

Okemo Valley TV Monthly Meeting

01-21-2020, 5:30 PM @ studio conference room

Attendance: Fra Devine, Wendy Regier, Noah Schmidt, Sharon Bixby & Patrick Cody, Exec Director.

Meeting was called to order at 05:41 PM by Pres Fra

Review minutes of 12-03-19 Motion to accept minutes as presented made by Wendy, seconded by Noah. Discussion: Wendy asked "what is a ROS?" Remote Origination Site (live broadcast) should be spelled out in the minutes. **Approved.**

Communications: Proposed first draft of our renewal contract received from Comcast. Melissa Pierce sent it to us. Ours expired Dec 31, 2017. Patrick advised VAN trying to get Comcast to use a uniform contract for each station. Will be in discussions with them about this before we agree to sign.

Directors Report: see attached. RE: Formal request to Comcast for channels – we were given 1076 & 1086 / should be live in February...the new channels also coincides with our interactive program guide. How do we let people know about this change? Patrick advised \$3500 was given to us to advertise the change in channel numbers.

Town meeting appropriation requests have all been submitted- Mt Holly would like us to speak from the floor (Fra to be out of town—will seek someone out) asking from \$650 to \$750. And Plymouth had to do a petition- needed 20 signatures- working on that – then we will be on the ballot. John will speak on our behalf.

Taping that evening- Sharon volunteered to do Ludlow. Patrick and Eric can do two more. One more volunteer needed.

Wendy asked about appropriations meeting to be held in Springfield. Feb 10th 5:30- 6:30PM @ Springfield Town Hall– will be live steamed by SAPA. Patrick would like a couple of us to attend. He is planning to attend.

Discuss and Review Plans for Channel Marketing and Remote Origination

Most people access us thru the internet. To Patrick it is not a big deal for the channel change- but our efforts need to be focused. It was thought a new brochure is needed- but not now with this small amount of money. Need to update our documents, banner, stand up banner etc. Fra said the proposal shows you are suggesting \$3500 to spend; Patrick suggests \$3000 for salary and \$500 for advertising and promotion. Can do this by news release and changing our website... Fra suggested colorful postcard mailed to all folks in our four towns. Wendy to check with outfit in Claremont for pricing – Sharon will contact- Express Copy – (Doris Reiser) in Manchester and Quick Print in Rutland. Noah to speak to Abby Stone- who is a graphic designer who might be able to design it.

Fra suggested we use the \$500 Patrick suggested and money we have already in the budget for advertising (\$1000) to accomplish this. \$3000 for salaries increased to submit on line programing every week from now till end of our budget year. 5 hrs. more a week for Fred

Remote Origination \$20,000 we need equipment and faster internet Patrick showed us plan for next 5 yrs.

Presently we pay \$59 a month for internet- discounted from \$120. That will cease Dec 2020.

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Jan 1 2021 we will have to pay full rate for internet. Will be \$250. For xfinity business class per month rate will double our speeds. That will come out of this money.

Proposed use of Settlement Money from Comcast:

Yr. 2020 \$1500 streaming server and \$6500 for encoder and decoder.

Yr. 2021 \$1500 for internet service (1/2 yr.)

Yr. 2022 \$3000 for internet (full yr.)

Yr. 2023 \$3180 for 1 yr. internet

Yr. 2024 \$3180. For 1 yr. internet

Yr. 2025 Equipment upgrades \$1,140. Then will have to have cost of internet in our budget.

Financials ~ Budget report and Profit and Loss & Balance Sheet (attached)

Comcast settlement money- \$23,500 for sure, plus a % of what VAN received. (\$100,000). At the very least could be an additional \$5,000. Some of the \$23,500 needs to be used to upgrade our internet service... approx. \$1800 for this purpose.

Currently there is \$27,596 in Checking Balance and \$23,500 is from Comcast. Fra asked or is it in the Building Fund?? Would be better if these Comcast funds were in the Money Market/ Building Fund. It was suggested we keep \$3500 in operating acct and then leave \$20,000 of it in Money Market/Building Fund. Patrick advised it is in the operating acct. So when Comcast money comes in he will move \$20,000 into the Money Market/Building Fund.

Adjustment was made in the budget we passed- was a formula error. Total net income/Deficit. It was showing incorrectly as an \$82 surplus in actuality should be a loss of \$6,182.

We also have an increase in revenue funds so that will be corrected next.

Fra asked which is correct?? Budget or P&L?? Each show different bottom lines. They should be the same. Patrick to reconcile this and get them corrected. Patrick feels the Budget report is current.

It was agreed we need to get the budget corrected before we discuss amending it.

OUTREACH- FUNDRAISING

This was on agenda for the publicity to notify folks of the channel number changes.

The Constitution project was a great one. Lots of great volunteers reading Articles of the U.S. Constitution.

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Memberships have been good. over \$1075. has come in (that is about 10 members) Wendy suggested a screening once the Constitution video done and ask them to become members.

