

LPC-TV Corp
Board of Directors Meeting
May 27, 2009 @ LPC-TV Studios

Directors Present: George Thomson, Pres. Jean Morrill, V.Pres, Norm Vanasse, Sue Pollender, Brigid Sullivan, Jay Jurkovic, Randy Bixby, Sharon Bixby, Sec and Patrick Cody, Exec Director.

Absent: Nancy Timmerman.

Call to order by President George at 5:05 PM

Minutes of meeting for April 29, 2009 were read- one correction needed- page 3 correct name of Alliance for Community Media. **Motion to approve April 29, 2009 minutes with correction made by Jean, Seconded by Brigid. Approved.**

Comments & Communications: Patrick had received a phone call from Ray Forest of Plymouth who enjoys the Plymouth Selectmen's meetings. He also reported an audio problem that Patrick has been able to correct. Patrick appreciates feedback - good or bad. George reported great comment from Ludlow citizen who watches all town government meetings in all our towns. Sharon reported that Don Laundry is hoping the Sunday Catholic Masses might be replayed again at noon as many are not up at 7:30 AM. Sharon asked if Patrick regularly receives Springfield Hospitals Health Matters shows?? No, last one he received was probably in December. Sharon will ask the Hospital Foundation to mention the need for SAPA to get them to us in a timely manner. Patrick reported SAPA is not yet on VMX where we can easily share with other stations...they have to mail us DVD.

Director's Report: SELF REPORT. We are looking to plan strategically in July...after board re-organization. Finance Committee has met and we have a draft budget to review. Live fashion show is not longer being done-- there was little support for this. The printer is back and repaired. Michelle coordinated picking it up- saving us shipping costs. Brochures-500 more are coming, the typos have been corrected. They will be mailed the first week in June. Future Space - have a meeting scheduled with volunteer architect and we will be talking about future planning--space needs. Could be valuable to present to Armory Study Committee. Patrick brought up interesting conversation on Facebook today from some in Burlington area concerned that Comcast is running phone surveys. This is relative to franchise renewal contracts. Patrick will further investigate.

Update on Meetings Attended: Michelle attended the VAN meeting and voted in new board members. Discussion on how to support the association. N.E.Regional Alliance for Community Media meeting was attended by both Michelle & Patrick. He thanked the board for allowing them both to attend- it was very beneficial. Workshops on web based technology (to enhance our mission) and networking. When we do survey one important question to ask is "Is there a need for local news in our area?"

The summer project is to take our web site to the next level.

Financial Report: Present balance CD & Checking is \$49,330.59

In our 2009 Budget we anticipated franchise fees of \$108,000, there is a decrease nationwide.

Additional income coming still from Rotary and possibly the Chamber...\$500-600 total.

Salaries are lower this year since we did not rehire part time labor. And rent line is way down

since we had budgeted to move and have not. There will be three more pay periods, one more IRA payment, small mileage reimbursement to pay and professional development expense from most recent conference. It was noted the IRS mileage was reduced to \$.55 in January.

So in the end our expenses will be between \$110,000 and \$111,000 and our income will be close to breakeven. Since we are saving for a building fund we will no longer be bringing in capital to our budget from the investment CD's.

In the future we will have to request for future capital expenses from Comcast. Our reserve Building Fund will start at \$35,000.

Finance Committee Report on Draft Budget: See Attached. Brigid and George met with Patrick recently to work on the budget and most items are on target and they feel they are do-able.

George asked is a \$6,000 increase in franchise fees is do-able? Patrick feels that is a modest increase. Brigid feels cable may be cut in homes if the economy deteriorates further.

Brigid asked about Fiscal '08 interest income - seems it was higher than now. Patrick explained it was because interest rates were higher then and we had more principal invested at that time.

Michelle said the discussion around the table at the meetings she attended recently noted the franchise fees should be about 30% of overall income. At one time we raised 10% on our own... but we still need to generate more income in grants and donations. Presently we have no major fundraising. So far in underwriting this year we have taken in the same as last year.

George said clearly the economy is suffering and we are lucky we are level. Patrick feels there are more business connections to be made in our area. Discussion on user fees or membership fees will be held later.

Salaries and Benefits are still to be finalized. Rent is level funded.

We are spending a lot on the storage unit- discussion if we still needed this space? Items could be sold. We have to assess what is there and what we have to keep for potential new studio space.

Patrick will ask the town if we could use some secure storage space in the armory. We could realize a \$1300 savings if we did away with the storage unit. Patrick to report back at our next meeting.

Brigid had to leave at 6:15PM

It was decided we need a separate line item for Payroll fees- instead of lumping them with bank fees.

We are anticipating an increase in health insurance costs. And dental insurance.

Randy asked about the phone charges—Patrick noted that is for both TDS and cell phone. Randy suggested possibly we negotiate with Comcast for phone line.

Nominating Committee Report: George reported he, Norm and Sharon met and would like to add two more people to the board, increasing from 9 members to 11 members. So we will elect four. George and Sharon are each up for re-election and the committee will report the final names on the ballot to Patrick before June 10th. Each interested person should also prepare a 3 sentence bio to use on the ballot. Patrick will place the usual press releases and create and distribute the ballots.

Review Code of Ethics- tabled until our reorganization meeting.
Sue had to leave.

Board Book Organization- also tabled.

New Business: BRHS Graduation is June 13th at 10AM- Norm will help with audio. Patrick is all set with other help.

Jay asked a question to clarify what we can spend on any new space? Patrick said \$1,000 max a month.(inc utilities) He said we really should have that in mind when we look at any new space to rent or a mortgage to pay.

Reminder our Annual Meeting is Thursday June 18, 2009 at 7 PM. Ballots will be counted at 7PM. Meet and greet will start at 6 PM with snacks and the Awards Ceremony will start at 6:30. Jean and Sharon agreed to help with the evening. The meeting is mainly to count ballots and pass our budget. A Comcast representative may or may not be in attendance. The reorganization meeting will be in July and it will be then that we elect officers for the next year.

Motion to adjourn made by Jay, Seconded by Sharon. Approved.

Meeting adjourned at 6:37PM

Respectfully submitted:

Sharon E.P. Bixby, Secretary.