

LCTV Board of Directors Meeting
Thursday, November 10, 2011

In Attendance

Bristol:
Damariscotta: Laurel Cooley, Julie Clark
Newcastle: Chris Doherty
Nobleboro: John Emerson
Waldoboro: Alan Lowe
Wiscasset:

Station Mgr: Mary Ellen Crowley
Assistant Mgr:

Excused

Ann Pinkham
(Susan Bickford)
(Bobby Whear)
Hans Nicolaison
Jack Swanton
(Sean Rafter, Steve Wallace)

KJ Flewelling

Quorum. The President declared that a quorum was present.

Resignation of Board Member. The Board reluctantly accepted the resignation of Laurel Cooley, representative of Damariscotta and Public Relations guru, who will be moving to Lexington, Mass next month. She expressed her enjoyment in working on the Board and noted the great strides LCTV has made in the past three years (*thanks largely to Laurel*). We all wish her the best in her new home.

Minutes of Last Meeting. Motion passed to accept the Secretary's October 13, 2011 minutes as amended and emailed. The minutes will be sent to each of the Towns in the franchise area.

Treasurer's Report (Jack)

As of October 31, LCTV had \$15,927.69 in the checking account.

Jack emailed a Balance Sheet and a Report of Income and Expenses vs. this year's budget with the following message:

In total you can see that we plan on spending another \$38.5K this year. Looking at our Balance Sheet you can see we have more than half of this currently in our bank account, which, with prudent spending, should carry us until the Towns that have yet to pay their share do so. In short, we are fiscally sound.

Because it was needed by Bristol, Mary Ellen has already prepared a draft budget for our next fiscal year, July 1, 2012 - June 30, 2013. She has done a wonderful job looking into her crystal ball, even though the image must have been decidedly blurry from this distance. There will be time aplenty to amend it before any final vote is taken some time in the spring, but please look it over and feel free to ask her any questions and make suggestions.

Proposed 2012-2013 Budget (Mary Ellen)

- Mary Ellen presented a proposed 2012-2013 Budget and drew our attention to the income section which showed that LCTV is responsible for raising \$10K this time around. She suggested that we bring in show sponsors who will receive bulletin board exposure at least 12 times each day. We discussed doing 30 second video clips for sponsors in addition to the slides.

- Laurel suggested a PSA day for non-profits to come to the Studio and tape segments promoting their services. Mary Ellen reported that she plans to have a PSA day for non profits sometime next year.
- John suggested that we cover the parking lot expenses during the present fiscal year rather than waiting for next year.
- There was general discussion regarding the Funding Formula which is currently based on population and the number of cable subscribers in each Town. Mary Ellen pointed out that cable subscribers are not the only people who benefit from public access- the LCTV Studio is available to everyone in the 10 Towns who want to take classes, use the equipment to produce their own shows, and contribute tapes for broadcast.
- ***Motion passed to accept the proposed Budget as presented by Mary Ellen.***

Other Business

- Mary Ellen reported that she plans to formally request from Wiscasset one third of the PEG grant they obtained in 2004 to cover equipment expenses for Public, Government and Educational programming for 10 years (the length of the contract).

Technology Committee (KJ)

- It's been an exciting month for LCTV on the technology front. We won bids on 3 Cannon XL2 cameras for field and studio use. Use of these cameras in the studio and in the field have proven them to produce excellent picture and sound quality and will be a great benefit to future productions for the station for years to come. We have also won a bid for 3 Ikegami television studio quality studio cameras with all of the features one would expect in studio cameras, like tripod controls and large monitor outputs. One unknown is whether these cameras will come equipped with tally lights which will let the camera controllers know when they have a live shot. If the sets do not include tally lights we can purchase them with the surplus in the camera fund for around \$100 for a set of 3.
- Mary Ellen has also ordered a new mid range Sony cam for field testing, and if the results are good we may look into purchasing 2 more to build field kits that producers can easily take out for local shoots with all of the equipment that they need in one convenient package.
- The new edit suite has been a nice addition to the studio's post production arsenal. Hopefully we'll be adding more edit suites for the increasing number of afternoon and evening classes for students to work on. I've started hard wiring the studio edit suites so that files can be transferred more easily on the studio network and files can be readily shared to the broadcast switcher.
- An inventory of LCTV equipment is well underway and I'll attach what I have so far.
- Classes are going well with a small group on Monday afternoons, which we'll be adding more students from Lincoln Academy. This is a beginner class for students interested in television and film production called Production 101. I've attached a syllabus I'm using.
- The Tuesday evening class is making great strides with Alan Lowe's Maine Music show. The crew has been adapting to different equipment and different crew

