

ANNUAL REPORT

OF VERMONT ACCESS MANAGEMENT ORGANIZATION

1. Organization

Year: 2008

Corporate Name	LPCTV
Doing business as	LPCTV, Inc.
Mailing Address	43 Main St. Ludlow, VT 05149
Location address (if different than mailing address)	
Web Address	www.lpctv.org

2. Contact Information

2a. Individual Completing this Form

Name	Patrick Cody
Position	Executive Director
Address	
Phone Number/ Extension	802-228-8808
Fax Number	802-228-8807
Email Address	pcody@lpctv.org

2b. Executive Director/ Chief Executive Officer

Name (if different than individual completing the annual report)
Address
Phone/ Extension
Fax Number
Email Address

3. Corporate Status

a. Start of Fiscal Year (month/date)	July 1
b. Is the AMO recognized by the IRS as a not-for-profit organization?	yes
c. Year Incorporated in state of Vermont	2001
d. Is the AMO currently registered as a nonprofit organization with the State of Vermont? <i>The Vermont Secretary of State requires nonprofits to renew their status bi-annually.</i> http://www.sec.state.vt.us/tutor/dobiz/noprof/Nonprofit/forms.htm	yes

4. Service Territories and Communities Served		
<i>(If AMO served distinct service territories or operators, please specify)</i>	Name of Operator	Communities Served <i>(As identified in your Contract)</i>
Service Territory 1	Comcast	Ludlow, Plymouth, Cavendish, Mount Holly
Service Territory 2		

Service Territory 3

5. AMO EXPENSE REPORT

8.422 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.

5a. Please indicate the "program services" of the AMO.

(Non-PEG services may include the operation of low per radio station, community technology center, independent production company, etc.)

5b. Please list total expenses as they apply to each of the AMOs program services

(see Part III a - e of IRS Form 990)

Program Services		Operating & Capital Expense Total
PEG Services		
Operation of PEG Channel(s) & Applications	Channels 8 and 10	\$143841
Non PEG Services		
1.		\$
2.		\$
3.		\$
PEG & Non-PEG Expenses		\$143841

5c. Please detail operating and capital expenses as they relate to the AMO's support production and distribution of PEG content to cable television subscribers.

(These total should tie into the organizations P&L statement for the reporting year.)

Expense	Total
Operating Expenses	\$108280
Capital Expenses	\$35561
Total Expenses	\$143841

6. AMO REVENUE REPORT

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

6a. Please describe the revenue sources the AMO relies upon to support its program services.

(Other Sources of support may include memberships, earned income, fundraising activities such as grants, annual campaigns, capital campaigns.)

Program Services	CABLE	OTHER SOURCES OF REVENUE	TOTAL REVENUE

PEG Services	Cable Co. 1 Comcast	Cable Co. 2	1.	2.	3.	4.	
Operation of PEG Channel(s) & Applications	\$105455	\$	\$	\$	\$	\$	\$105455
Non PEG Services							
1.	\$4558	\$	\$	\$	\$	\$	\$4558
2.	\$	\$	\$	\$	\$	\$	\$0
3.	\$	\$	\$	\$	\$	\$	\$0
Total Organization Revenue	\$110013	\$0	\$0	\$0	\$0	\$0	\$110013

The report shall also include the following information:

8.422 (A) Changes in service territory

7. Please describe changes in the AMO's service territory in the past fiscal year.

Change(s) in Service Territories & Communities Served		
<i>(If AMO serves distinct service territories or operators, please specify - See Definition at 8.100 (CC))</i>		Change in Communities Served <i>(As amended in your Contract)</i>
PEG AMO Service Territory 1	Comcast	
Service Territory 2		
Service Territory 3		

8.422 (B) Description of current PEG capacity and applications

8. Current PEG capacity and applications.

Name of Cable Operator #1: Comcast	
Channels (Call letters/Name)	Type of Access (Public, Educational, Govt.)
1.LPCTV Channel 8	Public
2.LPCTV Channel 10	Educational, Govt.
3.	
Other Application:	Description (e.g., Video-on-Demand, Audio Channels):
Name of Cable Operator #2 (if applicable):	
1.	
2.	
3.	
Other Application:	Description (e.g., Video-on-Demand, Audio Channels):

8.422 (C) Description of current PEG services, including outreach strategies, training delivery, content production and distribution (for example, hours of original programming, utilization of PEG facilities such as live drops or interconnect);

9. Outreach Strategies

a. Outreach Activity Summary - Rank the importance of AMO *outreach* activities for year of this report.