Noah said Main & Mountain did a movie on Sunday night outside... Maybe we could give Main and Mountain some programing.

Other Business- Pat Pullinen asked for Sharon to moderate BRIS meeting with he and Sean Williams- Noah would agree to do it; as Sharon is not available this Friday. Thanks Noah!

Non Profit -Roadshow- in the planning stages.

To Do List: Wendy to contact Doolittle's- Claremont for printing, Sharon to contact Express Print and Quick Print. Send Noah info on Post Card info... for Abby to review.

Confirm next meeting date—Tuesday 02-18-2020 5:30 PM

Motion to adjourn—made by Wendy, seconded by Noah @ 7:01 PM.

Respectfully Submitted:

Sharon Bixby, acting Secretary for the day.



Director Report January 2020

Production, Programming, & Training

- Programming Report: In the last 56 days (since last report), we televised 229 shows. Of these, 120 were local.
- Of the 229 total shows that were televised, 150 were new (aka "first run"). Of these, 76 were local.
- We televised 43 different short promos & PSAs during this same period.
- Of the new programs, those with the most views on the website are (in order): the Dec., Jan., and Nov. Cavendish Selectboard meetings (47, 38, & 36 views, respectively), and an interview Ed McEneaney did with a local self-published author (Heidi Hanley), and 2 BRHS students (which had 28 views)
- You Tube: during this same 56-day period since the last report, we had 2,500 views of videos (nearly half of these is of an old John Specker video that is embedded on other sites- that video, has had over 7,000 total views to date). The next biggest hit over this recent period of time has been the "Paleoindians at Jackson Gore" video (121 views in last 56 days / 511 total), followed by another John Specker music video (from 2017). In fact, most of the top viewed videos are of John Specker. He has a following.
- Meeting Coverage: Eric & I have been sharing the workload of covering meetings. We have covered more than normal this month, with it being budget season.
- Backlog: Between staff reductions, holiday time off, and no real slowdown in the amount of production, we have a bit of a backlog with post-production & editing work. We are currently working through it. The production (recordings) for the Constitution reading project is mostly done, but the editing awaits. We will begin that process this coming week. Stay tuned.

Building & Grounds

- Painting: Thank you to George Thomson for keeping at it with the painting. The finish line is so close.
- Cleaning Service: I have a meeting with a new potential cleaner this coming week. I would like to thank John Specker, who volunteered his time this past week to give the whole facility a badly needed thorough cleaning. He vacuumed, mopped, wiped down, and dusted the entire space, including the breeze way. It was amazing.

Equipment

- Switcher: The new production switcher for the studio control room is in – I have not had time to install it yet, but I will be doing so early this coming week.

Outreach & Fundraising

- The People Speak: The Constitution reading project brought a lot of people into the facility & studio in December. We had a great turnout. There are still some more community members who have said they want to participate. This has been a great outreach opportunity and makes me realize

there is value in doing it again, perhaps with the Vermont Constitution.

- I have a meeting set up this coming week with a GMUHS student about a possible work-study opportunity. We could certainly use the additional human resources, and this would be a good step in the outreach with GM & strengthening that relationship.
- Town Appropriations: We submitted the requests for modest increases from each Town that has been giving us an annual appropriation. We have requested \$2000 from Ludlow (a \$250 increase), and \$750 each from Cavendish, Mt. Holly, and Plymouth (increases of \$150, \$150, and \$100, respectively). In Cavendish, I presented our request during the December Selectboard meeting. In Mt. Holly, we will need to have someone at Town Meeting- ideally a resident (Fra or Don?) – speak up on behalf of the request. And in Plymouth, we needed a petition to get on the ballot. We needed 20 signatures - John Cama posted the petition at the Post Office. I am not sure how many signatures we received.

Administrative / Financial

- Legislative Work: The “PEG Study” Bill, H.744, has been introduced by Rep. Mike Yantachka (D-Charlotte) in the House Energy & Technology Committee. (He was co-chair of the PEG Access Study Committee over the Summer – Fall). In the Senate, it may also get introduced in some fashion.
- Budget Public hearings – the House & Senate Committees on Appropriations will be holding statewide public hearings on Mon., Feb. 10th from 5:30 – 6:30. The one closest to us will be at Springfield Town Hall.
- Channel Re-Assignment: Our channels on Comcast will be 1076 & 1086. I did submit our request for consecutive channel numbers, but Comcast insists that it cannot be done, based on how they are building it out.
- Budget Revision: At the December meeting, a draft of a proposed budget revision was presented. Action was tabled until the Board could review a proposal on how the Comcast marketing & “remote origination” funds will be used. I will present that information to you at the meeting on Jan. 21.
- Annual Report: Our regulatory version of our annual report was completed and submitted earlier this month. There is also short, narrative version, which is shared with local municipalities, to include in their own annual reports. Both versions have also been uploaded to our website and I will make sure to send you copies as well.
- Staffing: Ed’s last day was just before Christmas. I am now sharing the meeting & event production workload with Eric. As such, we are both working later in the day. Fred is coming in to open at 20, except for days when he is substitute teaching. I am often at the station by late morning, and always when there is a studio shoot scheduled or if I have another appointment. In short, we are managing to maintain the current workload, but, as mentioned above, some other help is needed. I am actively pursuing work-study and internship opportunities as a means to help. I am also hoping that we can get the budget revision passed, which allows for a modest increase to staff time.

