

Groton Cable Advisory Committee
Meeting Minutes for: 1/10/15
TV Studio Groton-Dunstable Regional High School

In Attendance:

Cable Committee Members: Chairperson Dave Melpignano, Robert Piche, Neil Colicchio, and Janet Sheffield.

Others: Program Director Bob Colman

Called to Order At: 9:55AM

Bills: Committee Members reviewed and signed the bills for the month.

Meeting Minutes: Janet made a motion to accept the minutes from 5/17/14, 9/4/14, and 12/4/14. Seconded by Robert, the motion passed unanimously.

General Update:

- The new studio set is in
- Dave will start the new videography program on January 26th
- Two high school sophomores are starting a new weekly show, "Pop Buzz."
- The Town report is due at the end of the month
- The Town Accountant is drafting a warrant article to change the cable access funding mechanism from a gift fund to an enterprise fund

Action Item: Bob to write Town Report and distribute to committee for feedback.

Discussion Item - Internships: It was discussed and generally agreed on that because we may be looking at a budget deficit next year, we will probably offer only three paid internships to High School Students this summer: two creative projects, and one Studio Production Assistant.

Discussion Item - School Closing Policy: Due to the hazards of Chicopee Row and the unplowed/unshoveled state of the High School during Snow Days, the Committee considered closing the Studio on those days as well.

Vote - Neil made a motion that the studio adopt a trial policy for this winter, that the Studio remain closed on those days that school is canceled due to snow. Robert seconded. It passed unanimously.

Discussion Item - Reclassification for Program Director: Bob pointed out that although the job has changed a lot since he first started, the grade classification has remained the same. Now, due to his long time in the position, Bob's merit raises are not incorporated into his salary, and he has requested a reclassification. There was general agreement that it should be looked at/changed.

Action Item: Dave will talk to Mark about getting the job reclassified.

Discussion Item – Sponsorships/Fundraising. The Committee feels it should begin to focus more effort in seeking other revenue opportunities. They plan to address it further at their next meeting.

Action Item: Bob is going to find a copy of the Wellesley or Needham Spelling Bees, and possibly produce a sample program. Also, see if we have a sample sponsorship form that Jane has used in the past.

Purchase Requests:

JUMPER CABLES FOR GRID, 3 X 3-FOOT, 2 X 10 FOOT:	\$170
MICROWAVE OVEN FOR STUDIO	\$100
AUDIO FLOOR PANEL FOR SELECTMEN'S ROOM	\$110

Vote – Janet made a motion to purchase the above items for not more than \$400. Neil seconded. It passed unanimously.

Other:

Dave would like the Committee to see Brendan's and Gina's reviews.
Dave suggested contacting John Ellenberger for assistance in streaming some of our programs.

The Next Meeting is planned for February 7th.

At 11:31AM, Janet made a motion to adjourn the meeting; there was no further discussion, seconded by Neil, the motion passed with a unanimous vote.