

Groton Cable Advisory Committee
Meeting Minutes 9/21/10

Meeting was called to order at 7:45 p.m. in the television studio at GDRHS. Present were members Dorothy Davis, Neil Colicchio, and Janet Sheffield. Also present was Access Director Bob Colman.

LIST OF MATERIALS AT MEETING:

1. Agenda (Dave) and Program Director Notes (Bob) for 9/21/10 Meeting
2. Previous Minutes
3. Cable Services Buying Guide from Mass Dept. of Telecommunications and Cable

MINUTES:

June 24, 2010: Members suggested changes to the 6/24/10 minutes. Neil proposed accepting them as amended, Janet seconded, and they were unanimously accepted as amended.

August minutes weren't ready and will be voted on at the next meeting.

GENERAL UPDATE FROM PROGRAM DIRECTOR:

Assistant Program Director Vacancy: George Cox has given notice that he's accepted a position in Wakefield after 9 months on the job. Bob will be working with Kathleen LeBlanc, town HR person, on hiring a replacement, and they'll contact the two other finalists from the original search to see if they're still available. The position will also have to be posted internally for 2 weeks.

Internships: Bob reported that five of the six internships were completed on time (one student decided dropped out of the program), and will be airing by this weekend. Members approved the internship invoices.

Video Server problems – Bob reported having serious technical problems with the video server, which is 4-5 years old. They've been using a DVD player in place of it. Dorothy asked if we might need to purchase a new one (estimated to be about \$8000). Bob will wait until the service tech takes a look at it to determine the problem and cost of repair, before deciding whether to repair or replace it.

Programming – The district's new superintendent, Joe Mastrocola, is putting off his new planned show for the time being.

LOCAL ORIGATION POSSIBILITIES & ADDITIONAL SERVICES TO THE TOWN:

The group discussed the possibility of adding new programming produced or partially produced by Channel staff, since typically the staff has supported citizens interested in producing programming but hasn't originated any regular shows. Bob would like to consider this when a new assistant is hired. Some ideas for programs and new services were discussed,

among them a script writing course, a workshop on how to film travel videos, and a movie night for locally produced films. The group agreed to continue the discussion at next month's meeting.

ACCOUNTS AS OF 8/31/10:

Accounts are currently at peak since payments were just received from providers.

Main Account: \$196,656.72

Equipment Grant: \$ 45,489.54

Sponsorship Acct: \$ 2,766.67

Bob plans to recommend purchasing two additional cameras at our next meeting, for a total of about \$14,000. Two of the older cameras would then be donated to the videography course at the high school. Dorothy recommended that we set up a capital depreciation account to use in the purchase of expensive equipment.

PURCHASE REQUESTS/RECOMMENDATIONS:

Insurance: Since it's been unclear what the insurance coverage would be for Groton Channel equipment, Bob looked into purchasing coverage for equipment loss. It would cost approximately \$727 per year. Neil made a motion to approve **up to \$1000 per year** to purchase insurance to cover equipment with a \$500 deductible, and Janet provided the second. The motion was unanimously approved.

2 Monitors and wall mounts: Janet made a motion to approve **up to \$450** for the purchase of 2 monitors and wall mounts, with Neil seconding the motion. It was approved unanimously.

Tripod Head: Neil introduced a motion to approve an amount **not to exceed \$200** for the purchase of a new Tripod Head, Janet seconded, and it was approved by unanimous vote.

NEW BUSINESS:

Dorothy shared a letter she received on behalf of the committee from Jeffrey Why from the Commonwealth of Massachusetts Dept. of Telecommunications and Cable, containing a brochure entitled "Cable Services Buying Guide." The committee discussed putting it up on the Groton Channel website as a service to subscribers.

The next meeting date was set for Tues., October 19th, at 7:30 p.m. at the studio. Neil moved that the meeting adjourn and Janet seconded the motion. The meeting was adjourned at 10:06 p.m.