Use of Comcast Settlement Funds

Proposal: January 2020

Channel Re-assignment Marketing & Promotion

Value Type of Use Details

Funds

How Long to Draw Down (in FY)

Use 1

Use 2

\$3,500					
	1	Salaries	inc. staff time for		
		Advertising & Promotion	submitting immediately		
\$3,000		Salaries	inc. staff time for		
		Advertising & Promotion	submitting immediately		
\$500		Advertising & Promotion	submitting immediately		

Remote Origination - \$20,000

	Balance	Use 1	Amount	Use 2	Amount	Total
FY2020	\$20,000	streaming server	\$1,500	encoder & decoder	\$6,500	\$8,000
FY2021	\$12,000	internet service	\$1,500	beginning 1/1/2021		\$1,500
FY2022	\$10,500	internet service	\$3,000	full year		\$3,000
FY2023	\$7,500	internet service	\$3,180	full yr.; projected rate inc.		\$3,180
FY2024	\$4,320	internet service	\$3,180	full year		\$3,180
FY2025	\$1,140	Equipment upgrade	\$1,140			\$1,140
END	\$0					

As of 1/20/20 (56% through FY)		FY20 Budget	FY20 Actuals	% Budget
Income				
2000 — Annual Capital Income				
	2010 — PEG Capital Funding	15,516	8,451	54.5%
	2020 — Fundraiser Events	0	0	N/A
	2030- Equipment Sale	500	303	60.6%
	2060- Equipment Fund	2,500	0	0.0%
	Total 2000 — Annual Capital Income	18,516	8,754	47.3%
Total Capital Income		18,516	8,754	47.3%
1000 — Annual Operating Income				
	1010 — PEG Franchise Fees	156,463	86,923	55.6%
	1020 — Town Appropriations	3,950	1,850	46.8%
	1030 — Underwriting	2,550	250	9.8%
	1040 — Membership Contributions	1,750	1,075	61.4%
	1050 — Production Services	1,000	125	12.5%
	1060 — Video Duplication Fees	200	60	30.0%
	1070 — Grants	0	500	N/A
	1100 — General Donation	0	0	0.0%
	1110 — Interest Inc	100	0	0.0%
	1120- Restricted Operating Fund	0	0	#DIV/0!
	1080 - Equipment Rental	100	0	0.0%
	Total 1000 — Annual Operating Income	166,113	90,783	54.7%
TOTAL INCOME (Capital + Operating)		184,629	99,537	53.9%
Expense				
4000 — Annual Capital Expenses				
4010 — Equipment				
	4011 — Production Equipment	6,500	4,798	
	4012 — Computer Equipment	800	90	
	4013 — Distribution Equipment	0	0	
	4014- Post-Production Equipment	0	0	
	4015 — Office Equipment	1,250	0	0.0%
	Total 4010 — Equipment	8,550	4,888	57.2%
	4020 - Building Improvements	1,000	568	56.8%
	4030 — Fundraiser Expenses	1,000	0	0.0%
	Total 4000 — Annual Capital Expenses	10,550	5,456	51.7%
	8000- Depreciation Expense	6,500	0	0.0%
	0910- Other Current Liability: VEDA Loan Repaymen	4,420	2,646	59.9%
	TOTAL CAPITAL EXPENDITURE	21,470	8,102	37.7%
	(Capital Expense + Depreciation + Liability)			

NET CAPITAL Increase / Decrease				-2,954	652	
(Capital Income - Capital Expense)						
3000- Annual Operating Expenses						
3010 — Salaries & Benefits						
3011 — Salaries				110,364	72,437	
3012 — Employee Benefi						
3014 — Dental Insurance				1,200	270	
3016 — Health Insurance				1,300	0	
3015 — Life Insurance				750	300	
3013 — SIMPLE IRA				3,027	-1,022	
Total 3012 — Employee Benefits				6,277	-452	
Total 3010 — Salaries & Benefits				116,641	71,985	61.7%
3020 — Rent				6,523	0	
3030 — Insurance						
3032 — D & O				2,636	0	
3031 — Property & Equipment				2,828	4,407	
3033 — Worker's Comp				800	931	
Total 3030 — Insurance				6,264	5,338	85.2%
3040 — Payroll Taxes				8,454	5,542	65.6%
3050 — Utilities				5,561	2,474	44.5%
3060 — Payroll Service Charges				1,382	961	69.5%
3070 — Telephone				2,150	1,269	59.0%
3080 — IT & Software						
3081- internet service				720	360	
3082- software				4,500	1,521	
Total 3080 - IT & Software				5,220	1,881	36.0%
3090 — Website				2,000	261	13.1%
3100 — Advertising & Promotion				1,000	0	0.0%
3110 — Fees & Dues				800	746	93.3%
3120 — Tech Support				750	718	95.7%
3130 — Accounting Services						
3131 — Bookkeeping				1,000	425	
3130 — Tax Preparation				1,800	1,600	
Total 3130 — Accounting Services				2,800	2,025	72.3%
3140 — Cleaning Services				1,500	300	20.0%
3150 — Professional Development				750	460	61.3%
3160 — Mileage Reimbursement				1,200	865	72.1%
3170 — Supplies						
3170 — Office Supplies				700	343	
3171 — Spring Water				126	80	
3172 — A/V Supplies				250	322	
3173 — Building Supplies				100	123	
Total 3170 — Supplies				1,176	868	73.8%
3180 — Meals & Entertainment				350	490	140.0%
3190 — Miscellaneous Expenses				75	116	154.7%
3200- Legal Fees				800	0	0.0%
3210 — Alarm Monitoring				220	220	100.0%
3220- Repairs				500	0	0.0%

