

# Rule 8 Annual Report

## for Vermont Access Management Organizations

**Reporting Date** (Date Fiscal Year ends)

June 30

### 1. Organization Name & Address

LPCTV, Corp.

Legal Name/ Corporate Name

"Doing Business As" (d/b/a) Name & Call Letters

37C Main St., Ludlow, VT 05149

Mailing Address

[www.LPCTV.org](http://www.LPCTV.org)

Website Address

## 2. Contact Information

### 2a. Individual Completing this Form

Patrick Cody

Name

Executive Director

Position

228-8808

Phone Number

228-8807

Fax Number

pcody@lpctv.org

EmailAddress

### 2b. Executive Director/ CEO

Name

Phone

Fax Number

Email Address

## 3. Corporate Status

Is the AMO recognized by the IRS as a 501 (c)(3) Non-Profit Corporation? ..... ☒ Yes ☐ No

Year Incorporated in State of Vermont ..... 2001

Is the AMO current with its bi-ennial Secretary of State nonprofit corporate registration? ..... ☒ Yes ☐ No

## 4. Service Territories/ Communities Served

Service Territories	Name of Cable Operator	Communities Served	Changes from Previous Year
Service Territory 1	Comcast	Ludlow, Plymouth, Cavendish, Mount Holly	
Service Territory 2			
Service Territory 3			

## 5. Current PEG Capacity & Applications – 8.422(B)

### 5a. Channel(s), by Cable Operator(s)

Name of Cable Operator #1 Comcast	
Channel Number (and Call Letters or Name)	Type of Access (Public, Educational, Govt.)
8 (in Ludlow, Plymouth, Cavendish)	Public
10 (in Ludlow, Plymouth, Cavendish)	Educational / Gov't
20 (Mt. Holly only)	Public
21 (Mt. Holly only)	Educational / Gov't

Name of Cable Operator #2	
Channel Number (and Call Letters or Name)	Type of Access (Public, Educational, Govt.)

### 5b. Additional Application(s) – 8.404(B)

Describe Additional Application(s) the AMO uses that the cable operator has dedicated system capacity or facilities in a form other than a channel to support the distribution of PEG content to cable subscribers.

Comcast has provided a low cost high speed ("business class") static IP modem to LPCTV for internet use. LPCTV pays \$15 per month for this service.

## 6. Outreach Strategies – 8.422(C)

### 6a. Outreach Activity Summary

Activity		Frequency (How many, how often @ D,M or Y)	Number of People or Orgs Served/Reached (Check Applicable Range)				
			1-50	51-150	151-500	501-1000	1000+
Group Orientations	2 annual	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
One-on-One Orientations	23 annual	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Events (Open Houses, Tours, Gallery Openings, etc.)	1 annual (Holiday Open House)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Newsletters (Emailed or Mailed)	6	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bill Stuffers	0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advertising placements (Print, Radio, TV)	2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Community Bulletin Board submissions	228 (total, annual)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Video contests, competitions	0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internet Applications & Other Types of Outreach (Specify)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 6b. Additional Information

Provide additional Outreach information (if any) in narrative form.

## 7. Training Delivery -- Rule 8.422(C)

### 7a. Training Delivery, a Summary

Please summarize how the AMO delivered its Training during the year of this Report.

Activity		Numbers Served
One-on-One Training & Support		23
Workshops		17
Camps		21
Other (Describe)		

## 7b. Additional Information

Provide additional Training information (if space needed) in narrative form.

## 8. Programming Data - Rule 8.422 (C)

### 8a. Programming Information

Please provide annual data for the following.

**NOTE: Columns & Rows will auto-total if using the live Adobe Form.**

Type of Programming (First-Run, Non-Repeat)	Number of Programs					Number of Hours (Non-Repeat)				
	Ch 8 / 20	Ch 10 / 21	Ch 10	Ch	Total # of Prgms	Ch 8 / 20	Ch 10 / 21	Ch 10	Ch 21	Total # of Hours
Locally-Produced	261	208			0	201.36	195.45			0
"Imported" via VMX or Vermont AMO	267	323			0	160.43	281.85			0
"Imported" from other sources	295	60			0	281	38.06			0
<b>COLUMN TOTAL</b>	<b>823</b>	<b>591</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>642.79</b>	<b>515.36</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 8b. Remote Origination Sites (Non AMO Facility)

Please describe the Sites used by your AMO and their type(s) of programming (P, E, G).

