

ANNUAL REPORT

FOR VERMONT ACCESS MANAGEMENT ORGANIZATIONS

VERSION 2.2 – NOVEMBER 2010

Annual Report Instructions for Vermont Access Management Organizations
can be found at <http://www.vermontaccess.net/reporting>.

REPORTING DATE: (Date fiscal year ends)	June 30, 2011
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1. Organization Name & Address

Corporate Name	LPCTV, Corp.
“Doing Business As” Name	LPCTV
Mailing Address	43 Main St., Ludlow VT 05149
Location Address (If different than mailing address)	
Web Site Address	www.LPCTV.org

2. Contact Information

2a. Individual Completing this Form

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

2b. Executive Director/ Chief Executive Officer

Name	Patrick Cody
Phone	802-228-8808
Fax Number	802-228-8807
Email Address	pcody@lpctv.org

3. Corporate Status

Is the AMO recognized by the IRS as a not-for-profit organization? (yes/no)	Yes
Year Incorporated in state of Vermont	2001
Is the AMO currently registered as a nonprofit organization with the State of Vermont? (yes/no)	Yes

4. Service Territories/Communities Served

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

5. Describe current PEG capacity and applications 8.422 (B)*5a.*

Name of Cable Operator #1: Comcast	
Channel(s) (Call letters/Name)	Type of Access (Public, Educational, Govt.)
1. Channel 8	Public
2. Channel 10	Education / Government
3.	
Name of Cable Operator #2 (if applicable):	
Channel(s) (Call letters/Name)	Type of Access (Public, Educational, Govt.)
1.	
2.	
3.	

5b. 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. (8.404 (B))

6. Outreach Strategies - 8.422 (C)

6a. Outreach Activity Summary

Activity	Frequency (e.g., per month/year/ongoing...)	Numbers served (Check applicable Range)				
		1-50	51-150	151-500	501-1000	1000+
Orientation Workshops	1	x				
One-on-one	ongoing	x				
Community Events (Open Houses, Tours, Public Presentations)	2	x				
Newsletters (E-news, Mailed)	1			x		
Bill Stuffers						
Advertisement (Print, Radio, TV)	2					x
PEG Channel (Programming, CBB, PSA)	ongoing					x
Internet (Website, Blog, Listserve, Social Networks)	ongoing			x		
Other (Specify):						
Newspaper Articles	23					x

6b. Provide additional information (if any) in narrative form:

7. Training Delivery – 8.422(C)

7a. Training Delivery Summary - Please summarize the training delivery of the AMO for the year of this report.

Activity	Number of people served
One-on-one training & support	40
Workshops	13
Camps: Summer Video Camp	17
Other (Describe): After School programs	35
Other (Describe):	
Other (Describe):	

7b. Provide additional information (if needed) in narrative form:

8. PROGRAMMING DATA– 8.422(C)

8a. Programming Information

Please provide Annual Data	Number of Programs			Number of Hours (non-repeat)		
	Ch _8__	Ch _10__	Ch ____	Ch _8__	Ch _10__	Ch ____
Locally Produced Programming	62	163		15	196	
Imported from Vermont AMOs or Vermont Sources	67	209		27	230	
Imported from other sources	277	43		265	34	
Total, ALL first run, non-repeat programming	406	415		307	460	

8b. Remote Origination Sites

Please describe the remote origination sites used by the AMO and type of programming (PEG).

Location of site Street Address	Frequency of Use (Specify “per month” or “per year”)	Number of Programs Cablecast from Site	Type of Usage (i.e Public, Educational, Government))	Cable Operator (System hosting site)
1.Ludlow Town Hall, Depot St.	2 per year	2	Government	Comcast
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

8c. Provide Additional Information (if needed) in Narrative form:

The following live origination sites do not work: Black River High School Gym (43 Main, St., Ludlow), Fletcher Memorial Library (Main St., Ludlow), Plymouth Town Office (Route 100, Plymouth)

9. Complaint Tracking 8.422 (D) - Details of complaints and how the AMO responded to them.

9a. Summarize complaints and current status:

10. Facilities Summary - 8.422 (E) Description of facilities.

10a. Attach your Depreciation Schedule from your IRS Form 990 (long form) or your Fixed Asset Schedule.

