

Groton Cable Advisory Committee

Meeting Minutes for: 9/17/16

TV Studio Groton-Dunstable Regional High School

In Attendance:

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

Others: Program Director, Bob Colman

Called to Order At: 10:12 AM

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

Meeting Minutes: Robert moved to approve the Minutes for 8/11/16 Jane seconded. Neil abstained. It passed 3-0.

General Update:

- The Town is trying to define metrics in all departments to compare us to other towns. The Town Manager is soliciting that information from similar towns
- All Internships went well and are finished!
- We will have a presence at the High School Activities Fair
- We are able to transport a much better live signal of School Committee from the School library through our studio switcher. We hope to be able to use our JVC decoder to that end, but thus far no luck.

Discussion Item: Production Technician: Bob suggested having Ashley Doucette, the current Production Assistant, step up to the Production Technician position. The Committee was in agreement. It was also brought up that in the absence of a Production Technician, and as a possible news production source moving forward, The Groton Channel may use freelance producers at \$15/hr.

Vote: Neil made a motion that the Groton Channel utilize freelance news producers when needed, at a rate of \$15/hr. Jane seconded. It passed unanimously.

Discussion Item: Open House: Janet has prepared information and assembled a contact list for the upcoming Open House. Ashley has prepared some of the information in a brochure. Jane suggested an additional meeting the week before the Open House (and after Grotonfest!) would be helpful. A meeting is planned for 9/29/16 at 5:30.

Vote: Robert moved that Committee spend up to \$250 on food and refreshments for the Open House. Neil seconded. It passed unanimously.

Purchase Requests:

2 PORTABLE SWITCHERS @ \$10,500 EACH =	\$21,000
5 X 4 FOOT 2 BANK, LED SOFTLIGHTS @ \$900 EACH =	\$4,500
NEW IMAC FOR PROGRAM DIRECTOR:	<u>\$2,500</u>

TOTAL: \$28,000

Vote: Neil moved to purchase the above equipment for no more than \$28,000. Jane seconded. It passed unanimously.

PATCHES: 50 FOR	\$200
MORPH TRANSITION SOFTWARE	\$30
500 BROCHURES	\$250

Vote: Robert moved to purchase the above items for no more than \$480. Neil seconded. It passed unanimously.

Other:

Potential date for next meeting: September 29th for the Open House agenda item.
Potential date for next regular meeting: November 5th.

Meeting adjourned at 12:20 pm.