

**Groton Cable Advisory Committee  
Meeting Minutes 6/27/11**

Meeting was called to order at 7:50 p.m. in the television studio at GDRHS. Present were members Dorothy Davis, Jane Bouvier, Janet Sheffield, and Neil Colicchio, as well as Access Director Bob Colman. Jane had to leave the meeting at 8:42 p.m.

**LIST OF MATERIALS AT MEETING:**

1. Program Director Notes (Bob) for 6/27/11 Meeting
2. Minutes from past meetings: 4/5/11, 4/11/11, and 5/16/11
3. Proposed Charter contract, current Charter contract and current Verizon contract
4. Internship application

**MINUTES**

Dorothy moved to accept as amended the minutes of 4/5/11 and 4/11/11 and Neil seconded. The minutes were unanimously approved.

Jane made a motion to accept the minutes of 5/16/11, Dorothy seconded, and the motion was approved unanimously.

**REPORT FROM PROGRAM DIRECTOR:**

**Summer Internship Application** – Bob shared a new internship application with the committee, expressing his thought that it's a worthwhile but overly ambitious project. Bob will express his concerns to the applicant. Janet moved that the committee approve the internship, Neil seconded, and the motion was unanimously approved.

Contracts - Bob handed out copies of the current Verizon and Charter contracts, as well as the proposed Charter contract. The committee briefly discussed the upcoming Charter renewal, noting that we should request clarification on the criteria for logging complaints, request that Charter wire the Senior Center as Verizon has done, and that we make sure Charter has adequate insurance.

**ACCOUNTS AS OF 5/31/11:**

Main Account:     \$158,227.21 (+17,326.07)  
Equipment Grant: \$ 45,489.54  
Sponsorship Acct: \$ 3,262.22

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Meeting Minutes 6/27/11**

**PURCHASE REQUESTS:**

**Upgrade Broadcast Pix Switcher \$8,500**

Neil moved that we approve an amount NTE \$8,500 for the purchase of a new switcher to improve efficiency, Jane seconded and the motion was carried unanimously.

**Advertising for Production Tech in Herald and Landmark \$315 for 1 week, \$415 for two**

Brendan McCarthy is currently filling in as needed until the position can be permanently filled. Jane made a motion that we approve \$415 for two weeks of ads, Neil seconded and the motion was unanimously approved.

**Portable Wireless Handheld Microphone \$225**

Neil made a motion to approve the purchase of this microphone for use by field reporters at a sum of \$225, Dorothy seconded, and the motion was unanimously approved.

**ACM Tucson Conference, July 27-30**

Conference Registration	\$395
Pre-conference Registration	\$ 50
Hotel Tues-Fri @\$155	\$620
Flight estimate	<u>\$475</u>
<b>Total</b>	<b>\$1,540</b>

Jane made a motion that the committee pay an amount not to exceed \$1625 for Bob's attendance at this professional conference, Janet seconded, and the motion was carried by unanimous approval.

**Time Sheet Approval**

Bob asked the committee to appoint Jane Bouvier as the person designated to sign time sheets for himself and his future Production Tech, given that she's in the studio regularly to tape Around Town. Janet made a motion to authorize Jane to sign, Dorothy seconded and the vote was unanimous in favor of the motion.

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**OLD BUSINESS:**

**Charter Franchise Renewal** – the committee will plan to read over the proposed Charter renewal contract, preparing a list of written questions with page references, and will plan to meet in July to begin going over the contract.

**Repair of Damaged Camera** – Neil has agreed to pay a share of the cost of repairing the camera that was damaged when a student left it in his driveway during the last 48 hour film shoot.

**NEW BUSINESS:**

Neil reported that he worked with some high school and college students who did a fantastic job on the Manchester, NH, 48 Hour Film Festival, June 10-12. The resulting film, “War and Beans,” will be screened August 4 and they hope to win an award.

Neil made a motion to adjourn the meeting, Dorothy seconded and the meeting was adjourned at 10:34 p.m.