

ANNUAL REPORT

OF VERMONT ACCESS MANAGEMENT ORGANIZATION

1. Organization

Year: 2009

Corporate Name	LPCTV
Doing business as	
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, 2008
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>
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Service Territory 1	Comcast	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, communitiy 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	Channels 8 and 10	\$115381
Non PEG Services		
1.		\$
2.		\$
3.		\$
PEG & Non-PEG Expenses		\$115381

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	\$114256
Capital Expenses	\$1125
Total Expenses	\$115381

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 shuch as grants,

annual campaigns, capital campaigns.)

Program Services	CABLE		OTHER SOURCES OF REVENUE				TOTAL REVENUE
	Cable Co. 1 Comcast	Cable Co. 2	1. Grants /Memberships	2. Earned Interest	3. Underwriting / Media Stock Sales	4. Production Services / Duplication Fees	
Operation of PEG Channel(s) & Applications	\$104256	\$	\$2305	\$1015	\$1122	\$1774	\$110472
Non PEG Services							
1.	\$	\$	\$	\$	\$	\$	\$0
2.	\$	\$	\$	\$	\$	\$	\$0
3.	\$	\$	\$	\$	\$	\$	\$0
Total Organization Revenue	\$104256	\$0	\$2305	\$1015	\$1122	\$1774	\$110472

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	Comcast	
Service Territory 2		
Service Territory 3		

8.422 (B) Description of current PEG capacity and applications

8. Current PEG capacity and applications.

Name of Calbe Operator #1: Comcast	
Channels (Call letters/Name)	Type of Access (Public, Educational, Govt.)
1.8	Public
2.10	Educational, Government
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)
7	Orientation Workshops	ongoing	1-50
20	One-on-one	ongoing	1-50
NA	Open Houses		1-50
NA	Community Events		1-50
3	Public presentations	ongoing	51-150
2	PEG Channel Promotional Programming	semi-annual	1000+
1	Bill Stuffers	annual	1-50
2	Print Advertisement		1000+
NA	Radio Advertisement		1-50
NA	Cable Avails		1-50
NA	Newsletters		1-50
2	E Newsletter		151-500
1	Web site & blog	ongoing	151-500
NA	List serves		1-50
3	Community Organization Memberships	ongoing	151-500
1		annual	151-500
1	Facebook page	ongoing	151-500
1			1-50
1			1-50
1			1-50

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

LPCTV updated its brochure during FY 08-09. The new brochure was mailed out to more than 200 people and organizations. In addition, we have been using our database more and more to send out mass emails targeted to specific audiences (non profits, local businesses, producers, etc.). LPCTV also established a social networking presence in early 2009. We have since used a Facebook page to connect with community members and others about our activities. These efforts have translated into an increased level of involvement and participation.

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	27	27
Workshops	3	17
Camps		
Other (Describe): Schools / classes	5	35
Other (Describe): after school club	1	13
Other (Describe):		

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

LPCTV focuses its training on individualized, one-on-one support but does periodically offer group workshops. The most frequent of these group-style trainings is with students. During FY 08-09, we worked with the Black River High School Media Studies class, the Black River Middle School History Day project, and the Mount Holly School 2nd grade class. In addition, we offered an after school video club.

11. Volunteer Contribution

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

Volunteer Contributions	Estimated Number
Volunteers	7
Volunteer Hours	460
Organizations (that you keep track of) that participate and utilize PEG services	56

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

LPCTV classifies volunteers as people who work on LPCTV-related projects. Those who work on their own projects are classified as "producers" or "members" and not "volunteers". Volunteer hours are calculated for volunteer-specific activities only.

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

a. Hours of Channel Operation

	Channel 18 Comcast	Channel 2 10 Comcast	Channel 3 8 Comcast	Other Application Comcast
How many hours does your channel operate each day (not including bulletin board)?	20.5	20.3		
How many hours does your channel operate each year (not including bulletin board)?	7482.5	7413.6		

b. Programming Information

Please provide annual data.	Channel 1 8 Comcast		Channel 2 10 Comcast		Channel 3 8 Comcast	
	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	906	1137	1154.67	1111		
a. Total Locally Produced programming	309	479	263.5	242		
b. Total Imported programming	597	658	891.25	867	0	0
i. Imported from Vermont AMOs	220	280	346.25	315		
ii. Imported from other sources	377	378	545	552		