Site Location (Entity Name, Town)	Frequency of Use (specify #/mo or #/yr)	Number of Programs Cablecast/Year	Type of Use (e.g., Public, Educ, Gov't)	Cable Operator Providing Site
Ludlow Town Hall	1 / year	0	Gov't	Comcast
Cavendish Municipal Office	0	0		Comcast

[Continued next page]



## 8c. Additional Information - Rule 8.422(C)

Provide Additional Information (if needed) in narrative form.

The signal quality of the remote origination sites continues to be an issue. Out of the 7 remote origination sites identified on Schedule A of our original (2002) agreement (with Adelphia), only three (3) were ever completed and activated as 2-way feeds. These were Ludlow Town Hall, Cavendish Municipal Office, and Cavendish Town Elementary School. The remaining sites, which included the Plymouth Town Office and Plymouth School were never completed. Those sites that were not completed were left off of the Schedule A of the new contract (signed January 2013). The new Schedule A lists just the three completed sites plus Black River High School, which is not a true remote origination site. When the work was completed on that site, in 2004, LPCTV was operating inside of the school. A cable was hard-wired to LPCTV's master control system from the school gym. After LPCTV moved out of the school in late 2011, the Black River High School was no longer useful as a remote origination site.

## 9. Complaint Tracking - Rule 8.422(D)

Details of complaints and how the AMO responded to them.

### 9a. Complaints & Current Status

Summarize complaints and current status.



## 10. Facilities Summary/Description of Facilities - Rule 8.422(E)

### 10a. Depreciation Schedule

Attach your Depreciation Schedule from your IRS Form 990 (long form) or your Fixed Asset Schedule.

### 10b. Changes in Equipment Inventory/ General Statement of Improvements

Describe generally major changes in equipment inventory from reporting year  
(general statement of improvements).

LPCTV continued with its capital improvements during FY14, which have included both equipment upgrades as well as the multiphased build out of its facility. The equipment upgrades are part of a capital improvement plan, using funds from the new annual Capital fund, which was negotiated under the new contract with Comcast (signed January 2013). The equipment purchased during FY14 includes two professional HD camcorders, a new computer workstation, LCD monitors, and a network storage device & hard drives. In addition, with grant funds received for a collaborative project with Black River High School, LPCTV purchased and installed two new Mac-based editing suites, using Adobe Creative Cloud software packages.

As for the building improvements, a lighting grid and new electrical work were completed in the new TV studio.

## 11. Organizational Leadership: Rosters of Key Staff & Board [Rule 8.422(F)]

### 11a. Key Staff

Position/Job Title	Name
Executive Director	Patrick Cody
Operations Manager	Michelle Stinson

## 11b. Current Board Members (as of end of Fiscal Year)

Director's Name	Phone Number/ Email Address	Community Affiliation (if stated)
Sharon Bixby	228-8823 / seb1@tds.net	
Fred Marin	226-7445 / ftmarin@gmail.com	
Tesha Buss	245-4746 / teshabuss@gmail.com	
Sharon Combes-Farr	558-8182 / sharon.combesfarr@gmail.com	
Jerry Milligan	734-3829 / milliganmktmgr@yahoo.com	
George Thomson	558-9057 / thomson131vt@gmail.com	
Chris Saylor	558-1102 / csaylor67@gmail.com	
Scott Stearns	(425) 830-7928 / sestearns@msn.com	
Darren Williams	738-5557 / darrenwilliams1963@yahoo.com	
Brigid Sullivan	259-2274 / brigid526@gmail.com	

## 12. Changes in Organizational Structure - Rule 8.422(G)

Detail here any significant changes in organizational structure during the Fiscal Year; for example, bylaws, style of governance, corporate form, dissolution, etc.

### 13. Planning Considerations - Rule 8.422(K)

In this section, please provide your planning considerations and expectations for how community needs will be identified and met for current and future fiscal years. Include new programs or services you plan to offer over the next 3 years, how those relate to your community's needs and interests, and the process you used to identify those needs and interests. ***Note that regulators and the cable operator may regard this section as your PEG Access Plan.***

LPCTV will continue with its building improvements during FY15 and beyond. This will require a significant fundraising effort, since the financing for these improvements is being completed with funds outside of the regular (annual) operating and capital budgets. The remainder of the work will be handled under one scope, which will include flooring, drywall, insulation, drop ceiling, electrical, HVAC, AV cabling and conduit, and finish work. There is one separate immediate scope of work - in the TV studio - which is scheduled to be completed mid-way through FY15, which is being financed through grants received from the Vermont Arts Council and Okemo Community Challenge. This includes new energy-efficient studio lighting, insulation and sound-proofing, and flooring.