3230 — Postage and Delivery	75	39	52.0%
3240 — Media Stock	100	33	33.0%
3260 — Bank Charges	100	62	62.0%
3290- Professional Services	2,750	2,968	107.9%
3300- Awards	200	0	0.0%
Total 3000 — Annual Operating Expenses	169,341	99,621	58.8%
NET OPERATING Income / Deficit	-3,228	-8,838	
(Total Operating Income minus Operating Expenditure)			
TOTAL EXPENSE (Capital + Operating)	190,811	107,723	56.5%
TOTAL NET INCOME / DEFICIT	-6,182	-8,186	
"Reserve Increase / Decrease"			
(Net Capital + Net Operating)			

BANK BALANCES (as of 11/26/2019)

Checking 51,670
Money Market 24,615 Building Fund + Equipment Fund + Reserve Fund + Restricted Fund

Okemo Valley TV

PROFIT AND LOSS

July - December, 2019

	TOTAL
Revenue	
1000 Annual Operating Income	
1010 PEG Franchise Fees	86,922.25
1020 Town Appropriations	1,800.00
1040 Membership Contributions	1,025.00
1050 Production Services	50.00
1060 Video Duplication Fees	60.00
1070 Grants	500.00
1080 Equipment Rental	150.00
Total 1000 Annual Operating Income	90,507.25
2000 Annual Capital Income	
2010 PEG Capital Funding	8,451.14
2030 Equipment Sale	-30.08
Total 2000 Annual Capital Income	8,421.06
Total Revenue	\$98,928.31
GROSS PROFIT	
	\$98,928.31
Expenditures	
3000 Annual Operating Expenses	
3010 Salaries & Benefits	
3011 Salaries	63,620.52
3012 Employee Benefi	
3014 Dental Insurance	180.00
3015 Life Insurance	300.00
3016 Health Insurance	325.00
Health insurance deduction	-325.00
Total 3016 Health Insurance	0.00
SIMPLE IRA- employee deduction	-885.85
Total 3012 Employee Benefi	-405.85
Total 3010 Salaries & Benefits	63,214.67
3030 Insurance	
3031 Property & Equipment	4,407.17
3033 Worker's Comp	931.00
Total 3030 Insurance	5,338.17
3040 Payroll Taxes	4,867.06
3050 Utilities	1,658.91
3060 Payroll Service Charges	692.50
3070 Telephone	1,087.50
3080 IT & Software	
3081 Internet Service	359.70
3082 Software	1,520.73
Total 3080 IT & Software	1,880.43
3090 Website	260.96

	TOTAL
3110 Fees & Dues	746.36
3120 Tech Support	717.50
3130 Accounting Services	
3131 Bookkeeping	425.00
3133 Tax Preparation	1,600.00
Total 3130 Accounting Services	2,025.00
3140 Cleaning Services	300.00
3150 Professional Development	459.75
3160 Mileage Reimbursement	864.88
3170 Office Supplies	342.86
3171 Spring Water	63.50
3172 A/V Supplies	321.67
3173 Building Supplies	123.29
Total 3170 Office Supplies	851.32
3180 Meals & Entertainment	490.26
3190 Miscellaneous Expenses	115.82
3210 Alarm Monitoring	220.00
3230 Postage and Delivery	38.95
3240 Media Stock	32.99
3260 Bank Charges	62.20
3280 Interest Expense	-10.43
3290 Professional Services	2,250.00
Total 3000 Annual Operating Expenses	88,164.80
4000 Annual Capital Expenses	
4010 Equipment	
4011 Production Equipment	724.96
4012 Computer Equipment	89.99
Total 4010 Equipment	814.95
4020 Building Improvements	567.50
Total 4000 Annual Capital Expenses	1,382.45
Dental Insurance	360.00
Total Expenditures	\$89,907.25
NET OPERATING REVENUE	\$9,021.06
NET REVENUE	\$9,021.06

