

Minutes: Groton Cable Advisory Committee's meeting Saturday October 18, 2014 10AM Groton-Dunstable Regional High School

Cable Committee members: Janet Sheffield, Dave Melpignano, and Jane Bouvier.

Groton Cable Employees who attended: Studio Program Director Robert Colman, and Reporter/Production Assistant Gina Marini.

Meeting Minutes: The meeting minutes from Saturday November 16th 2013, Saturday December 14th 2013, and Saturday January 11th, 2014 were discussed.

Janet made a motion to accept minutes from Saturday November 16th, 2013, Saturday December 14th 2013, and Saturday January 11th 2014. Seconded by Jane the motion passed with a unanimous vote.

ACTION ITEM→ Chairperson Melpignano wants Gina to print off all the minutes from 2013 and 2014 (YTD) and make two separate piles of what has been approved and what is pending approval.

Charter License: All channels are likely changing when Charter switches over to Comcast. The Charter License has been signed and the origination places are: Country Club and possibly the New Groton Fire Station or the Groton Police Station. There will be an additional cost for the second origination location.

GENERAL UPDATE

Equipment: Is in!! Switcher is installed; there will be some more training and practice needed. Old equipment is being stored.

“Round Table” Idea: An idea was presented to have people from local news media i.e. The Groton Herald, Groton Line, etc. gather around a table and talk once a week to inform the public as to what is going on in and around Groton. This is a great way to get more people to be more vocal about the news.

Groton Channel “show of shows”: This is a spotlight on current Groton shows at the Groton Channel. Is still in the works, will highlight virtual effects, and will hopefully begin in January.

Lawrence Academy at The Groton Channel: L.A. students, during their “Winterim” term, along with two teachers will be in the studio/getting involved with studio.

NE Regional Conference: Bob went to the Trade Show, Brendan went to some news related seminars.

Computers: Brendan, who is the Production Technician at the Groton Channel, and Bob Colman's computers were both down. Bob got a new hard drive for his system, so far it's been working fine. Brendan got a new computer, his was unable to be fixed.

Funds: Instead of a gift fund, it is suggested the Groton Channel open an enterprise fund.

Survey: Bob brought to the Committee's attention that he plans on sending out a survey with the Town's Census to gather more information from the community: focus more on cable access, are they using the facility, if not why? Do they know the facility is here, what programs would they like to see, etc.

ACTION ITEM→Because Mike Bouchard, Groton Town Clerk, would like the information before the next Cable committee meeting, Bob is putting together questions and will add information on Channels changing.

Jane made a motion to pay up to \$500.00 to print a survey to go out with the 2015 Census, seconded by Janet and the motion passed with a unanimous vote.

ACTION ITEM→Bob needs to have his evaluation done by Committee members, he also needs to get in Gina and Brendan's evaluation done before next meeting.

Spending Allowance: Bob has requested to continue having a spending allowance of \$500.00 so he can purchase supplies for the studio without having to wait for a Cable Committee Meeting.

Jane made a motion to continue the \$500.00 allowance, seconded by Janet the motion passed with a unanimous vote. There was no further discussion.

Charter Customer Complaints: There have been three complaints from Charter customers within the past month:

1. About Digital Box requirement
2. Can't get cable service
3. Urging the Committee to refuse to transfer license to Comcast.

Purchase and Requests:

Uniset Rolling Flat Modules for the Studio Set.	\$ 9,700.00
Black Curtains	\$ 850.00
Additional Track	\$ 120.00
Hardware/Cables	\$ <u>300.00</u>
Total	\$ 10,970.00

Janet made a motion to approve the purchase of up to \$11,000.00 to purchase upgrades to the studio sets: Uniset Rolling Flat Modules, Black Curtains (Commando

Cloth), Additional Track for lights, and Hardware/Cables. Seconded by Jane, discussion of the set continued. Jane had a question regarding pictures for the new set. She has contacted ISS in Shirley to get quotes on purchasing pictures from them to put in the background for her show. The motion passed with a unanimous vote, no further discussion.

Chairperson's items: Chairperson Melpignano sent an email to High School Principal Mastrullo to offer a course of Videography in the black box. Have old equipment go upstairs in black box, and set up everything. Have it be more professional and possibly give the students their own channel (Groton would have a government channel, a public channel, and a student channel.) Chairperson wanted approval from the Committee to further pursue his idea.

ACTION ITEM→ Jane Bouvier would like a list of all the surrounding areas which broadcast The Groton Channel's programs. Bob will ask Verizon.

Streaming: John Ellenberger, a volunteer for the Groton Channel, would like to know what has to be done in order to have every show available online and possibly streaming live online or On-demand (live streaming like on TV). Bob explained with the new switcher, it is possible, but need to subscribe to a service and it might cost extra to stream.

ACTION ITEM→ Jane would like a sign to be made so when she is on her show, she can remind people the news is on next. Gina will make it.

Other Items: Jane would like to get a smaller table for her set.

Janet made a motion to adjourn the meeting, seconded by Jane. The meeting adjourned at 11:25am. The next meeting is tentatively set for November 22nd at 9:30 AM.