10b. Describe generally major changes in equipment inventory from reporting year (general statement of improvements):

11. Organizational Leadership - 8.422 (F) Roster of key staff and board.**11a. Key Staff**

<i>Position</i>	<i>Name</i>
Executive Director	Patrick Cody
Operations Coordinator	Michelle Stinson

11b. Current Board Members

<i>Name</i>	<i>Phone/Email</i>	<i>Community Affiliation (if stated)</i>
George Thomson	228-6275 Thomson131vt@gmail.com	Cavendish Town Elementary School Principal, Ludlow resident
Jean Morrill	228-5206 jsmorrillvt@yahoo.com	Ludlow resident, several community organizations
Brigid Sullivan	259-2274 brigid526@gmail.com	Mount Holly resident, Black River Area Community Coalition, several community organizations
Sharon Bixby	228-4530 Seb1@tds.net	Ludlow resident, several community organizations
Randy Bixby	259-2039 MHNewsFlash@gmail.com	Mount Holly resident, Union-39 School Board chair
Jay Jurkoic	228-4053 jurkoicjay@gmail.com	Ludlow resident
Fred Marin	226-7445 ftmarin@gmail.com	Cavendish resident

12. Changes in Organizational Structure - 8.422 (G)

12a. Detail any significant changes in organizational structure that occurred during the year. (e.g., bylaws, governance details, corporate form, etc.)

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13. Planning Considerations 8.422 (K) Planning considerations and expectations for how community needs will be identified and met for current and future fiscal years. Include plans to offer new programs or services in 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.

LPCTV Board of Directors adopted a new strategic plan in September 2010. This included revamped mission statement and goals, as well as a plan to operate a capital campaign and a business plan for increasing revenue generation. A capital campaign was launched in the Spring of 2011 and is ongoing; its intent is to raise \$300,000 for the new building project. To date, more than \$100,000 has been raised. The building project is being broken out into 3 phases, with Phase 1 schedule for completion by the end of the calendar year.

14. Service Quality Issues - 8.422(L): Service quality issues requiring attention of the cable operator or the Vermont Department of Public Service.

15. Financial Documents - 8.442 (H) (I) (M)

15a. 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.

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.)

CABLE FUNDING		OTHER REVENUE SOURCES				TOTAL REVENUE
Cable Co. 1	Cable Co. 2	1.	2.	3.	4.	
\$111,314	\$	\$10,787	\$	\$	\$	\$122,101

15b. 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.

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

AMOSERVICES	Operating Expenses	Capital Expenses	Total Expenses
PEG Services	117,055	1151	118,205
Non PEG Services			
1.			
2.			
3.			
Total PEG & Non-PEG Expenses	117,055	1151	118,205

15c. Statement of Cable Operator Funds (8.422(H)) A statement of total operating and capital funding received from the operator(s) and whether any funds were carried forward from the prior year

	Totals
Amount carried forward at prior year.	0
Total of Operating Funds received from the Cable Operator in fiscal year	111,314
Total of Capital Funds received from the Cable Operator in fiscal year	0

Attach hard copies of the following financial documentation:

- a. Income/Expense Statement (aka Profit & Loss Statement) for reporting year
- b. Balance Sheet on the final day of reporting year (listing assets and liabilities)
- c. Current year Operating and Capital Budgets
- d. Annual Tax Return (If necessary, filed as addendum to report 30 days after filed with IRS)
- e. Audits and Financial Reviews prepared during reporting year (if any)

Statement of Certification:

I _____ (print/type name) hereby certify that

_____ (name of AMO)

is a non-profit organization in good standing with the State of Vermont, (i.e. timely filed nonprofit biennial reports), maintains the following documents on our premises which 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): _____

Witness Signature: _____

Date _____