Okemo Valley TV

BALANCE SHEET

As of December 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
0010 Checking account	33,150.82
0020 Money Market (aka Bldg Fund)	24,599.03
0030 Pay Pal	-470.12
0040 Petty Cash	3.00
Total Bank Accounts	\$57,282.73
Accounts Receivable	
0700 Accounts Receivable	-3,670.00
Total Accounts Receivable	\$ -3,670.00
Other Current Assets	
0600 Undeposited Funds	250.00
Total Other Current Assets	\$250.00
Total Current Assets	\$53,862.73
Fixed Assets	
0300 Leasehold Improvements	240,040.26
0310 Building Improvements	0.00
0313 Construction	48,795.28
Total 0310 Building Improvements	48,795.28
Total 0300 Leasehold Improvements	288,835.54
0400 Property & Equipment	137,418.63
0410 Accumulated Depreciation	-120,147.70
Total 0400 Property & Equipment	17,270.93
0500 Accum Depr - Leasehold Imps	-35,763.41
Total Fixed Assets	\$270,343.06
TOTAL ASSETS	\$324,205.79
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
0800 Accounts Payable	116.50
Total Accounts Payable	\$116.50
Credit Cards	
0100 People's United Credit Card	1,906.77
Total Credit Cards	\$1,906.77
Other Current Liabilities	
0910 VEDA Loan- 100SLP1101	0.00
0911 VEDA Loan- 100SLP1102	2,812.56
Total 0910 VEDA Loan- 100SLP1101	2,812.56
0912 Due From Patrick	-625.00

	TOTAL
Total Other Current Liabilities	\$2,187.56
Total Current Liabilities	\$4,210.83
Total Liabilities	\$4,210.83
Equity	
2001 Restricted Funds	23,500.00
2999 Retained Earnings	287,473.90
Net Revenue	9,021.06
Total Equity	\$319,994.96
TOTAL LIABILITIES AND EQUITY	\$324,205.79



FY19 ANNUAL REPORT

July 1, 2018 – June 30, 2019

Board of Directors:

Francis DeVine, *President*

Noah Schmidt, *V.P.*

George Thomson, *Secretary*

John Cama, *Treasurer*

Sharon Bixby

Wendy Regier

Don Richardson

Patrick Cody
Executive Director

Founded in 2001, Okemo Valley TV is an independent, nonprofit community access television station and media center serving the Towns of Ludlow, Plymouth, Cavendish, Mount Holly, Andover, Reading, and surrounding region. We operate two channels on the local cable TV systems: the community access channel (Comcast channel 8 in Ludlow, Plymouth, & Cavendish, Comcast ch. 20 in Mt. Holly and on VTel ch. 166) and the Educational / Government access channel (Comcast ch. 10 in Ludlow, Plymouth, & Cavendish / Comcast ch. 21 in Mt. Holly / VTel ch. 167). We also operate a website (okemovalley.tv), featuring local programming (video-on-demand) and community announcements. We also provide community members with access to media production equipment and our facility, for the purposes of creating programming. We offer this, including hands-on trainings and workshops, free of charge.

During FY19, our portable "field production" equipment (cameras, tripods, microphones, etc.) was signed out a total of 225 times (this number includes staff use). Our editing systems were used by community members on 55 occasions (not including staff use). The studio was used to record programming on 37 occasions; this is a reduction from previous years due to the facility being under construction during part of the year (details below).

In FY19, 1,410 new, unique programs were televised on our channels, for a combined total of 1,212 hours. Of those, 497 were locally-produced, amounting to 432 program hours. We created 250 community announcements for 128 different organizations, which played on the TV bulletin board, in between programming, & were published on our website. One of the key services that we provide is our "gavel-to-gavel" coverage of local government meetings. In total, during FY19, we covered / televised 165 local government meetings.

At the end of each fiscal year, during our annual meeting, we present awards to community members who made an impact through the use of our services. These were Zach McNaughton (for "Producer of the Year"), Natasha Fortin ("Youth Producer"), Ludlow Fire Department ("Outstanding Achievement"), and Kelly Stettner / Black River Action Team ("Community Service").

In November 2018, we were recognized by the Northeastern chapter of the Alliance for Community Media with a 2nd place "Nor'easter" award, for our work with the Weston Playhouse on a short video showcasing the opening of the Walker Farm facility.

By far, our largest source of funding comes from cable TV franchise fees, which are charged to the cable providers, in exchange for their use of public rights-of-way. In Vermont, these fees are paid directly to the community access providers such as Okemo Valley TV. Our annual revenue in FY19 was \$194,839, down 7% from the previous year; the loss was due to changes in the way Comcast accounts for franchise fees. This was an unanticipated and permanent decrease to those funds. In addition, there are numerous other threats to this funding model for community access stations. In response, we have cut our operating budget by 10% in FY20, while we also look for ways to create efficiencies with our neighboring colleagues. Simultaneously, we look for ways to strengthen other revenue sources. These other sources of revenue include Town support, memberships, business contributions (through our underwriting program), and grants. Outside of our annual operating budget last year, we raised \$30,000 through grants (from the State of Vermont Buildings & General Services and The Marro Family Trust), for the building renovation project that gave us new control rooms and a classroom / conference room. This work was completed during May 2019. The end result is a dramatic improvement to operations, workflow, and our offerings to community producers, volunteers, and other users of our facility.

