

LPCTV Minutes

August 25, 2010

Present; George Thomson, Fred Marin, Jean Morrill, Brigid Sullivan, Norm VanNess, Patrick Cody, Michelle Stinson

Meeting called to order by President Thomson at 5:08 p.m.

1. Communications: Micelle reported that Elizabeth Barnett appreciates the content of the channels and the audio levels per her recent correspondence.
2. Minutes of the Aug 5 meeting were not available.
3. New bank signature cards are needed. The CD was rolled over into an account paying interest of 0.998 %. Patrick needs signature cards for George, Jean and Brigid. He wants all officers with signature authority on all bank accounts. Credit cards are in the possession of George, Norm and Patrick. Payroll must also be signed (currently George, Norm, Sharon and Patrick). We need a signature for exclusion on Workers Comp as the Dept of Labor requires unpaid officers be excluded from coverage.
4. Non-business hours access to the studio: Board members should have access to borrow a camera or for emergencies. An alarm code and door code are needed. Patrick will get them to board members.
5. Architectural contract—Claudio has not yet sent a new proposal. Claudio though he could get it down to about 8% of total project costs. He is legally bound if he did drawings to use him for construction, so he requires that he be on the project through completion, with limited on-site construction oversight.
6. Financial Report—Budget report will be e-mailed to us. The audit cost \$2,000, we had allocated up to \$3,500. Patrick has changed QuickBooks to match our 990 reports. LPCTV expects to receive almost \$1500 in Duck Race proceeds from Ludlow Rotary. Payroll is high because David has been on payroll.
7. Directors Report – Patrick reviewed committee assignments for accuracy. Board members will be signing a code of ethics statement. Patrick will work on accounting policies and procedures to set lower limits for requiring 2 signatures. Brigid will send BRACC's to him as a sample. Patrick will bring a draft to the next meeting.
8. Fundraising—Need to set a date for a spaghetti supper. BRGN is doing an auction/dinner at Bella Luna. They want to share in the cost of a sign. The Villages of Ludlow and Cavendish qualify for the USDA rural development loan criteria.

We applied to JELD-WEN for \$24,000 in doors and windows. Sara Stowell helped with application. She is now working on application to Berkshire Bank. Kelly Grattan has also been hired to do some grant writing. She worked on the Hannaford proposal and is currently working on the VT Arts Council proposal, which is due Oct 7th.

It was recently learned that the town will not be providing interior walls as their part of the Armory barn project. We need a brochure for the Chamber expo event on 9/22 and volunteers at our table.

9. Strategic Planning – we will meet at Jackson Gore on Sept 7 and 8 from 5 until 8 with Shawn Cunningham facilitating the group.

10. Next meeting – Sept. 29 at 5:00

11. Meeting adjourned at 6:20 on a motion by Jean Morrill.