

**LPC-TV Corp**  
**Board of Director's Meeting**  
**March 24, 2010 @ LPC-TV Studios**

Those present: George Thomson, Norm Vanasse, Jean Morrill, Russ Hurlburt, Fred Marin, Brigid Sullivan (arrived late) Sharon Bixby and Exec Director Patrick Cody and Architect Claudio Veliz.

Absent: Sue Pollender, Jean Morrill, Nancy Timmerman and Randy Bixby.

**I. With no quorum present** discussion started at 5:20 PM. Discussion about recent meeting with BRGNS and the dividing wall and the plans for the tank barn. Claudio noted the handicapped baths really need 5' for turning radius. Drawings show 4' radius for turns. It was noted the way the plans are drawn we will only now have 37% of 5523 or 2044 which is really not enough. Sharon to contact Frank and speak with engineer who was helping him with plans to get clarification. Patrick introduced Fred Marin who has agreed to move onto the board and fill Emma's term and Claudio. The January minutes were reviewed – clarification needed – it was agreed to delete the sentence about Rutland. And a correction was needed on page 2 to show \$400 a month rent and no utilities. We will act on the minutes once a quorum appears.

*Due to no quorum we skipped around in the agenda...*

**IV. Comments & Communications**– Patrick reported again once a quorum appears we need to appoint Fred to replace Emma's term and he did speak with Sue Pollender that she also wishes to resign... we will await her formal letter. Sharon noted she hates to see her leave as she has been a board member since the station was conceived and will certainly be missed. If she leaves the board that will leave us with 10 members and it was the consensus of those present we should leave it that way until the next election. Committee Assignments were reviewed and Fred will be added to the fundraising committee. Fundraising really needs more help- Emma resigned, Sue is leaving and Brigid often cannot attend. Nancy, Patrick and Michelle normally only attend. Sharon feels the capital campaign – if we have one- should be a separate committee and should include all board members. George suggested we find a grant writer who can locate grants, bring us the info and help us apply for them. It was felt the staff has no time for this and most of the board has no expertise in this area. Norm totally agrees with George. Michelle had mentioned Tom Appel from New England Management Company, a project manager from Brattleboro who would be paid by the firm who hires him. Claudio noted he knows of a grant writer- Kelly of Springfield BRAT. It was thought a grant writer can be paid out of what they are able to collect on your behalf. Patrick will speak with Kelly and see if she is interested. George asked that Patrick contact other stations and see how they raise money. Do they have any sources who could help us?

**III.** Patrick gave us a list of **Committee Assignments for 2009 - 2010**. We appointed Fred to Fundraising and removed Emma & Sue. George and Sharon are willing to help. Someone suggested Poker, Sharon mentioned possibly a golf tournament again- as she has heard Okemo Valley is now interested in new tournaments. Regarding committees- It was felt Jean should be asked if she is willing to serve on finance or personnel. Brigid arrived. **Quorum now present.**

**II. January Minutes- motion made by Brigid to accept with corrections noted previously, Seconded by Norm. Approved.**

**Sharon made a motion to appoint Fred Marin to the board to finish out Emma's term. Norm seconded motion. Approved.** Welcome Fred!

**IV. Comments (con't)**- Patrick received a letter from Okemo signed by Joyce Washburn noting sorry but they are not able to help us at this time. We were unsure what prompted this letter- Was not on Okemo Community Challenge letterhead so probably was just an answer to our underwriting letter.

VAN update- Patrick noted they would like to petition the Public Service Board for a statewide template for contract renewals. This certainly could help our contract negotiations which come up again in 2013. **Sharon made a motion to approve the VAN resolution regarding petitioning the PSB for a statement template for renewal contracts for public access stations. Norm seconded motion. Approved.** Sharon signed the resolution as Secretary of LPC-TV Corp.

**VII.** George asked that we now move to **Building and Grounds** while Claudio is still present. Patrick, Sharon and Claudio met on Monday and on Tuesday Jay, Sharon, and Patrick met with Jim and Peter from BRGNS to review the % of space.

We had agreed previously at a joint meeting – that we needed close to 2500 sq feet and agreed on 2309 sq feet which is 37% of the buildings footprint. BRGNS would then have 63%. Since then the drawings show us with 2044 sq feet which is 37% of the new interior space. It was felt this is not enough for us—so we met to ask if they would agree to move the common wall back 6-10 ` so we can have close to that original 2300 sq feet. They were not really willing to move the wall—said they needed all they could get. They did however state they no longer want to use the west side entrance—they however will still need to have a fire exit there– but we could use that entry space all for ourselves. There are still some questions that remain about the new plan we were presented by the town. Sharon will call to see if she can speak with planner.

Someone questioned the need again for two bathrooms in our space- Claudio said this depends on occupancy- it is a public building and said it is really a state issue. Noted previously the change to 5' radius for handicapped bathroom.

The configuration Patrick has been working with – requires the 2300 sq feet. We really need to find 300 more sq feet. Idea would be for us to make a second floor for storage. Possibly above the conference room.. between the trusses on the plans. Or above BRGNS space near the joint wall. Best deal is to get the wall moved 6' if not we will used the second floor idea.

George asked where did we get the square footage needs?? Patrick said 4 yrs ago we worked with another architect on the Owls Club property or Fletcher Farm new construction idea. George asked could we combine some of the spaces? Like library and conference room, Patrick noted Claudio really does not have the rooms labeled correctly. Brigid said the Mt Holly Museum which is a public building was just completed only has one handicapped unisex bathroom and that was approved.

BRGNS does not want to share a bathroom with us—that would have been the idea if more restrooms were needed when we have well attended events. Patrick said on a whole this is a lot to go through and not get more than 3 times our present space. We really need 6' more. Leverage if we cannot agree to move the wall the whole project may be thrown out.

George asked "Do we really need 2300 sq feet?" See the station comparison. Bennington has 2500 sq feet, Brattleboro 200 sq ft Springfield 2230 sf, although Patrick commented they are cramped and that is not a good use of the space. Claudio said we do not know what the future will bring... will public access need more room in 20-30 years. With 3D technology much more space may be needed- George countered that in 30 more years there could be no more Comcast. We could stay put in our present space we know financially we can do it. If we move to a much bigger space than we have now- is that gain in space worth the 20 yr commitment and \$100,000+. George said another unknown is the fees.

Patrick suggested a field trip possibly to see the new studio in Ludlow MA who had to raise a great deal of money for their project and other stations along the route.

Claudio suggested we also do PR in local papers as we could end up with money from the hills.

**VIII.** George said we all received the Director's Report and the financials. Everyone is comfortable with those reports as presented.

**IX Second Reading – Policy Review** Right of Refusal and Community Bulletin Board. Both were reviewed previously. **Motion by Brigid to accept the Right of Refusal. Seconded by Norm. Approved. Community Bulletin Board policy and procedure Motion to accept made by Russ, Seconded by Norm. Approved.**

6:40 PM Russ and Brigid had to leave.

Sharon urged Patrick to write a letter seeking the additional 6' movement in the wall. RFP's are due April 19<sup>th</sup> and the bids will be awarded hopefully before May 1<sup>st</sup>. Patrick agreed.

**X.** Norm, Claudio, Patrick and Sharon all agreed to tour other locations including Ludlow MA. Everyone else is welcome to attend if they can. Date and time TBD. Watch for emails.

**XI.** George said next meeting will be Weds April 28<sup>th</sup> at 5PM.

It was agreed to put off the strategic plan as the building plans are the most pressing right now.

**Motion to adjourn by Sharon, Seconded by Fred at 6:57 PM. Approved.**

Respectfully submitted:

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