#	Activity	Frequency (e.g., per month/ ongoing...)	Numbers of Served (select applicable Range)
5	Orientation Workshops	ongoing	1-50
20	One-on-one	ongoing	1-50
NA	Open Houses		1-50
NA	Community Events		1-50
2	Public presentations	ongoing	1-50
4	PEG Channel Promotional Programming	ongoing	1-50
NA	Bill Stuffers		1-50
3	Print Advertisement	ongoing	1000+
NA	Radio Advertisement		1-50
NA	Cable Avails		1-50
NA	Newsletters		1-50
1	E Newsletter	ongoing	51-150
1	Web site & blog	ongoing	1000+
NA	List serves		1-50
3	Community Organization Memberships	annual	51-150
1			1-50
1			1-50
1			1-50
1			1-50
1			1-50

9b. (Optional) You may also provide information in narrative form:**10. Training Delivery****a. Training Delivery Summary** - Please summarize the training delivery of the AMO for the year of this report.

Activity	Frequency	Number of people served
One-on-one training & support	23	23
Workshops	2	7
Camps		
Other (Describe): Youth Video Club	weekly over 3 month period	10
Other (Describe):		
Other (Describe):		

b. Narrative - You may provide information in narrative form:**11. Volunteer Contribution****a. Volunteer Value** - Please summarize the volunteer contributions utilized by the AMO for the year.

Volunteer Contributions	Estimated Number
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Volunteers	13
Volunteer Hours	230
Organizations (that you keep track of) that participate and utilize PEG services	53

b. Narrative - You may provide information in narrative form as an option.

LPCTV classifies volunteers as community members who contribute by spending their own time in LPCTV-related activities and projects. This includes the Board of Directors and those producers and production assistants who work on productions "on assignment" or by request. By contrast, those who work on productions of their own choosing are not classified as "volunteers".

12. PROGRAMMING DATA *(For Channel 1, 2, 3 or other such as Video-on-Demand Channel)*

a. Hours of Channel Operation

	Channel 1 LPCTV Channel 8 Comcast	Channel 2 LPCTV Channel 10 Comcast	Channel 3 LPCTV Channel 8 Comcast	Other Application Comcast
How many hours does your channel operate each day (not including bulletin board)?	20	21.5		
How many hours does your channel operate each year (not including bulletin board)?	7300	7847.5		

b. Programming Information

<i>Please provide annual data.</i>	Channel 1 LPCTV Channel 8 Comcast		Channel 2 LPCTV Channel 10 Comcast		Channel 3 LPCTV Channel 8 Comcast	
	Number of Hours	Number of Programs	Number of Hours	Number of Programs	Number of Hours	Number of Programs
1. Total, ALL first run, non-repeat programming	806	1084	971	965		
a. Total Locally Produced programming	242	326	140	167		
b. Total Imported programming	564	758	831	965	0	0
i. Imported from Vermont AMOs	115	125	157	112		
ii. Imported from other sources	449	633	674	853		

c. Remote Origination Sites

Please Describe the remote Origination sites used by the AMO.

