

RULE 8 ANNUAL REPORT

for Vermont Access Management Organization (Version 3.0 – 09/26/17)

Reporting Deadlines

As defined in a Waiver ordered by the Public Utility Commission (formerly the Public Service Board) on March 9, 2017 in Docket No. 8890, Vermont Access Management Organizations are expected to complete and submit their annual report within 150 days of the end of their fiscal year. The Waiver, requested by VAN, is intended to allow enough time for an AMO to complete and attach its IRS Form 990 along with this Annual Report Form.

If you need an extension beyond these 150 days, please contact the Department of Public Service and your cable operator(s) prior to the date on which the report is due.

Instructions

Instructions for filling out this form may be found at:

<http://VermontAccess.Net/documents/rule-8-amo-reporting-instructions/>

Attachments

Please attach additional pages for information that will not fit in the space provided.

Filing

It is required that each Access Management Organization sends a paper copy of its Report to:

Clerk of the Commission

Vermont Public Utility Commission
112 State Street
Montpelier, VT 05620-2701

Vermont Public Service Department

Clay Purvis, Director, Telecommunications and Connectivity Division
112 State Street
Montpelier, VT 05620-2601

Vermont Access Network

PO Box 4041
Burlington, VT 05406-4041

Cable Operator(s)

See your PEG Access Agreement for Mailing information.

- *If all Attachments are digital, also e-mail electronic copies to:*
Info@VermontAccess.net & clay.purvis@Vermont.gov
- *Be sure to Attach your Depreciation or Fixed Asset Schedule (Sec. 10a) and Financials (Sec. 15c).*

The FISCAL YEAR REPORTING: 12/31/2020

(Please enter the date your Fiscal Year ENDED)

1. Organization Name & Address

Northwest PEG TV Inc.

Legal Name/ Corporate Name

Northwest Access TV

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

616 Franklin Park West, St. Albans, VT 05478

Mailing Address

Location Address (if different than Mailing Address)

<https://northwestaccess.tv>

Website Address

2. Contact Information

2a. Individual Completing this Form

Paul Snyder

Name

Executive Director

Position

802-782-8676

Phone Number

Fax Number

director@northwestaccess.tv

Email Address

2b. Executive Director/Manager/CEO

Paul Snyder

Name

802-782-8676

Phone

N/A

Fax Number

director@northwestaccess.tv

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: 1999
- 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	Bakersfield, Berkshire, Enosburg, Fairfield, Highgate, Montgomery, Richford, St. Albans, Sheldon, Swanton	None
2			
3			

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

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

Name of Cable Operator 1	Comcast
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Channel Number (and Call Letters or Name)	SD or HD	Type of Access (Public, Educational, Governmental)
1079	SD	Public
1089	SD	Educational & Government

Name of Cable Operator 2 _____ N/A		
Channel Number (and Call Letters or Name)	SD or HD	Type of Access (Public, Educational, Governmental)
		Public
		Educational & Government

Name of Cable Operator 3 _____ N/A		
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.

N/A

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	52	<input type="checkbox"/>
Online Ad Placements	12	<input type="checkbox"/>
Newsletters (print or email)	6	<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	2	<input type="checkbox"/>
Self-promotional PSAs, Bumpers, etc.	10	<input type="checkbox"/>
Social Media Postings	380	<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.

In 2020, Northwest Access TV created a postcard mail campaign to educate our coverage area about our access channels switching from 15/16 to 1079/1089. There was a social media campaign that ran simultaneously for those who many have not received the postcard.

Staff at Northwest Access TV helped provide training and outreach for a statewide film festival as well as our own annual horror film festival in October. Community members are encouraged to utilize our studio/equipment to complete their films.

Staff at Northwest Access TV provided many hours of technical support and assistance to local schools and municipalities to help create safe digital conference meetings during the COVID-19 pandemic.