The FISCAL YEAR REPORTING: 6/30/2019

(Please enter the date your Fiscal Year ENDED)

1. Organization Name & Address

Patrick Cody

Legal Name/ Corporate Name

Okemo Valley TV

Doing Business as (D/B/A) Name & Call Letters

37C Main St., Ludlow, VT 05149

Mailing Address

Location Address (if different than Mailing Address)

okemovalley.tv

Website Address

2. Contact Information

2a. Individual Completing this Form

Patrick Cody

Name

Executive Director

Position

(802) 228-8808

Phone Number

Fax Number

pcody@okemovalley.tv

Email Address

2b. Executive Director/Manager/CEO

see above

Name

Phone

Fax Number

Email Address

3. Corporate Status - Open Meetings Law – 8.422(J)

- 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 biennial Secretary of State nonprofit corporate registration?
 YES NO
- Does AMO comply with applicable parts of VT's Open Meeting Law?

Warns Board Meetings? Posts Board Minutes?

4. Service Territories/Communities Served

Service Territory	Name of Cable Operator	Communities (Municipalities) Served	Changes from Previous Fiscal Year
1	Comcast	Ludlow, Plymouth, Cavendish, Mount Holly	N/A
2	VTel	We are designated AMO (receiving franchise fees) for Plymouth, Mount Holly, Andover, Reading, but our channels are distributed system-wide on VTel's system.	N/A
3			

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

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

Name of Cable Operator 1	<u>Comcast</u>
--------------------------	----------------

Channel Number (and Call Letters or Name)	SD or HD	Type of Access (Public, Educational, Governmental)
8	SD	Public
10	SD	Education / Government

Name of Cable Operator 2 <u>VTel</u>		
Channel Number (and Call Letters or Name)	SD or HD	Type of Access (Public, Educational, Governmental)
166	SD*	Public
167	SD*	Education / Government

Name of Cable Operator 3 _____		
Channel Number (and Call Letters or Name)	SD or HD	Type of Access (Public, Educational, Governmental)

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

Describe Additional Application(s) the AMO uses that the cable operator has provided to your system capacity or facilities, in a form other than a Channel, in order to support the distribution of PEG Access content to cable subscribers. Examples of Operator-provided applications might include access to the Interactive Program Guide, the Level or Class of broadband service (Commercial/Business/etc), a Static IP, Remote Origination Site equipment, an E-mail domain, cloud storage, etc. Please state whether the Operator is charging you for any of these.

Comcast provides a discounted business class internet service, and a basic SD-only cable TV service, which includes the "must carry" channels only, for the purposes of monitoring our channels.

VTel provides a forward feed of all of the PEG channels on its system, as a means of monitoring our channels (as well as the others).

6. Outreach Strategies – 8.422(C)

Note: If an exact number is unknown for any activity in 6a or 6b below, please provide an estimate. (Check N/A if you have not engaged in a particular activity or did not track it this year.)

6a. Outreach/Marketing: Activities

Activity	Number Done	N/A (✓)
Print Ad Placements	2	<input type="checkbox"/>
Online Ad Placements	2	<input type="checkbox"/>
Newsletters (print or email)	10	<input type="checkbox"/>
Events at your AMO (open house, gallery openings, etc.)	1	<input type="checkbox"/>
AMO participation in community events (parades, booths, etc)		<input checked="" type="checkbox"/>
Presentations at community meetings (Chamber, clubs, etc)	1	<input type="checkbox"/>
Video contests/competitions held	1	<input type="checkbox"/>
Self-promotional PSAs, Bumpers, etc.	15	<input type="checkbox"/>
Social Media Postings	150	<input type="checkbox"/>

6b. (OPTIONAL) Outreach/Marketing: Social Media/Other

Note: Please describe other activities that were intended to market or promote your AMO, or to inform or attract the public, educational and/or governmental sectors to your AMO. These might include the type and extent of your use of social media platforms, bill stuffers, video competitions entered, Technical assistance to Institutions, NGOs, schools, etc., or other outreach/marketing efforts not outlined in 6a above.

We participated in the Alliance for Community Media- Northeast regional video festival.

We also held our own annual awards ceremony, recognizing our most active community producers and volunteers over the past year.

6c. (OPTIONAL) Volunteerism & Users

Note: In this Optional section, if the exact number is unknown, you may estimate.

If you track, by category, non-staff (unpaid) people involved with your AMO, you may provide that data in the Comments section.

If you do not track any of this data, you may either check N/A or leave the entire section blank.