positions from week to week to give the people involved a wider field of knowledge in television production. So far the class has 2 high quality completed shows with a third in progress and great momentum to continue to produce shows on a weekly basis.

Maine Music Show (Alan)

Now that the Studio is fully renovated and I have a functioning crew (thanks to KJ's classes), I have started producing the music show I've been planning for some time. We've got 4 cameramen, one on audio, one on the switcher, and a director. KJ teaches a class every Tuesday at 5:30, the musicians show up at 6pm, and we go into full production. I'm grateful to Laurel for all her press releases that built up excitement in LCTV, and I enjoy working with the young people who have been training. One of the trainees is interested in doing a movie review show, and who knows what other productions will come of it? The show is not yet scheduled for airing, but soon, soon.

Public Relations Report (Laurel)

- Laurel passed PR information to Julie who offered to attempt to fill Laurel's big, wide shoes in this department.
- Laurel also related an idea from Ann that the taping equipment installed in the various Town offices might be used to tape other meetings that are held in that space. Of course, each organization would have to train their own people to handle the equipment.

Press Release:

- *LCTV Airs Maine High Court Session at Pownalborough Court House*, sent to MidCoast newspapers.

Correspondence:

- Mailed LCTV information, general brochure and LCTV "How to Get Your Message on Community Bulletin Board" instructions to Kay Liss, Coastal Senior College publicity coordinator.
- Emailed High Court filming announcement (see Press Releases) to high school principals: John (Jay) Pinkerton, Lincoln Academy; Deb Taylor, Wiscasset High School; and Harold Wilson, Medomak Valley High School.
- Sent LCTV board information and LCTV representative vacancy announcements to Lincoln County News columnists Candy Congdon, Round Pound; Lorraine Fossett, Bristol; and Jo Cameron, Edgecomb. Candy and Jo included the information in their columns.
- Received a message from Liliana Thelander, Wiscasset school district parent, advising that SAGES (Wiscasset Schools Advisory Group for Educational Success) was interested in having an October 26 meeting taped for broadcast on LCTV. SAGES is facilitating meetings/discussions focused on Wiscasset remaining with or withdrawing from RSU-12. Mary Ellen sent out an inquiry to independent producers.
-

Station Manager's Report (Mary Ellen)

Government:

- Kristine Poland, the Town Administrator for Bristol, kindly furnished me with the 2010 census figures for Lincoln County. With this information, and the Franchise Fee reports for each town for 2010, I was able to figure each town's share of our FY13 budget based on the most up-to-date population and cable subscriber figures available.
- I have attached the proposed budget and the Town Funding Formula. I hope this will be approved, with or without amendments, at the board meeting Thursday so I can get going with the Bristol petition.
- I've started following up on some of the grant and organizational opportunities that Pam Dunning (Wiscasset Selectwoman) alerted me to last month when taking the tour of the station. We are now able to request items from TechSoup (discounted software and equipment for non-profits) and I've begun a grant application to the Tabitha and Steven King Foundation for a propane generator which will keep us on the air for at least 24 hours when we lose power during storms and a downstream keyer which will allow us to broadcast emergency alerts, storm warnings, school closings, etc.
- I wrote to Shelley Winchenbach, the government rep for Time Warner, to tell her that we need to start using the government channel (government programming is taking up more than 33% of our current programming) and how do we and/or the towns go about doing this. After several emails back and forth, Shelley's position became clear - unless it's in the franchise contract, no town will have access to channel 22. Because of this, Shelley believes that Damariscotta is the only town with access to a government channel. Unfortunately, in her last email she wrote, *"As I've stated, Damariscotta wanted to run their own government access channel from the Town office themselves. They did not want it broadcasting from the LCTV studio."* As far as I know, the opposite of this is true.
- We must work with all the towns to educate them to Time Warner's position on this and, hopefully, have the towns work in unison to request that LCTV be given access to broadcast on channel 22. If Time Warner won't accept this, we at least have to make sure that the towns request a government channel to be operated by LCTV when they negotiate their franchise agreements. Tony Vigue, Jack Swanton, Don Gerrish (interim town manager for Damariscotta) and Ron Grenier (Newcastle Town Manager) have copies of the correspondence.

