

**Groton Cable Advisory Committee
Meeting Minutes 7/12/10**

Meeting was called to order at 7:37 p.m. in the television studio at GDRHS. Present were members Dave Melpignano, Dorothy Davis, Neil Colicchio, and Janet Sheffield. Also present was Access Director Bob Colman. Jane Bouvier, host of Around Town, attended for the first part of the meeting.

LIST OF MATERIALS AT MEETING:

1. PD Notes for 7/12/10 Meeting (Bob Colman)
2. FY 2010 Summary with FY2011 Numbers and Notes (Bob Colman)
3. Interoffice Memo, 1/27/10, re: Retirement Assessment FY2011 (Christine Collins, town treasurer)
4. Minutes from previous two meetings (Janet Sheffield)
5. Groton Channel Equipment/Facilities Usage Requirements and Equipment Sign-Out Sheet (Bob Colman)

MINUTES:

March 9, 2010: Dorothy made a motion to accept the minutes as presented, Janet seconded, and the motion passed unanimously.

May 5, 2010: Dorothy made a motion to accept the minutes as amended, Janet seconded the motion, and it passed by unanimous vote.

June 9, 2010: Neil made a motion to accept the minutes as presented, Dorothy seconded and the motion passed unanimously.

June 24, 2010: Dorothy made a motion to table the approval of these minutes until the next meeting, Neil seconded the motion, and it passed by unanimous vote.

JANE BOUVIER VISIT:

Political Program: Jane Bouvier, host of Around Town, attended the meeting to address a concern regarding news she'd heard from Sheila Harrington about a possible new political program being planned for the Groton Channel. Jane told the committee she's been working for a number of years to cultivate positive relationships with area politicians who appear regularly on her show, and that she's concerned about the confusion that might result if they're contacted about appearing on a different Groton Channel program. She doesn't think we should duplicate efforts and have programs that are in competition with each other.

In response, Neil Colicchio said he'd been having discussions with Sheila Harrington about appearing on a new legal program he's been planning. When she told him she'd been having a hard time getting onto the Groton Channel to discuss her candidacy for State

Representative, he'd suggested the possibility of starting a new political program to add to the schedule. After hearing Jane's concerns, he agreed it doesn't make sense to have redundant programming on the Channel and that we should instead offer a variety of different programs. He offered to drop the idea of a political program and to instead focus on his original plan for a legal program. He said he'd encourage Sheila and other candidates for office to instead appear on Around Town with Jane. Jane thanked him for this offer.

Sponsorships: Jane also announced to the committee that she'd like to begin soliciting new sponsorships for her program, where businesses would pay \$50 for a one-week show, which would include a verbal mention by Jane and a logo in the end credits of Around Town. Neil asked whether we could earmark any money brought in for Jane's show specifically, but it was decided any money earned would go into the Sponsorship account and the source of funds would be considered when making decisions about where to spend them.

Grotonfest: Jane also reported that she's planning to make the Groton Channel a sponsor for this year's Grotonfest, taking place Sept. 11, and that she'll hang a GC banner behind the stage if we give her one.

GENERAL UPDATE:

Bob reported we'd received the equipment check from Verizon for \$22,500 and that the new superintendent, Joe Mastrocola, had stopped by the studio to say he's planning to do a periodic program on the channel.

BUDGET:

Bob distributed a copy of the **FY 2010 Summary with FY 2011 Numbers and Notes** to give members an overview of the Cable Committee's income and expenses. He also gave members a copy of an Interoffice Memorandum dated 1/27/10 from the town treasurer, Christine Collins, on the committee's **Retirement Assessment FY2011**.

CABLE ACCESS FUNDING MECHANISM:

Dave reported he sent a letter to Valerie Jenkins with a cc to Mark Haddad, recommending that the town keep the Cable funds in a Gift fund, and we're currently waiting for a response from one of them.

EQUIPMENT CHECKOUT POLICY:

The committee discussed the draft policy presented by Bob, and added the following 5th point to his document:

5. Access user will be billed at the discretion of the Program Director for any costs to repair or replace equipment which is not in the condition in which it was checked out or used within the studio environment.

Dorothy moved that the committee accept the new policy as amended, Neil seconded the motion, and the vote was unanimous in favor of accepting the new equipment checkout policy.

ACCOUNTS AS OF 6/30/10:

Main Account: \$163,342.71
Equipment Grant: \$ 45,489.54
Sponsorship Acct: \$ 2,721.67

PURCHASE REQUESTS:

Janet moved that we approve up to \$800 for 3 Hard Drives (@\$155), a Monitor for BOS meetings (\$465) , and a Tripod Case (\$50). Neil seconded the motion and it was approved by unanimous vote.

Dorothy moved that we spend up to \$4350 for an Edit Suite 1 consisting of the following:

Mac Pro w/8GB RAM, 1TB Hard Drive, Apple Care	\$3000
Final Cut Studio 3	\$1000
Dell 23: Monitor	\$ 230
Shipping	<u>\$ 80</u>

Janet seconded the motion and the committee approved the spending by unanimous vote.

OLD BUSINESS: None

NEW BUSINESS:

The committee discussed the fact that Jane Bouvier had expressed interest in joining the committee. We'll wait to see if she contacts us, but it was suggested that we may want to increase the diversity of the committee by having our next member be somebody who's not so involved in cable production, since we already have 3 members who are.

The next meeting date was set for Wed., Aug. 11th at 7:30 p.m. at the studio. The meeting was adjourned at 9:59 p.m.