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	45	<input type="checkbox"/>

Comments:

N/A

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	5	<input type="checkbox"/>
Orientation to Organizations		<input checked="" 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 (✓)
Hybrid Meeting Training	10	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
GRAND TOTAL:	10	<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:

Even throughout the pandemic, we had producers stopping by trying to learn new ways to keep their shows relevant. We had several producers reach out multiple times but I would not be able to quantify this amount.

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)		1,164	<input type="checkbox"/>
Studio Production Use		190	<input type="checkbox"/>
Editing Systems Use		10	<input type="checkbox"/>
Other Lendings (specify)			<input checked="" type="checkbox"/>

NOTES:

From March 18th - June 1st, our studio was either closed or very limited to studio production. Our regular producers did not return until the summer months to continue regular use of the studio/equipment.

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>)	1,024	1,204.0
AMO-Produced PSAs, Bumpers, etc. (<i>if tracked & not included above</i>)		
"Imported" via VMX or other Vermont sources (<i>e.g., AMOs, local producers</i>)	1,275	1,260.5
"Imported" from other sources (<i>e.g. satellite programming</i>)	77	4.0
COLUMN TOTAL	2,376	2,468.5

8b. (OPTIONAL) Local Programming Breakdown

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 leave the entire section blank.

Locally-Produced, first-run Programs	# of Programs	# of Hours
Produced by your AMO Staff		
Produced by clients/users/volunteers		

8c. (OPTIONAL) Bulletin Board

If you offer an on-screen Community Bulletin Board, you might track the total number of individuals and/or entities that have submitted one or more messages, or you may count the total annual number of unique “pages” of bulletin board information. Or both.

In this Optional section, if the exact numbers are unknown, estimate. If you do not track any of this data, you may leave the entire section blank.

Community Bulletin Board Data	Total Number
Number of individuals or entities who have submitted one or more “pages” over the course of the year	
Number of unique “pages” submitted & shown	

8d. Remote Origination Sites

[illegible]

8e. Additional Information

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

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).

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.

The repetitive issue we had in quality was through a 3rd party in relation to our interactive programming guide. There were inconsistencies with our schedule and what was listed on the guide for viewers to see. This has since been resolved after a server upgrade made by the AMO.

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.)

In 2020, Northwest Access TV purchased a new server (\$49,000) to upgrade our internal systems.

12. Organizational Leadership: Rosters of Key Staff & Board – Rule 8.422(F)

12a. Key Staff as of the end of the Fiscal Year

Position / Job Title	Name
Executive Director	Paul Snyder
Technology Coordinator	Alan Cunningham
Programming Coordinator	Roger Lindala

12b. Board Members as of the end of Fiscal Year

Director's Name	Phone Number/ Email Address	Community Affiliation (if stated)
Bryce Bachelder	bryce.bachelder@gmail.com	
Michel Consejo	mconsejo@wildblue.net	
Mike Curtis	mike.curtis.vt@gmail.com	
Joyce Kemp	joycekemp.edudesign@gmail.com	
Wesley Kempton	wgkspur@gmail.com	
Joe Halko	jhalko@ncssinc.org	
Virginia Holiman	vholiman@hotmail.com	
Tim Hurlbut	tim@vtlaw.us	
Tim Stetson	tim@timkath.com	

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.

Northwest Access TV completed a server upgrade in 2020 which allows more community members to watch content produced by and for Northwest Access TV. We have increased our digital traffic by hosting video streaming options on our website and social media platforms.

In 2021, we are increasing our remote broadcast equipment to allow for more live video streaming options for community events, meetings, and high school sports. During the pandemic, sports streaming became such a large portion of our public programming and the following we have gained helped show us the need for such a service in our coverage area.

With the COVID-19 pandemic starting to dissipate, staff at Northwest Access TV plans to host regular classes and orientations for community members including camps and video festivals.