Total, all unpaid, non-staff	Number	N/A (✓)
Volunteers, Board, Community Producers, Student Interns & Other Users	42	<input type="checkbox"/>

Comments:

7. Training & Provision of Facilities – 8.422(C)

Note: We recognize that there are many ways to track or classify training and facilities usage at an AMO, and so we've provided options and narrative opportunities to accommodate these variations. In Sections a, b and c, below, if exact number is unknown, please provide an estimate. Check N/A if you have not engaged in a particular activity or have not tracked it this year.

7a. Orientations

Activity	Number Oriented	N/A (✓)
Orientation to Individuals	7	<input type="checkbox"/>
Orientation to Organizations	3	<input type="checkbox"/>

7b. Structured Training

Note: "Structured Training" (e.g., classes, seminars, workshops) does not include the on-going, on-demand instruction or guidance you provide to producers while they work on their programs. Describe that type of training, if you wish, in the narrative space provided below. Check N/A if you have not engaged in a particular activity or have not tracked it this year.

Types of <u>Structured</u> Training Provided (Your classifications of types)	Number Trained	N/A (✓)
Field Camera	5	<input type="checkbox"/>
Editing	7	<input type="checkbox"/>
After School program	21	<input type="checkbox"/>
Studio Camera	5	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
GRAND TOTAL:	38	<input type="checkbox"/>

If necessary, please use the following space to expand or explain how you deliver your unstructured training, including, if you wish, assistance provided to producers as they work on their productions.

UNSTRUCTURED Training:

Most of our training is provided on an individual, one-on-one basis. During FY2019 (July 1, 2018 - June 30, 2019), we provided camera & editing training to 13 individuals, in addition to the structured group trainings outlined above.

7c. (OPTIONAL) Community Use of Facilities

Note: In this Optional section, if the exact number is unknown you may estimate. If you do not track any of this data, you may either check N/A or leave the entire section blank.

Type of Facilities Usage	If applicable, provide detail here, or in Notes, below.	# of Checkouts / Usages.	N/A (✓)
Field Gear Checkouts (specify)	combined staff, volunteers, students, community producers	225	<input type="checkbox"/>
Studio Production Use	Facility was under construction March - May, during which time, the studio was not usable.	37	<input type="checkbox"/>
Editing Systems Use	not including staff use (which is daily)	55	<input type="checkbox"/>
Other Lendings (specify)			<input checked="" type="checkbox"/>

NOTES:

8. Programming Data - Rule 8.422 (C)

Note: In the following sections, who "Produced" a program is determined by that person or entity that is legally responsible for the content of the program.

8a. Programming Information

*Please provide annual data for the following **FIRST-RUN, NON-REPEAT** program plays. Please avoid data for Programs that are simulcast on two or more of your channels.*

Type of Programming	# of Programs	# of Hours
Locally-Produced, First-Run Programs (<i>produced by, for or at your AMO</i>)	497	431.7
AMO-Produced PSAs, Bumpers, etc. (<i>if tracked & not included above</i>)	38	1.3
"Imported" via VMX or other Vermont sources (<i>e.g., AMOs, local producers</i>)	610	526.9
"Imported" from other sources (<i>e.g. satellite programming</i>)	265	252.4
COLUMN TOTAL	1,410	1,212.3

8e. Additional Information

Provide additional information about your programming (if you feel it's necessary) in narrative form:

The old Comcast RF-based remote origination sites have not been used in years, due to degraded quality, outdated technology, lack of equipment & support. As mentioned in the Annual Reports during previous years, the installations on some of the sites listed in the "Schedule A" on our original agreement were never completed. As such, they were omitted from the 2013 Agreement. One of the sites on both the original and the 2013 Agreements was never properly installed - Black River High School. This was brought to Comcast's attention during renegotiations in 2013, but we were informed at the time that the RF-based remote origination was being phased out, and would be replaced in the near future by an IP-based solution. Six years later, we are pleased to hear that this is finally taking place, as part of the recent Comcast v Vermont settlement.

9. Complaint Tracking – Rule 8.422(D)

Summarize details of any complaints, how your AMO responded to them, and their current status. Include both any complaints made to your AMO and your AMO's complaints to other entities, such as cable operators (Service Quality complaints should be address in the next Section, 10).

N/A

10. Service Quality Issues – Rule 8.422(L)

Please describe major service quality issues that required or require attention of the cable operator or the Vermont Public Service Department. Include your use of the "Procedures for Addressing PEG Access Facilities' Issues, Problems and Complaints" and the outcome or on-going status at the close of the Fiscal Year.

Quality issues related to VTel channels:

1. We have been waiting for action on behalf of VTel for the last 3 years, to address a request to amend our 2016 contract. We have been requesting compatibility with the other access stations on VTel's system, whose channels are televised in High Definition. Our channels, by contrast, are televised in Standard Definition only, despite the fact that we are fully capable of transmitting High Definition. The result is that our channels' signals are noticeably lower quality than those of the other stations. Our repeated requests have been largely ignored. Occasionally there has been some indication that movement on this issue will take place, but there has been a lack of follow through. Three years is a long time to wait. We do not believe that VTel has met the following obligation (item #10 in the contract):

"In order to satisfy their respective obligation to negotiate in good faith, the Parties agree that neither shall refuse to negotiate, that each shall appoint a representative with authority to bargain, and to meet at reasonable times and locations, and not delay."