Public:

- Many requests in October from the public to "cover" their events; many opportunities for educating the public on what LCTV does and does not do. That said, Gary Getchel of Dresden volunteered to tape the SAGE forum on the issue of Wiscasset's participation in RSU12.

Equipment:

- LCTV purchased three used Canon XL2 cameras for field work (\$3019.94) and a Video Camera Studio Package consisting of 3 used Ikegami studio cameras

(\$3575.08). This leaves us with a surplus in our camera budget of \$1404.98. I also purchased a used Sony HDR-CX160 - it shoots in high or standard definition and stores the video on a flash card for easy and fast transfer to a computer for editing (\$309). If I like it, I may buy more, as I think it's a good intermediate camera for people who aren't as interested in the technical side of videography as they are in recording an event quickly and easily. KJ may have more to add in his technological report.

Miscellaneous:

- Change to our new hours: Monday 3:30p-7:30p, Tuesday 10a-7:30p, Thursday 10a-5p, Friday 10a-12p. KJ does the Monday shift and Tuesday from 3:30p-7:30p. I do the rest with an overlap on Tuesdays for an hour or so.
- Last, but not least, I couldn't help but share this tidbit from Tony Vigue: Verizon and Time Warner are among the 78 major corporations that paid no federal income taxes from 2008-2010. AT&T, Verizon and Comcast are among the 25 companies with the largest total tax subsidies from 2008-2010. The telecommunications industry as a whole paid an 8.2% effective rate over the 2008-2010 period (statutory rate is 35%).

One Time Shows:

St. Philip's Chowder Suppers (Lee Arnott)
Pemaquid Watershed Association (LCTV - auction clip)
Out on the Silence (requested by Lincoln County Coalition for Marriage Equality)
Pumpkinfest Regatta (Michael Christopher)
Pumpkinfest Regatta Awards (Michael Christopher)
Maine Supreme Court at the Pownalborough Court House (Mary Ellen Crowley)
Waldoboro Business Association Showcase (Caren Clark)
Lincoln Academy Soccer (Michael Christopher)
Joel Fuhrman - Eat to Live (Michael Christopher)
Wiscasset and RSU 12? (Gary Getchel)

Series:

None

Bulletins, PSA's, Promos:

Food Addicts in Recovery Anonymous
Time Warner Digital Conversion
CONA - Supper for Somalia
Pemaquid Watershed Coastal Cleanup
Hyssop's in Concert (North Waldoboro Church of the Nazarene)
Vote Fluoride Out Of Our Water
Pemaquid Watershed Sunset Cruise

(above are just my BB posts, do not include other user posts)

Structure of the Board

- With Laurel's resignation, the Board will consist of 11 members. We discussed the wording in the current Bylaws which require three Board members from each Town and agreed that that provision should be revised to call for representation without any reference to number, effectively reducing the requirement to only one person from each Town. Ann and Julie will work on this revision for approval in January.
- The Bylaws currently provide that *three consecutive unexcused absences* from Board meetings will result in removal from the Board. It was agreed that we need to abide by our own policies, and Julie offered to write a notice to all Board members reminding them of the attendance provision for approval at the January meeting.
- **Next Meeting.** The next regularly scheduled Board meeting will be held on Thursday, January 12th at 5:00 at the LCTV Studio at 29 Sheepscot Road in Newcastle.
- ***Motion passed to adjourn the meeting at 6:30 p.m.***

Respectfully submitted,

Julie Clark

Julie Clark, Secretary of LCTV