Equipment upgrades during FY15 include a new master control server (planned for 4th quarter) and a new computer workstation, as well as some new sound equipment and disk storage (hard drives). Future planned equipment upgrades include the production switcher and peripherals in the studio control room.

The Board of Directors is focusing on increasing operating revenue through memberships and underwriting.

The new and enhanced studio will add production value, increasing opportunities for more use. This is a major piece to a larger plan to cultivate and support the production of more local programming.

The Board of Directors will engage in a discussion on long-term strategic planning during FY15.

Perhaps the largest change to operations involves a pending partnership with telecom provider VTel. If a contract agreement can be reached, LPCTV will have channels on VTel's new fiber optic television network (along with several other Access Mgmt. Organizations in the region). The implications and possibilities for this partnership are vast.

However, there are lingering issues that must be addressed before LPCTV can reach that contractual agreement with the company.

### 14. Service Quality Issues - Rule 8.422(L)

Service quality issues requiring attention of the cable operator or the Vermont Department of Public Service.

## 15. Financial Documents - Rules 8.422 (H), (I) and (M)

### 15a. AMO Revenue Report

The report shall distinguish between funds provided by the operator as PEG funding and funds obtained from other sources.

Describe the revenue sources the AMO relies upon to support its services.  
(Other Sources of support may include memberships, paid services, interest income, fundraising activities such as grants, annual campaigns, capital campaigns and Non-PEG Services)

Operator Funds (Op+Cap+Spike)		Other Revenue Sources (Identify above each amount)				Total Revenue*
Cable Operator 1	Cable Operator 2	Fundraiser	Memberships & Underwriting	Grants	Other	
\$ 136,958	\$	\$ 6615	\$ 8000	\$ 8400	\$ 1701	\$ 161,674

### 15b. AMO Expense Report

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. List expenses as they apply to each of the AMO's PEG and Non-PEG services.

AMO Services		Operating Expenses	Capital Expenses	Total Expenses*
PEG Services		\$ 128,728	\$ 8293	\$ 137,021
Non-PEG Services	Building Improvements	\$	\$ 14,158	\$ 14,158
		\$	\$	\$ 0
		\$	\$	\$ 0
Total PEG & Non-PEG Expenses*		\$ 0	\$ 0	\$ 151,179

**\*Amounts are auto-calculated.**

### 15c. Statement of Cable Operator Funds

A statement of total Operating and Capital funding received from the operator(s) and whether any funds were carried forward from the prior year. **See Instructions for clarification.**

Funds	Totals
Amount Carried Forward from Prior Year (i.e., budgeted, but not spent or earmarked)	\$ 0
Total of Operating Funds Received from the Cable Operator in Fiscal Year	\$ 135,106
Total of Capital Funds Received from the Cable Operator in Fiscal Year (including 'spike')	\$ 852

**Attach hard copies of the following financial documentation:**

- a. Income/Expense Statement (a.k.a., Profit & Loss Statement) for this Fiscal Year.
  - b. Balance Sheet on the final day of the Fiscal Year (listing assets & liabilities).
  - c. Current year Operating and Capital Budgets.
  - d. Annual Tax Return (990 or 990-EZ). If necessary, file as an addendum to this Report within 30 days of filing with the IRS.
  - e. Audit or Financial Review prepared during the Fiscal Year (if any).
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## Statement of Certification

I \_\_\_\_\_ (print/type name) hereby certify that

\_\_\_\_\_ (name of AMO)

is (or has a parent organization that is) a non-profit organization in good standing with the State of Vermont (i.e., has filed a nonprofit biennial report in a timely manner) and maintains the following documents on our premises that are available to the public upon request:

- Bylaws or other governing documents
- Rules and operating procedures
- Complaint and dispute resolution procedures
- Contract(s) with Cable Operator(s)
- Evidence of conducting meetings consistent with Open Meeting Law

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness Name (Print/Type)

\_\_\_\_\_  
Date

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2.