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)
LPCTV studio, 43 Main St., Ludlow	36 per year	36	live studio shows, call-ins, live coverage of news
Ludlow Town Hall, Depot St., Ludlow	3 per year	3	Town meeting, public hearings
Cavendish Town Office, High St., Cavendish	0	0	
Black River High School, 43 Main St., Ludlow	1 per year	1	High School graduation
Cavendish Town Elementary School, Main St., Proctorsville	0	0	

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	0	0	0
Equipment	0	0	0
Programming	0	0	0
Schedule	0	0	0
Training	0	0	0
Other	0	0	0

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 JVC GY 550 studio cameras (with CCUs, monitors, zoom & focus controls); 3 Vinten pedestals; 1 Prompter People prompter; 1 Broadcast Pix Slate 1000 (combined switcher / CG / still store / clip store); 4 B&W Sony preview monitors; 1 color Sony Trinitron production monitor; 1 Sony edit controller; 1 Sony DSR-1500A DVCAM VTR; 1 Panasonic DV2500 dv VTR; 1 Panasonic DVD recorder; 1 Magni Systems scan converter; 5 Audio Technica lavalier mics; 2 13" color Panasonic monitors; 1 Telex intercom system; 1 Lowel light kit (fixtures & accessories, used for studio lighting system); 1 green screen; 1 Canon media projector w/ screen
Studio Location 2	
Field Production Equipment (in regular use)	3 Canon GL1 camcorders; 2 Canon Optura camcorders; 2 Firestore DTE recorders; 1 Panasonic DVX 100B camera; 8 Shure handheld mics; 4 Shure lavalier mics; 1 Sennheiser shotgun mic; 1 Azden shotgun mic; 1 Audio Technica wireless mic system; 2 Beachtek audio adapters; 1 Boompole; 2 Shure 6-input mic mixers; 5 headphones; 4 Bogen Manfrotto tripods; 1 Vinten tripod; 1 Lowel light kit; 1 Lowel soft box (with stand); 5 Porta Brace camera bags; 1 Porta Brace audio / accessory bag; 1 Porta Brace rain slicker; various XLR cables; various A/V cables camera
Editing Facilities	1 Apple PowerMac desktop computer w/ Final Cut Studio suite and Adobe CS suite; 1 Apple PowerBook laptop computer w/ Final Cut Studio suite & Adobe CS suite; 1 Sony DSR-20 DVCAM VTR; 2 Panasonic DV2500VTRs; 2 Panasonic DVD recorders; 2 Dell desktop computers w/ Adobe Premiere Pro & Adobe Creative suite
Other Equipment (Please specify):	1 MaestroVision Maitre D'Lite MPEG-2 server / master control system; 1 Accutower DVD duplicator; 1 Epson DVD / CD printer
Major changes in equipment inventory from previous year (general statement of improvements):	

8.422 (F) Roster of staff and board:

15. Leadership

a. STAFF

Number of FTE	2
Number of PTE	2

b. Key Positions Roster

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

Program Producer	
Other Field Producer	Duncan Love
Other Field Producer	David Guerrero
Other	
Other	

c. List of current Board Members

Current Board Member	Community Affiliation (if stated)
1. George Thomson	Ludlow, Cavendish
2. Jean Morrill	Ludlow
3. Norm Vanasse	Ludlow
4. Sharon Bixby	Ludlow
5. Brigid Sullivan	Mount Holly
6. Jay Jurkoic	Ludlow
7. Sue Pollender	Ludlow
8. Nancy Timmerman	Cavendish
9. Randy Bixby	Mount Holly
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.)

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.	\$	\$	\$
Total of Operating Funds recieved from the Cable Operator in fiscal year	\$104256	\$	\$
Capital Funds recieved from the Cable Operator in prior fiscal year	\$0	\$	\$

8.422 (I) Financial reports that include:

18. Financial Reports

	Attached	Name of File
18a. Income and expense statement and balance sheet for year of annual report	yes	Profit & Loss 0809.pdf
18b. Projected operating and capital budget for current fiscal year	yes	BudgetFY10.pdf