The other quality issues related to the VTel channels are:

2. The signals going to the set top boxes periodically go down. These signals and the set top boxes are provided to us in order to monitor our channels on their system.
3. The VTel-provided encoders, which convert our video signals to IP, periodically freeze. This has been a known issue and it has been reported that the encoders will be replaced, but that is contingent on the channels being upgraded to HD (see above).

Related to our Comcast channels, the main quality-related issue, which has been reported in previous years but never resolved, is the signal degradation that is a result of converting our signals from digital to analog and back to digital. This has been a problem for several years. Okemo Valley TV's channels, and presumably all other AMOs set up with similar, outdated, signal processing equipment, lacks signal quality parity with all other channels on Comcast's system.

11. Facilities Summary/Description of Facilities – Rule 8.422(E)

11a. Depreciation Schedule

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

11b. Changes in Equipment Inventory/ General Statement of Improvements

Describe generally major changes in equipment inventory during this reporting year. (A general statement of improvements in equipment and facilities.)

During the Spring of 2019, we hired Wright Construction as general contractor to perform "Phase 3" of our facility renovation work. This involved the construction of walls, and ceilings to form a master control room, studio production control room, and conference room / classroom. The work included electrical and HVAC improvements.

A volunteer crew painted the new walls.

13. 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.

14. 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. Attach additional pages if necessary.

Note that regulators and the cable operator may regard this section as your PEG Access Plan.

We have been exploring ways of increasing efficiencies with our neighboring colleagues (other access TV stations, aka "AMO"s, in Windsor County / Southern Vermont). Through this effort, we have been looking into ways we might collaborate more in terms of pooling resources, such as staffing and equipment. We are engaging in this exploration as a means of addressing outside funding threats, and the changing landscape (both technological and financial). Okemo Valley TV's current goal is to achieve some level of increased collaboration in areas related to fundraising and decreasing operating expenses.

More broadly, we are working with our membership & advocacy organization, Vermont Access Network, to identify possible avenues for collaboration on a larger, statewide level.

15. Financial Documents – Rule 8.422 (H), (I) and (M)

15a. AMO Revenue Report

"The Report shall distinguish between funds provided by the Cable Operator as PEG funding and funds obtained from other sources."

Describe other revenue sources the AMO relies upon to support its services. (Other Sources might include memberships, production fees, interest income; and fundraising activities such as grants, annual campaigns and capital campaigns.)

CABLE OPERATOR FUNDING					
Cable Operator 1: Comcast			Cable Operator 2: VTel		
Operating	Capital	Spike	Operating	Capital	Spike
\$ 153,276.07	\$ 15,327.61	\$ 0.00	\$ 20,572.07	\$ 0.00	\$ 0.00
OTHER SOURCES OF REVENUE (Identify)					
			Non-PEG Related	TOTAL	
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 189,175.75	

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 Access Services	\$ 180,077.00	\$ 28,856.00	\$ 208,933.00
Non PEG-related Services	\$ 0.00	\$ 0.00	\$ 0.00
Total PEG & Non-PEG Expenses	\$ 180,077.00	\$ 28,856.00	\$ 208,933.00

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.

Please click the check box (✓) if the following documents are attached to this Report, and confirm that taken together these can be used to determine any funds that were carried forward from the prior year.

- Income/Expense Statement (a.k.a., Profit & Loss Statement) for this Fiscal Year
- Balance Sheet on the final day of the Fiscal Year (listing assets & liabilities)
- Current year Operating and Capital Budgets
- Annual Tax Return (990 or 990-EZ)
- Audit or Financial Review prepared during the Fiscal Year (If one done, optional)

NOTES:

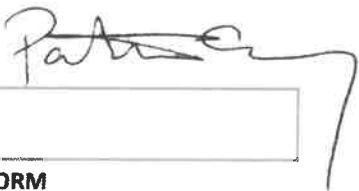
Statement of Certification

I, (print / type name):
Patrick Cody

hereby certify that (name of AMO):
Okemo Valley TV

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 Vermont 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



12/26/19

SIGNATURE OF PERSON COMPLETING FORM **DATE**



Board of Directors

Regular Meeting

37C Main St., Ludlow

Tuesday, January 21 2020 at 5:15 PM

AGENDA:

- I. Call to Order
- II. Review Meeting Minutes (12/3/2019)
- III. Communications
- IV. Director Report
- V. Discuss & Review Plans for Channel Marketing & Remote Origination
- VI. Financial Report: Budget vs Actuals & Consider Proposed Revision
- VII. Outreach & Fundraising: Consider Next Steps
- VIII. Other Business
- IX. Review To-Do List
- X. Confirm Next Meeting Date(s)
- XI. Adjourn

