5:25 and took over the minutes

Space: Ralph Pace put together a power point on the costs of construction proposed on the armory and tank barn. He is on the Armory Committee along with Jean of our board. The committee and Frank Heald are hoping LPC-TV and BRGNS will be a source of income as tenants in the tank barn. Patrick noted BRGNS is in need of 60% of the space and we would be happy with the remaining 40%. There has not yet been a formal meeting about who BRGNS and we could assist in the funding. The town bond will be \$1.2M to bring the armory up to code and it is expected to cost \$330,000 to upgrade the tank barn with new roof, windows, water and electricity and insulation. Sept 4<sup>th</sup> is the next selectmen's meeting regarding the armory. Patrick feels we could fund our renovations with grants or long term loans. We'd have a monthly cost for our loan, so it would be tight paying a great amount for rent. Patrick will email parts of the power point presentation to us.

Discussion held about architects... some felt we did not need one, others felt we did. Claudio has agreed if we use him - he will bill us later- once the project starts... estimates cost to be 12-14% of the construction cost. Brigid feels 6-10% is typical—12-14 sounds high.  
Jean suggested we let the dust settle and see what the selectmen say about our possibly being a tenant before we make any decision to hire an architect. George said we certainly need to know

what the town is expecting us to pay.... Patrick feels we can only afford \$1000 max a month to pay rent, loan and utilities.

Next Step is to present to the Selectboard on 9-14-09. All of us are invited to attend.

Patrick is feeling the project is moving too fast, he wants to make sure we have all our ducks in order.

Jay arrived: 5:53PM

**Slate of Officers presented - Motion to approve Slate of Officers as presented made by Brigid, Seconded by Norm. Approved.** Brigid thanked all for agreeing to serve again this coming year.

Officers elected: George Thomson, President  
Jean Morrill, Vice President  
Sharon Bixby, Secretary  
Norm Vanasse, Treasurer

**Financial Report-** Norm Vanasse—see attached.

As of 7-31-09 balance of \$69,512.07 with a current checking account balance of \$23,321.83  
We recently moved \$6000 from a CD to cover payroll as Comcas's check arrived later than expected. We paid a \$10 penalty.

George asked if we have repaid the CD? Patrick reported we cannot until it renews in November. At that time also we will make one of CD's the Building Fund and will start it with \$35,000. as previously agreed by this board.

Someone asked if we were able to get the storage unit cost reduced? Contact was made, a letter was sent but no answer yet. It was thought we could offer them underwriting for a lower monthly cost. For now it was decided we will keep storage unit at least until we move....

**Set Date of Future meetings-** agreed last Thursday of the Month was best at 5 PM.

**Strategic Planning-** our 1<sup>st</sup> poolside retreat was a good one- we decided to do a survey and met a second time to work up a series of questions designed to gain info on our users and viewers. It was decided to use Survey Monkey for the on line version and have a paper one we can bring to civic groups and ask that they be completed while we wait.

Plan is to have the on line version ready for Oct 1<sup>st</sup>.

Russ had to leave at 6:20 PM

Due to our large number of questions Survey Monkey will cost us \$15 a month or \$200 a year. Since we will not be running the survey but a few months- it was decided by consensus of the board that we should pay by the month. We should have this completed by December.

Purposes of our Strategic Plan

- 1) determining our value, our worth in the communities
- 2) find out what people want from us
- 3) to educate community members on what's possible....
- 4) As a starting point for our strategic plan

Print and on line version – deadline for unveiling Oct 1<sup>st</sup>  
In person surveys to be done Oct 1<sup>st</sup> to Dec 1<sup>st</sup>.  
Tabulate first part of 2010...

Future Strategic topics...

Sept – goals vision & mission

No special meeting in October since we will be doing survey outreach this month.

November – branding/ name, slogan, logo promotional material

January – fiscal planning

February- long term expectations

Brigid suggested have this all done by April 30<sup>th</sup> 2010 so it can help guide next years budget.  
Someone suggested on the bottom of the survey we say something like—

If you are interested in helping with our long range planning please leave a contact # and note when our regular meetings are held.

Discussion was held as to when we should invite the public?? It was decided to see if we can meet at the Library and then public can come to any meeting.....

Someone asked if Comcast cared if we invited the community? For the most part we are using this totally to guide our own future. The Public Service Board will certainly be interested in some of our results.

George recapped--- Survey done in September. Launch it in October

We are to email Patrick ideas of events/civic meetings we should plan to attend in next few months. And at our next meeting we will divide up the list so we all can do some outreach.

**Date of next regular meeting:** September 24, 2009 5 PM

**Motion to adjourn made by Jean, Seconded by Jay. Approved.**

Meeting adjourned at 7 PM

Respectfully submitted:

Sharon E.P. Bixby, Secretary.