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's greatest challenge since its inception has been the size of its space. Operating in a 600 square foot former classroom in the Ludlow Elementary School since its inception in 2001, LPCTV has had to overcome numerous obstacles as it has grown in capacity and expanded its inventory. Since 2005, LPCTV has actively been searching for new space. The primary challenge with that process has been our own budget limitations; specifically, we have not been able to find anything remotely affordable in the community, a resort area where the rents and real estate prices remain high despite the downturn in the economy. Through this search, we have remained hopeful that a rumor regarding the potential sale of the Ludlow Armory property would come to fruition. In January 2009 we learned that the Town of Ludlow was pursuing the purchase of the property. LPCTV has since become 1 of the 2 main prospective tenants in one of the buildings on the Armory property (the garage). The Town's plan, once it is purchased in December 2009, is to finance the major renovations through a bond (a bond must first be passed by the taxpayers). The Town would then rent out the garage through a long-term lease to LPCTV and Black River Good Neighbor Services (the local food shelf / thrift store). The two non profit organizations would pay a percentage of the bond amount for the garage building through a monthly rent, proportionate to each share of the building. In exchange for occupying 1/3 of the building, or roughly 2000 square feet, LPCTV's estimated monthly rent will be \$865. We will also be responsible for all utilities, which at this point are estimated to be an additional expense of \$350 per month. In addition, LPCTV will be responsible for some of the capital improvements of the building, including its TV studio, control room, edit suites, and any custom-fitting that is technically-specific or necessary for the nature of our business (such as sound proofing and lighting). While we do not yet know the amounts of these capital expenses, we have identified the funding sources, which are in four parts. In addition to our own capital fund (\$40,000, remaining from our start-up funding), we will be relying on grants, a long-term loan, and donations (through a capital campaign). We are currently in the process of identifying our space needs while exploring grant opportunities and lending possibilities. We are anticipating the project moving forward through 2010, with a move-in date during Spring 2011 at the latest. Regardless of the exact financial breakdown of the project, it is certain that the sole source of LPCTV's capital

income, the remaining start-up funding, will be depleted. LPCTV had anticipated submitting its first of 2 contractual requests for capital funding from Comcast during early FY 09-10. However, after learning about the likelihood of the Armory project, we decided to hold off until some of the details have time to develop. We are still planning on making a request so that we can fund the replacement of two of our outdated on-loan cameras with more current hard-drive based camcorders. We also would like to purchase hard drive storage for archived programming, which will greatly improve efficiency in our daily operations. Due to the budget constraints under which our pending move will put us, we do not anticipate making any major equipment purchases during FY 10-11 and will therefore hold off submitting our second capital funding request until the following year (FY 11-12). As for organizational planning, the LPCTV Board of Directors is conducting a strategic planning process, beginning with a community survey from September - November 2009. We will also be holding various workshops, including "Mission, Vision, & Goals", "Branding", and "Financial Sustainability". Representatives from the DPS, PSB, and Comcast are welcome to attend any of these workshops and are encouraged to be involved during this process. The timing is optimal for a strategic plan. We are nearing our tenth year of existence, planning a new space, planning for new growth, and developing new revenue streams. We in the industry are also in a time of transition; the methods with which media are acquired and distributed are in flux and community needs have shifted to reflect this. As such, it is time to re-visit our mission statement, vision, goals, and various policies and evaluate community needs. We are also taking this opportunity to address some of the broad-based questions about our organizational capacity. In terms of potential growth, we plan to explore the possibility of acquiring additional Towns to our service area. We have had very preliminary discussions with GNAT-TV in Manchester regarding "sharing" some of the Weston / Londonderry service area. We realize these discussions would require Comcast's involvement and that if changes were made to the service area it would require a contractual amendment. LPCTV is also re-visiting its Operational Policies & Procedures and Personnel Policies during FY 09-10. At each meeting of the Board of Directors, at least one new or existing policy will be reviewed, amended, and / or approved.

(L) Service quality issues requiring attention;

21. Service Quality Issues: (Narrative):

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

22. Financial Documentation

	Attached	Name of File
a. 990 Returns for FY__	yes	990_09.pdf
b. Financial Review for FY__	yes	Tax Summary 09.pdf
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.

Additional Notes:

COMPLAINT RESOLUTION REPORT	
Date Recieved	
Recieved By	
How recieved (Phone/ Email/ Mail/ In-person)	
Date Resolved	
Handled By	
Complaint from (Name Address Phone Email)	
Nature of complaint (Access to Facilities, Equipment, Programming, Schedule, Training, Other)	
Description of Complaint	

Action Taken to Resolve	
Outcome	