



October 2010

Administrative / Organizational

- The Strategic Plan was distributed to the Board for review back in September. The Board at its last meeting approved the Vision Statement, Mission Statement, and Goals, with changes. The remainder of the plan now needs to be approved with any changes. It is on the agenda for the October meeting.
- As you know, Norm resigned from the Board last month. I met with him recently over lunch to thank him for his time on the Board. We are now down to 8 members, with 6 being presently active. As also reported, Randy is on a leave and Jay is unavailable. It is recommended that the Board appoint at least 1 seat. There is strength in numbers, especially as we embark on a capital campaign. We need all the help we can get and a Board of 6 active members is not enough.
- First draft of accounting policies & procedures to be distributed at meeting

Building Project

- main bldg expected to be done by mid-November; there was a delay on the kitchen installations, but the Town is reporting it should be done very soon and that building is the focus for the time being
- we have received an updated prelim. Floor plan from Claudio which is available.
- David Josselyn is waiting on next set of more advanced & larger drawings from us (showing basic electrical) so that he can spray the foam insulation in.
- we discovered that 2 large HVAC condenser units are being installed on a concrete pad. The pad is connected to the outside wall of where the studio will be going - there are concerns about possible vibration noise and I am working with David Josselyn to mitigate that. He said could move the pad away from the building and will put anti-vibration rubber pads beneath the units
- I took a field trip to Castleton State College to tour its new TV studio and production facility. The size of the studio is nearly identical to the dimensions of our design. The biggest complaint CSC staff have is the sound vibration from the air handlers in the overhead forced hot air system. Otherwise they are happy.
- I am in discussions with a possible acoustical consultant, Jim Gilmour, about his involvement with our project. He has a professional recording studio- Southview Arts- in Middletown Springs. He has designed many recording and broadcast studios.
- Updated project budgets was emailed to the Board last week

Fundraising

- VT Arts Council "Cultural Facilities" grant proposal was submitted earlier this month.
- SE VT Council on the Aging proposal going out this Thursday
- Cavendish Community Fund proposal also going out this week (for help with subsidizing coverage of local meetings)
- Proposals for the TD Bank North Foundation and People's Bank Foundation are currently in process
- Fundraising Cmte has met twice since September's Board meeting. Progress was made with planning for our underwriting campaign and coming up with a plan for the capital campaign
- We are behind schedule with the capital campaign & fundraising in general, but we did get a boost last week when Christopher's gave us \$2500. We need to be doing some massive PR around this to help draw attention and to thank Christopher's publicly
- underwriting letters to go out during the 1st & 2nd weeks of November..this year the letters will have a short mention of our building project / capital campaign and give businesses the option of making a contribution towards that, like Christopher's has done (Christophers' donation came unsolicited, but was a combo capital / underwriting).
- so that means we have already named 2 new underwriters- The Mountain Times and Christopher's
- I am making contacts with non profit consultants who might be able to help manage / consult on our capital campaign. We need to come up with an RFP, even if basic. We could be losing out on an opportunity if we don't get letters out very soon (end of tax year).
- we will do the same when we receive the Duck Race money from the Rotary Club
- Fundraising Cmte. started meeting every other Tuesday. Should we make these the Capital Campaign meetings? Next one would be Election Day, November 2nd. We had been meeting at 4PM but we can make it earlier...probably not later on the 2nd since it is Election Day. We could also postpone it until the following day, Weds. The 3rd. Up for discussion.
- Thursday at 2PM Common Good Vermont is offering a webinar on Boards & fundraising, with VT non profit consultant Andy Robinson. If you are interested we can do this somewhere- ideally outside of LPCTV. Cost is \$35. For info on this or anything else related, check out Common Good Vermont online: commongooodvt.org. (The webinar is listed under "Events").

Financial

- Budget: expenses are on track; revenues are reasonably within projections, except for the underwriting
- The CD funds ("Building Fund") were transferred into checking account in order to pay bills for the building project
- Accounting policies to be distributed at meeting
- Tax preparation-I solicited estimates from CPAs and based on the info provided I decided to try Janice Graham this year. Most service for the money. She will review our QuickBooks and provide us with any necessary adjustments; not to exceed \$650. We will see how it goes this year and can make future decisions based on adopted policies & procedures.

Production & Outreach

- Need help Election Day & night (Tuesday, November 2nd). Michelle will be away for the week. I plan to cover live election results for regional & statewide offices. Would love to have stringer reporters out in the polling locations (I have put a call-out on our various outlets), but want to hear from all interested. We can also use the air time to plug the building project & fundraising efforts. Anyone able to help? Let me know. We can meet to discuss details.
- We need more photos of the area- scenic, landscapes, wildlife, recognizable buildings. I'm just trying to increase our collection.
- I am producing a video piece on the "Women Town Clerks of Vermont" photo & multi-media exhibit, which was recently in Plymouth and is now in Tinmouth. We can use the piece as an example of our partnerships with artists & how we can promote local democracy (the point of the exhibit is how Town clerks are conduits to government in a participatory democracy..pretty interesting exhibit)
- Green Mountain Outlook will run an article on our building / fundraising project soon.
- Who can be on our production team for an "inside LPCTV"-themed show? We need to start turning out 1 per week, on a variety of topics.