

**Groton Cable Advisory Committee**  
**Meeting Minutes 12/15/12**

Meeting was called to order at 9:45 a.m. in the television studio. Present were members Dave Melpignano, Dorothy Davis, Jane Bouvier, Neil Collichio, and Janet Sheffield, along with Groton Channel Program Director Bob Colman.

**LIST OF MATERIALS AT MEETING:**

1. Program Director Notes
2. Minutes

**MINUTES**

Janet made a motion to approve minutes from the following meetings: 1-28-12, 2-11-12, 3-10-12, 3-19-12, 5-16-12, 5-29-12, 6-6-12, and 7-23-12. Dorothy seconded the motion, and the motion to approve the minutes was approved by unanimous vote.

**GENERAL UPDATE**

**Workshops** - Bob reported that the current round of workshops is finishing up. Ten people came through the initial workshop, and nine are currently in the editing workshop.

**Videography Classes at High School** – Dave told the committee that the course isn't running in the fall semester but 22 students are signed up for the spring class. Jane said she'll need some crew to replace the graduating seniors that currently work on Around Town. Dave suggested he could conduct a field trip to Jane's show to encourage interest in the students. A discussion ensued on ways to get more students involved in production for the channel. Jane notified the group that the school district will be publishing a community newspaper in late February, which may give the Channel an opportunity to promote itself.

**ACCOUNTS AS OF 11/30/12**

Main Account:     \$181,392.16  
Equipment Grant: \$ 90,489.54  
Sponsorship Acct: \$ 4,319.22

**CHARTER RELICENSING/TESTING**

Bob told members Charter had installed one leg of the fiber optic cable to the studio, which had resolved some of the reception problems, but some problems remain.

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Dave reported we have a technical consultant, Steve Finer, who is ready to conduct signal testing, but he's been waiting for Charter to arrange for one of their technicians to accompany him. Dave asked Mr. Finer to try to schedule a date in January for testing, but Charter hasn't been very accommodating. Dave will set a deadline for Charter to comply with.

In order to decide what steps to take next in the license renewal process, Dave will call a meeting with Mark Haddad, attorney Bill Hewig, Dorothy and himself. Dorothy said she wants to see Charter give the town the equipment grant rather than charging it back to customers as they've been doing during the last contract.

**PURCHASE REQUESTS/RECOMMENDATIONS**

**Upgrade from Panasonic AC130 Camera to AG160 model.      \$600**

Bob said at the last meeting the Committee had approved purchasing a new camera due to increased demand and some equipment failure. As he prepared to make the purchase, he decided he'd like to upgrade to a model with full HD capabilities, for an additional cost of \$600. Dave asked Bob to keep track of how much the new camera is used.

Neil made a motion to approve an additional \$600 for the purchase of the AG160 model camera. Jane seconded his motion, and the committee approved the additional money by unanimous vote.

**2 x 2TB Hard Drives      \$400**

Neil made a motion to approve spending \$400 to purchase additional hard drives. Dorothy seconded the motion, and it was unanimously approved.

**Yearbook Ad      \$250**

The committee discussed the possibility that a yearbook won't be produced this year due to staffing and money issues, but Bob reported that he'd been told we'll receive a refund on the ad cost if that occurs. Janet made a motion to approve spending \$250 for this year's ad in the Yearbook, Dave seconded the motion, and it was approved unanimously.

**Editing Monitor for Production Technician      \$250**

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The speakers on the old monitor aren't working. Dorothy made a motion to approve spending up to \$250 for the purchase of a new 26" monitor, Jane seconded, and the motion was unanimously approved.

**ADDITIONAL PURCHASE REQUEST**

**Two sets of printer cartridges**

**\$200**

Dave reported that he wasn't given any budget by the high school for print cartridges for the printers purchased by the Committee for the Videography classes. He therefore requested up to \$200 from the Committee for the purchase of cartridges. Dorothy made a motion to pay for up to \$200 in print cartridges for the high school Videography program, Jane seconded the motion, and the committee approved the expenditure by unanimous vote.

**NEXT MEETING/ADJOURNMENT:**

The committee decided to establish a regular meeting schedule for the remainder of the year, with meetings taking place on the second Saturday of the month at 9:30 a.m. at the Channel studio. Meetings are therefore tentatively scheduled for: January 12, February 9, March 9, April 13, May 11, and June 8.

Neil made a motion to adjourn the meeting at 12:15 p.m., Jane seconded the motion, and the meeting was officially adjourned by unanimous vote.

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