



## Lehigh Valley Public Telecommunications Corporation (“LVPTC”) BOARD OF DIRECTORS MEETING

Monday, September 30, 2024, at 1:00 p.m. via Zoom

### **DIRECTORS PRESENT:**

Mr. Luis E. Campos  
Mr. Todd P. Donnelly  
Mr. Timothy S. Fallon  
Mr. John S. Huemrich  
Mr. Michael S. Keim  
Ms. Tinku Khanwalkar  
Judge Joseph F. Leeson, Jr.  
Ms. Lucindalea B. McCarthy  
Mr. Imtiaz Patel  
Mr. Laks Srinivasan  
Mr. David W. Willard  
Dr. Christopher S. Wolfel  
Ms. Susan C. Yee

### **STAFF PRESENT:**

Mr. Steven Bahmueller  
Ms. Julie Brinker  
Mr. Stephen Budihis  
Mr. Jim Deegan  
Ms. Jean S. Magilton  
Ms. Maja Mrkoci

### **Partners Present:**

Ms. Dolores A. Laputka, Esq  
Ms. Jai Morris

### **Members of the Public:**

Ms. Danielle Gustafson  
Mr. Jeff Ward

### **I. Welcome and Introductions**

Mr. Keim opened the meeting at 1:01 p.m. and noted that there was a quorum. Mr. Keim welcomed the guests attending today’s meeting and shared with the group that we are continuing to make progress in aligning the organization with the changing environment and our stated financial goals.

Attorney Dolores Laputka from Norris McLaughlin has joined the meeting and will also attend future Board meetings.

Mr. Keim shared that the Community Advisory Board Committee (CAB) will be reaching out to the community to assist the Board in determining what the community wants us to provide and deliver.

## **II. Approval of Minutes**

Mr. Keim asked for a motion to approve the minutes; Ms. Khanwalkar made the motion, Ms. McCarthy seconded. The minutes from July 29, 2024 were approved.

## **III. Finance Committee Report**

Mr. Bahmueller shared his screen to present financial reports:

### August 2024 Review

- YTD August Revenue finished at \$501K, which is \$60K under budget.
- YTD August Operating Expense finished at \$1,537K, which is \$4K above budget.
- YTD August Net Operating Loss was \$1,036K, which is \$64K above budget.
- YTD August Investment Withdrawal was \$2.236M, which was equal to the approved budget withdrawal. This includes the pay down of the LOC by \$626K.

### Investment Portfolio

Equities: Vanguard: \$45,565,919. Uninvest: \$11,407,794. Total: \$56,973,713.

Fixed Income: Vanguard: \$18,376,349. Uninvest: \$4,167,176. Total: \$22,543,526.

Cash Equivalents: Vanguard: NA. Uninvest: \$88,242. Total: \$88,242.

August 31, 2024 Balance: Vanguard: \$63,942,268. Uninvest: \$15,663,212. Total: \$79,605,480.

### Forecast

Year to date cash needs are \$40K over what was originally budgeted. The Finance Committee has discussed the option of paying off the LOC now, which will save us \$61K in interest expense this fiscal year. Mr. Campos told the Board that based on the current forecast we would need to withdraw \$233K from the investment fund above the budgeted amount for the fiscal year; Mr. Bahmueller said the organization continues to evaluate other opportunities to reduce expenses.

### Resolution 2024.25: Withdrawal of Additional Funds

To approve the \$233K of additional investment draw; any draws over the budgeted amount will need to be offset by expense reductions or revenue generation.

Ms. Khanwalkar made the motion to accept this resolution, Mr. Campos seconded; all in favor.

### Resolution 2024.26: Line of Credit Payoff

Recommendation from the Finance Committee to pay off the LOC immediately, instead of monthly for the remainder of the fiscal year.

Mr. Campos made the motion to accept this resolution; Judge Leeson seconded; all in favor, with the exception of Mr. Keim who abstained.

#### **IV. Governance Committee Report**

Ms. Yee shared three resolutions with the Board.

##### **Resolution 2024.22 Annual Meeting**

This resolution is to move the annual Board of Directors meeting from January to December.

Ms. Khanwalkar made a motion to approve; Ms. McCarthy seconded; all were in favor.

##### **Resolution 2024.23 Secretary**

This resolution recommends that Mr. Stephen Budihas be appointed to the position of Secretary and Vice President of Operations.

Mr. Donnelly made the motion to accept this resolution; Mr. Keim seconded; all in favor.

##### **Resolution 2024.24 Transformation Council**

This resolution calls for the termination of the Transformation Council.

Mr. Donnelly made a motion to approve; Mr. Campos seconded; all were in favor.

#### **V. Organizational Updates**

Mr. Budihas shared that team members are engaged in cross-platform content discussions and he has received positive feedback.

There have been several budgeted capital projects initiated: an upgrade of the technology network and roof repairs. The internal lighting project will start in the near future. The organization is currently \$100K under the capital budget. Software and service contracts have been reevaluated and have also brought in a savings of approximately \$100K on an annual basis.

#### **VI. Presentation on Media Landscape**

Ms. Mrkoci shared her screen to review a PowerPoint on the current media landscape, which is evolving quickly.

##### **State of Media today**

There are less media outlets around today, and more of those remaining are tech companies. Audiences are still overwhelmed with choices; streaming business models are coming out as subscription and ad-supported channels. Data is at the center of advertising and user experience.

##### **State of the Audience**

Streaming reached its highest share of viewing ever in July 2024. YouTube surpassed Disney to become the most distributed channel. Media users now average 14 unique media outlets.

##### **The Current State of Journalism**

Approximately 2,800 United States newspapers have shut down and there has been a two-thirds reduction of United States journalists since 2005.

## **VII. Public Comments**

Mr. Ward asked who evaluates conflicts-of-interest; Mr. Keim said the Board Governance and Nominating Committee would oversee that.

Mr. Keim thanked the public members for attending, and ended the Open Session at 2:09 p.m. The Board of Directors then met in Closed Session.

Minutes prepared by: Jean S. Magilton

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**When may a meeting be closed?** The Act allows stations to hold Closed Meetings, or to close an Open Meeting, when discussing any of the following:

1. Matters concerning individual employees;
2. Proprietary information;
3. Litigation and other matters requiring confidential advice of counsel;
4. Commercial or financial information obtained from a person on a privileged or confidential basis; or
5. Purchase of property or services, if the premature disclosure of the transaction would compromise the station's business interests. §396(k)(4).