

**Groton Cable Advisory Committee
Meeting Minutes 5/16/12**

Meeting was called to order at 8:00 p.m. in the television studio. Present were members Dave Melpignano, Dorothy Davis, Jane Bouvier, and Janet Sheffield, along with Groton Channel Program Director Bob Colman.

LIST OF MATERIALS AT MEETING:

1. Program Director Notes
2. Results of Cable Survey (graphs)
3. Charter and Verizon Proof of Performance Reports
4. Charter Proposed Renewal

GENERAL UPDATE

Charter Signal - Bob reported continuing problems with Charter's signal quality on Channel 13. Dave will look into hiring a technician to check the signal strength.

48-Hour Film Competition - scheduled for this weekend with a small crew

ACCOUNTS AS OF 6/30/12

Main Account: \$160,799.21 (+20,424)
Equipment Grant: \$ 67,989.54
Sponsorship Acct: \$ 3,794.22

ADDITION OF PART-TIME PRODUCTION ASSISTANT

Bob proposed hiring a new part-time assistant to help with producing the Groton Channel News and covering events. They could also help ease the production backlog. The committee agreed there was a need for an additional staff member and supported Bob's proposal. He'll put together a specific proposal for a position of 10-15 hours per week.

PURCHASE REQUESTS/RECOMMENDATIONS

Jane Bouvier would like to update the Around Town set by re-doing one panel of the backdrop for the approximate cost of \$100. Dorothy moved that we spend up to \$100 to update the Around Town set with one new panel, Janet seconded. Jane abstained from the vote, with remaining members voting in favor, 3-0.

**Groton Cable Advisory Committee
Meeting Minutes 5/16/12**

INTERNSHIPS

Bob reported that the internship application deadline has been set for May 25th. The committee discussed extending the internships from current high school students to include college students. Since the new hire won't be in place until fall, it was decided to try to approve one to two internships for Production assistants, with the remaining internships being awarded for single creative projects.

NEXT MEETING/ADJOURNMENT:

The next meeting is tentatively scheduled for Tuesday, May 29, at 7:30 p.m. in the Studio. Dorothy moved that the meeting adjourn, with Janet seconding the motion. The meeting was adjourned at 9:35 p.m.
