

**Groton Cable Advisory Committee**  
**Meeting Minutes for: 4/16/16**  
**TV Studio Groton-Dunstable Regional High School**

**In Attendance:**

**Cable Committee Members:** Chair, Janet Sheffield, Vice-Chair Neil Colicchio, Robert Piche, Jane Bouvier, and Dave Melpignano.

**Others:** Program Director, Bob Colman

**Called to Order At:** 10:00 AM

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

**Meeting Minutes:** Dave moved to approve the Minutes for 2/20/16 Neil seconded. It passed 4-0 with Janet Abstaining.

**General Update:**

- A round of workshops just finished up.
- We were unable to send out a live program from the library. This was entirely due to an unforeseen lack of setup time.
- The new HD Server has arrived. It will be installed on 4/28.
- We are looking for a way to generate Closed Captioning.
- We should consider offering internships again this summer

**Action Item:** Bob will include the Principal and Superintendent in the distribution list for summer internships.

**Discussion Item** – Ashley has started the Production Assistant position. She is doing great!

**Discussion Item:** Raw footage policy. The policy wording still needs minor tweaks, but it will also be necessary to have license agreement settled on to complete the policy.

**Action Items:** Bob will incorporate changes to policy. Dave will provide sample license agreement for review.

**Vote:** Neil will send an email in response to the open letter to the Cable Committee which inspired the creation of the raw footage policy. Dave made the motion. It was seconded by Robert. It passed unanimously.

**Purchase Requests:**

PROMOTIONAL PENS (500):	\$1,210
2 SONY LAVIER MICS (160 EACH)	\$ 320
4 REPLACEMENT BATTERIES FOR CANONS (\$25)	\$ 100

Dave moved to approve up to \$1,820 for the above. Janet seconded. It passed unanimously.

SONY ANYCAST HD SWITCHER (1<sup>ST</sup> OF 2)

\$12,000

Robert moved to approve up to \$12,000 for the Sony Anycast. Dave seconded. It passed unanimously.

**Other:**

Possible date for the next meeting would be 4/21/16.

At 11:27 AM, Neil made a motion to adjourn the meeting, seconded by Dave, there was no further discussion. The motion passed with a unanimous vote.