Location of the site Building, Street Address, Municipality	Frequency of Use (Specify "per month" or "per year")	Number of Programs Cablecast from the Site	Ways these sites are being used (e.g., municipal meetings, graduations)
Ludlow Town Hall, Depot St., Ludlow	2 per year	2	municipal meeting

Cavendish Town Elementary School, Main St., Proctorsville	1 per year	1	Town Meeting
Black River High School, 43 Main St., Ludlow	1 per year	1	graduation
Cavendish Town Office, High St., Cavendish	0	0	N/A

8.422 (D) Details of complaints and how the AMO responded to them;

13. Complaint Tracking:

a. Please summarize the type and resolution of complaints received by your AMO this year. (Data from Compliant Resolution Form, see below)

Category of Complaint	Number of Complaints	Number of Resolved	Number Pending *
Access to Facilities	0	0	0
Equipment	0	0	0
Programming	0	0	0
Schedule	0	0	0
Training	0	0	0
Other	0	0	0

b. * Please summarize the pending complaints:

8.422 (E) Description of facilities (equipment and location):

14. Facilities Summary

Category	Equipment Package (General description: Number, type of equipment)
Studio Location 1	3 JVC GY 550 studio cameras (with CCUs, monitors, zoom & focus controls) 3 Vinten pedestals 1 Prompter People prompter 1 Broadcast Pix Slate 1000 switcher / CG / still store / clip store 4 B&W Sony preview monitors 1 color Sony Trinitron program monitor 1 Sony edit controller 1 Sony DSR-1500A DVCAM VTR 1 Panasonic DV2500 dv VTR 1 Panasonic DVD recorder 1 Magni Systems scan converter 5 Audio Technica lav mics 2 13" color Panasonic monitors 1 Telex intercom system
Studio Location 2	
Field Production Equipment (in regular use)	4 Canon GL1 camcorders 2 Canon Optura 20 camcorders 1 Panasonic DVX 100B camera 8 Shure handheld mics 4 Shure lavalier mics 1 Sennheiser shotgun mic 1 Azden shotgun mic 1 Audio Technica wireless mic system 4 Beachtek mic / line adapters 1 Boompole 2 Shure 6 input mic mixers 3 headphones 4 Bogen Manfrotto tripods 1 Vinten tripod 1 Lowel light kit 1 Lowel soft box (with stand) 5 Porta Brace camera bags 1 Porta Brace audio / accessory bag 1 Porta Brace rain slicker various XLR cables various A/V cables
Editing Facilities	1 Apple PowerMac desktop computer w/ Final Cut Studio suite + Adobe CS suite 1 Apple PowerBook laptop computer w/ Final Cut Studio suite + Adobe CS suite 1 Sony DSR-20 DVCAM VTR 2 Panasonic DV2500VTRs 2 Panasonic DVD recorders 2 Dell desktop computers w/ Adobe Premiere Pro
Other Equipment (Please specify):	1 MaestroVision Maitre D'Lite MPEG-2 server / master control system 1 Accutower DVD duplicator

Major changes in equipment inventory from previous year (general statement of improvements):

8.422 (F) Roster of staff and board;

15. Leadership

a. STAFF

Number of FTE	2
Number of PTE	3

b. Key Positions Roster

Please provide name	Full Time	Part Time	Contracted	Volunteer
Executive Director	Patrick Cody			
Station Manager				
Channel Coordinator				
Programming Coordinator	Michelle Stinson			
Training Coordinator				
Outreach Coordinator				
Program Producer				
Other Field Producer / Production Assistant		Duncan Love		
Other Field Producer / Production Assistant		Dave Guerrera		
Other Field Producer / Production Assistant		Corrie Blodgett		
Other				

c. List of current Board Members

Current Board Member	Community Affiliation (if stated)
1. Sharon Bixby	Ludlow
2. George Thomson	Cavendish / Ludlow
3. Norm Vanasse	Ludlow
4. Brigid Sullivan	Mount Holly
5. Sue Pollender	Ludlow
6. Jay Jurkoic	Ludlow
7. Randy Bixby	Mount Holly
8. Jean Morrill	Ludlow
9. Nancy Timmerman	Ludlow
10.	
11.	
12.	

8.422 (G) Changes in organizational structure;

16. Changes in Organizational Structure

Detail any changes in organizational structure that occurred during the year.

(e.g., bylaws, governance details, corporate form, etc.)

8.422 (H) A statement of total operating and capital funding received from the operator and whether any funds were carried forward from the prior year;

17. Statement of Funds - Operating and Capital Funding Received from the Operator and Whether Any Fund were carried forward from prior year.

