

## **Groton Cable Advisory Committee Meeting Minutes October 25, 2012**

The meeting was called to order officially at 8:10pm in the television studio. Members present were Janet Sheffield, Neil Collichio, and Jane Bouvier, along with Groton Channel Program Director Bob Colman and production assistant Gina Marini.

### **List of Materials at Meeting:**

1. Introduce Gina Marini
2. Bills
3. Meeting Minutes
4. Accounts as of 9/30/12
5. Charter Relicensing
6. Program Director Evaluation
7. Purchase request/recommendations
8. Other News

### **Introduce Gina Marini:**

Gina Marini is the newest member to the Groton Channel station. She is a production assistant/reporter and will helping to capture events around the town.

### **Bills:**

A discussion was held about how to approve bills on the agenda:

- There needs to be at least 3 committee members present at all meetings, and in order to pass the bill there needs to be a minimum of at least 3 signatures.
- \$240.00 purchase recorder for network
- Monthly allowance to keep station going

### **Meeting Minutes:**

There was a brief discussion of an issue brought up a few months ago, Janet sent minutes to Mark Haddad but some were lost.

### **General Update:**

Bob was happy to announce that the workshop, which is currently in session, has 9 people in it, and is going very well. There were suggestions that maybe next time it could be advertised better, possibly an advertisement through a booklet or a possible add in the newspaper. Bob also mentioned he called Charter to see how the renewal process was going, but there was no news. Bob told members that channels are having bad audio from charter, and the town refuses to renew the license until there is better audio for The Groton Channel.

### **Program Director Evaluation:**

There was discussion about the program director's annual evaluation, town is doing merit based raises now, no step raises, and because of this, employee's need to have evaluation done before raises can be done accordingly.

### **Purchase Requests/Recommendation:**

*Two memory drives for control room recording device-\$380*→ There was discussion about the recording devices which still need memory to operate. Neil made a motion, Janet seconded the motion, there was a unanimous vote and the bill was passed.

*Wireless Mic \$220*→ There was a discussion about a potential wireless mic used out in the field. There is demand for field footage, there are more volunteers, which means more people need access to a mic. Jane made a motion, Neil seconded the motion and it passed with a unanimous vote.

*4 Copies of Premiere Elements @\$90 each = \$360*→ Bob explained the editing software Final Cut Pro has hit a "dead end" he suggested the committee invest in purchasing Premier Elements for high school kids, or volunteers who are more serious in professional editing. Bob explained that Premier Elements is a more professional and more complicated form of editing software. Since Final Cut's last editing software is Final Cut X and some of the computers in the studio are unable to support the software. Premier Elements "is the way to go", according to Bob and will help those, in workshops put on by the studio, and those who want to advance their editing skills. A motion was made by Neil Jane seconded the motion, and it passed with a unanimous vote.

#### *Camera Package:*

*Panasonic AC130A - \$4,000*

*Tripod - \$350*

*Shotgun Mic - \$350*

*Spare Battery - \$135*

*Case - \$150*

*Memory - \$80*

*Hoodman - \$20*

*Camera Pack. Tot= \$5,085*

There was discussion about the necessity of purchasing another camera package, along with interest among students in TV production classes; there is an interest and demand among volunteers. It is an important investment for the studio, it would help to keep a specific camera set aside for the news at all times, along with having other cameras available and allow the public access to them. Jane made a motion, Neil second the motion, and was passed with a unanimous vote.

**Other News:**

There was much discussion about upcoming bills on the election ballot. Bob also mentioned possibly driving down to a conference next week with Gina about new software. Neil might also go. Janet commented on the equipment bought, which will be used for upcoming broadcasting course next semester, but there seems to be little interest in running a videography course. Janet suggested getting word out about potential internships, she talked about potential intern positions opening up for the summer to college students, tried to get Fitchburg State on board, along with other potential college's. The studio is also allowing unpaid internships through Neshoba Valley tech if not a Groton Student. There was also discussion about the next meeting, when it would be held.

**At 9:30 Neil made a motion to adjourn the meeting, Jane seconded the motion and all were in favor.**