

Groton Cable Advisory Committee

Meeting Minutes for: 6/18/16

TV Studio Groton-Dunstable Regional High School

In Attendance:

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

Others: Program Director, Bob Colman

Called to Order At: 9:53 AM

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

Meeting Minutes: Robert moved to approve the Minutes for 5/21/16 Neil seconded. It passed unanimously.

General Update:

- The new server from Tightrope has been fixed. Bob will reinstall next week.
- New VOD server has arrived. Software installation will happen 7/6.
- Money is being encumbered for some planned purchases that didn't happen this fiscal year: Remote Switchers, Studio Lights, Edit Suite.
- Expenses are under budget overall, but meeting coverage is much more than anticipated due to the Town Charter Review Committee and increased requests for meetings.
- The Studio will be open on some Saturdays. Bob will be covering.

Discussion Item: Bob incorrectly budgeted his longevity pay under expenses.

Vote: Neil moved to transfer \$500 from expenses to Salary. Robert seconded. It passed unanimously.

Discussion Item: Summer Internships. It was encouraging to see so many good applications, but not all could be accepted. The Committee decided to focus on new applicants, and adjusted caps to allow for more internships.

Vote: Jane moved that the Committee approve up to \$750 each, for eight summer interns, four of which are project based, and four of which are Production Assistant positions. Robert seconded. It passed unanimously.

Discussion Item: Cablecast Request Forms. Bob said there has been a grey area between Public Access programs (Produced by members of the public) and Local Origination programs (Produced by the studio through staff and volunteers). In some cases we haven't asked for a Cablecast Request Form if it was a program we would have covered ourselves, even if the volunteer initiated the coverage. The Committee decided it would be a best practice to require a Cablecast Request Form for any program that we did not specifically seek out a volunteer for.

Purchase Requests:

GLIDECAM STABILIZER \$200

Vote: Robert made a motion to purchase the Glidecam Camera Stabilizer for \$200. Jane seconded. It passed unanimously.

Other:

None.

At 12:12 PM, Neil made a motion to adjourn the meeting, seconded by Jane. There was no further discussion. The motion passed with a unanimous vote.