	Service Territory 1	Service Territory 2	Service Territory 3
Amount carried forward at prior year.	\$0	\$	\$
Total of Operating Funds recieved from the Cable Operator in fiscal year	\$99340	\$	\$
Capital Funds recieved from the Cable Operator in prior fiscal year	\$90858	\$	\$

8.422 (I) Financial reports that include:

18. Financial Reports

	Attached	Name of File
18a. Income and expense statement and balance sheet for year of annual report	yes	C:\Documents and Settings\Patrick Cody\My Documents\administrative\Accounting- Finance\Income & Expense 07-08.pdf
18b. Projected operating and capital budget for current fiscal year	yes	C:\Documents and Settings\Patrick Cody\My Documents\Budget\Budget '09\Budget 08-09.pdf

8.422 (J) Certification that AMO has:

19. Certification of Corporate Documents

19a. Bylaws or other governing documents	yes
19b. rules and operating procedures	yes
19c. Compliant and dispute resolution procedures	yes
19d. Evidence of conducting meetings consistent with Open Meeting Law	yes

Be sure to sign this document once you print it out and before you make copies to send to the Vermont Department of Public Service and the Vermont Public Service Board.

Statement of Certification:

I _____ hereby certify that _____ (name of organization) maintain the following documents on our premises and available to the public upon request.

1. Bylaws or other governing documents
2. Rules and operating procedures
3. Complaint and dispute resolution procedures
4. Evidence of conducting meetings consistent with Open Meeting Law

Signee _____ (Name) _____ (Signature)

Witness _____ (Name) _____ (Signature)

Date _____

8.422 (K) Planning considerations and expectations for how community needs will be identified and met for current and future fiscal years;

20. Planning Considerations (Narrative) LPCTV has actively been exploring options for relocation. The current space is limited, thereby inhibiting the organization's efforts to meet growing community needs. The main challenge in this search for larger and more accommodating space is in the rental and real estate markets of the Ludlow area, which is a resort area. LPCTV has \$40,000 in remaining reserves from its "start-up funding". This money has been earmarked into a special "Building Fund", currently in a combination of 2 CD accounts at our local bank. With these funds on reserve and an exhausted operating budget, LPCTV anticipates making a request for capital funding during FY 08-09. The procedure for these requests are outlined in LPCTV's contract and will be followed. The amount to be requested, as described in the contract, is up to .4% of the previous year's cable subscription revenues for the service area. We have estimated this amount to be about \$9000, which would be used to upgrade our on-loan public access field cameras. The current inventory of Canon GL1 cameras have been in constant use since 2001 and are in need of replacement. The capital revenue would purchase 2 new cameras and 2 new tripods, and roll the rest over into the capital budget for FY 09-10. With a potential pending request for capital revenue during FY 08-09, LPCTV would be left with 1 remaining request, as per its contract, until 2011. LPCTV would make its second and final request during FY 10-11.

(L) Service quality issues requiring attention;

21. Service Quality Issues: (Narrative): It does not appear that the live origination points in the Plymouth School or Town Office Building are activated; Mount Holly live origination points need to be installed; there is some ongoing audio "cross-interference" issues between the 2 channels.

(M) Copy of tax returns, financial reviews or, if available, audited financial statements;

22. Financial Documentation

	Attached	Name of File
a. 990 Returns for FY__	no	
b. Financial Review for FY__	no	
c. Audited Financial Statements for FY__ (if audit was executed)	no	

(N) In the event that the operator requires financial information from an AMO for the purpose of auditing the AMO, or for the purpose of a company audit, the AMO shall make the information available, consistent with other provisions of this section. If an audit is required by the operator, the cost of the audit to the AMO will be borne by the operator, unless ordered otherwise by the Board.

Additional Notes:

COMPLAINT RESOLUTION REPORT	
Date Recieved	
Recieved By	
How recieved (Phone/ Email/ Mail/ In-person)	
Date Resolved	
Handled By	
Complaint from (Name Address Phone Email)	
Nature of complaint (Access to Facilities, Equipment, Programming, Schedule, Training, Other)	
Description of Complaint	
Action Taken to Resolve	
Outcome	