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:			Cable Operator 2:		
Operating	Capital	Spike	Operating	Capital	Spike
\$ 379,061.73	\$ 37,906.62	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
OTHER SOURCES OF REVENUE (Identify)					
Underwriting	Contract Work	Other	Non-PEG Related	TOTAL	
\$ 3,500.00	\$ 11,185.00	\$ 36,760.13	\$ 0.00	\$ 468,413.48	

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	\$ 282,648.64	\$ 0.00	\$ 282,648.64
Non PEG-related Services	\$ 0.00	\$ 0.00	\$ 0.00
Total PEG & Non-PEG Expenses	\$ 282,648.64	\$ 0.00	\$ 282,648.64

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,

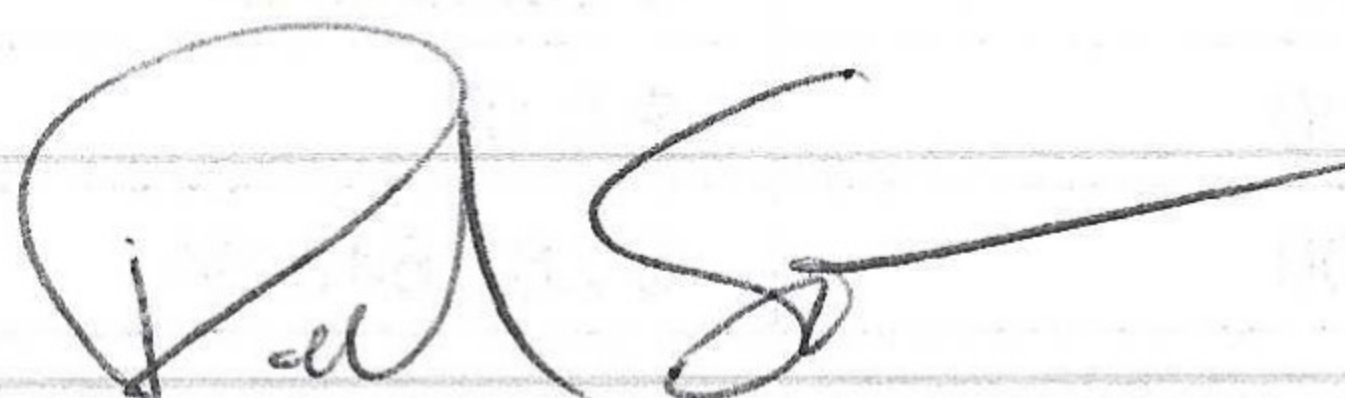
(print / type name):
Paul Snyder

hereby certify that

(name of AMO):
Northwest Access 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:

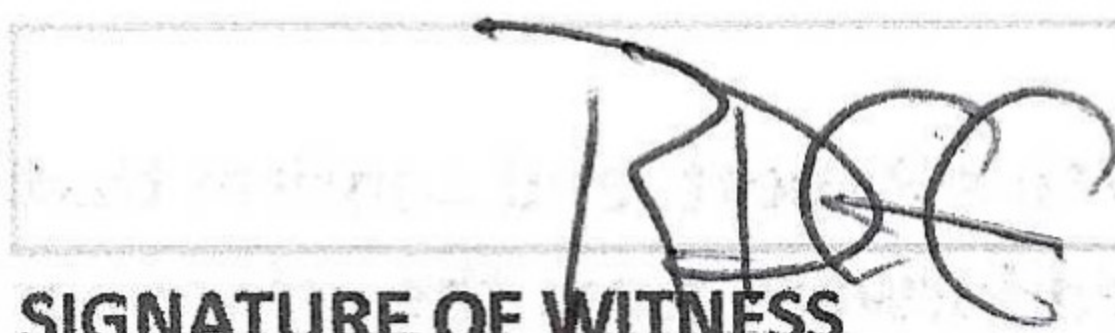
- Bylaws or other governing documents
- Rules and operating procedures
- Complaint and dispute resolution procedures
- Contract(s) with Cable Operator(s)
- Evidence of conducting meetings consistent with Open Meeting Law



SIGNATURE OF PERSON COMPLETING FORM

5/19/21

DATE



SIGNATURE OF WITNESS

ROGER LINDALA 5/19/21

NAME OF WITNESS (print/type)