

Minutes: Groton Cable Advisory Committee's meeting Saturday March 8 2014, 9:30am Groton-Dunstable Regional High School

Cable Committee Advisors attended: Chairman David Melpignano, Dorothy Davis, Janet Sheffield, and Jane Bouvier.

Groton Cable Employees: Studio Director Bob Colman and Reporter/Production Assistant Gina Marini.

Other: John Ellenberger from The Groton Herald.

Chairman Melpignano called the meeting to order at 9:50am.

Charter Cable relicensing

- Chairman Melpignano explained to those attending the meeting that Charter claims to only support 2 of the three places to "go live from".
- B. Colman explained that Verizon is hosting five places the Channel is allowed to go live from, the Committee has asked Charter to allow these four places to go live from:
 - Middle School (PAC)
 - Town Hall
 - Groton Public Library
 - Groton Senior Center

John Ellenberger ideas about shows

- John Ellenberger brought forth the idea of creating a way for different organizations to become interested in programming at the station-→ If we can get the organizations into the studio, it can benefit the organizations by getting word out about their programs.
- Chairman and other committee members brainstormed a list of potential places of interest: Friends of the Groton Elders, Groton Lions Club, Groton Garden Club, GD Stem, GD Education Foundation, FLO-ROCHE PTA, Groton/Pepperell Rotary Club
- Discussion continued and Committee members decided that if organizations were granted 2 to 3 minutes of airtime on weekly news show, it would help residents be aware of programming being offered and the organization will have a better turn out for their program. In return the studio will be granted a sponsorship with that organization.
- John Ellenberger also wrote a Communication Reservation Proposal and presented it to the committee in which stated his budget for the proposal. B. Colman or someone from the Committee will administer the program.

Thoughts on new set:

- Chairman Melpignano presented to the Cable Advisory Committee his idea of making the studio more functional
- The studio has Jane's set (*Around Town*), he wants to make Jane's set more versatile so others can use it as well and it becomes multi-functional. Possibly painting the set blue or green and using Chroma-key to impose backgrounds.
- Members discussion where they say the studio going in 5 year:
 - Chairman Melpignano's list of improvements:
 - Equipment:** Upgrade the equipment, redo sets and make more multi-functional.

Programming: Wants to see more local origination from Volunteers. Concerned with the quality of stuff that goes out, after stations offers classes, how many who take class come back to produce a show? Maybe a follow up class on how to create/produce shows?

Staff: Thinks staff is fine, no need for more

Location: Does the high school still want us here? Is there another building that has more room? Have we overgrown and need more space?

Volunteers: More local origination of programs. IS there a way to get high school kids involved with programming? Is there a possibility for a Video Club with teens?

Chairman Melpignano is extremely impressed with Littleton's studio and would like to take a field trip to the studio. A field trip is tentatively set for Saturday March 15th at 9:30am with a back up date for March 22.

- Bob Colman predictions:

-HD

-Online

-Revenue to be decreasing

- Production becoming accessible to people?

- Around Town will be celebrating 20 years

- Bob Colman Goals:

- Have the news known greater center of Communication

- See more happen with high School

- Go more digital

Equipment being fixed/Meetings uploaded

- A second studio Camera is being sent to be fixed and members discussed equipment upgrade
- Production assistant will be uploading BoS meetings and other government meetings to Vimeo.

February 8th Minutes

- Committee members discussed the minutes from the February 8th meeting, made some changes and decided to postpone the approval of the minutes until the changes have been made

General Update:

- HOT and GS up and running → two new shows up and running! Great!
- Sheila's show → Representative Sheila Harrington is determined to do a show, the last 2 scheduled runs were postponed and rescheduled.
- Middlesex Sheriff Show → this is a new show going out to all of the public access stations. It is being filmed at NewTV and making it available to all public access stations in the region.
- There is also a Roller derby show coming from Pepperell and is going air on the station.

Purchase and Requests

- Wireless Mic Kits x 2 for total of \$520.00 → B. Colman explained that one of the wireless mics went down, and he would like to replace one and get another. They are used in studio productions as well as field productions.
- SSD Card Readers x2 for total of \$100.00 → B. Colman explained that there is one SSD card, and would like to get another for when SSD cards are being used or at full capacity.
- Shotgun Microphone for \$300.00 → A shotgun microphone needs replacing, cannot be fixed.
- Camera Repair (Studio Camera 1) for \$600.00 → B. Colman explained that a studio camera's picture is not coming in clearly when hooked up to the control room and needs fixing.

- 48 hour film festival application fee for \$140.00→ The first week in May the 48 hour film festival is happening and The Groton Channel would like to be involved.
- Media Educators Conference April 5th for \$350.00→ Once the fee is paid, the conference is open to anyone associated with the organization that paid the fee.

There was no open discussion about purchases.

Dorothy Davis made a motion to move the first five items: Wireless Mic Kits x2 for \$520.00, SSD Card Readers x2 for \$100.00, Shotgun Microphone for \$300.00, Camera repair (Studio Camera 1) for \$600.00, and the 48 hour film application fee for \$140.00 totaling \$1,660.00. The motion was seconded by Jane Bouvier and passed with a unanimous vote. No further discussion.

A motion was made by Dorothy to approve the sum of \$350.00 to be used for anyone interested in going to the Media Educators conference. The motion was seconded by Janet Sheffield and passed with a unanimous vote. There was no further discussion.

Other:

- Reporter Gina Marini told committee members that she and a volunteer are putting together a news piece on the Taste of Nashoba event. In order to attend the event, she asked if it were possible to give the Chamber a copy of the final news piece. The committee approved. There was no further discussion.

At 11:15 AM Dorothy Davis made a motion to adjourn the March 8th Cable Advisory Committee meeting. Seconded by Jane Bouvier and passed with a unanimous vote. The next meeting is set tentatively for April 12th at 9:30am.