

**Groton Cable Advisory Committee**  
**Meeting Minutes 10/6/09**

Meeting was called to order at 7:32 p.m. Present were members Dorothy Davis, Gabe Nucci, and Janet Sheffield, constituting a quorum. Also present was Access Director Bob Colman.

**Motion Workshop** -- Bob reported on the "Motion Workshop" he took, and hopes to incorporate the software into Groton Channel production at some point.

**Intern projects** – Bob reported that all 6 intern projects are currently airing, and this year they had a 100% return on projects approved, with all students completing their projects.

**Production Technician** – there was a lengthy discussion on whether this position, recently vacated by Paul Kelly, could be expanded beyond the current 19 hours. Expanding the hours would entitle the hire to employee benefits, adding between \$14 and \$19,000 in costs per year, depending on whether the new employee required a family plan. Bob's motivation in expanding the job would be to improve the candidate pool and to free him up to devote time to developing a news program. This could lead to a growth of the Groton Channel to encourage more producers, expand community involvement, engage more people, and allow a partnering with other local media.

**Vote on Production Technician** -- Janet made the motion to have Bob conduct a candidate search by advertising for a Production Technician and Dorothy seconded the motion. The vote was unanimous for Bob to move ahead with the search, working with the town's HR person.

**Further Discussion** – The committee further discussed whether to expand the position to more hours, and agreed to consider funding a part-time or full-time position, with a decision to be made based on the candidate he'd like to hire.

**Grotonfest** – Bob reported on the Groton Channel booth at this Saturday's Grotonfest (Oct. 10). He'll have Brendan McCarthy and some volunteers helping him with taping interviews at booths, and will give the new GC tote bags to

interviewees and to people on the GC mailing list, and to people who become Facebook friends with the Channel.

**Accounts** – Bob reported that the accounts remain the same:

Main Account: \$174,376.92

Equipment Grant: \$24,542.26

Sponsorship Account: \$1,930.69

### **Purchase Requests**

**MassAccess:** Bob requested approval for \$40 for his attendance at the MassAccess Fall seminar on 10/23/09 in Wilmington, MA. Dorothy moved that we pay \$40 to send Bob to the seminar, plus cover his transportation and expenses. Janet seconded and the expense was unanimously approved in a vote.

**Advertising for Production Tech:** Janet made a motion to approve Bob's request for up to \$250 to advertise the Production Technician position in the Groton Herald, Lowell Sun and professional publications. Dorothy seconded, and the motion was approved by unanimous vote.

**Other** -- Dorothy reported to the Committee on the town's recent Open Meeting Law and Conflict of Interest training programs she attended.

**Next Mtg** – the next two meetings were tentatively scheduled for November 10<sup>th</sup> and December 15<sup>th</sup>. Janet agreed to send out emails to the Committee to try to confirm Dave's and other members' availability.

**Adjournment** -- The meeting was adjourned at 9:31 p.m.

Respectfully submitted by Janet Sheffield, secretary

