

## **Groton Cable Advisory Committee**

**Meeting Minutes for: 6/7/21**

### **In Attendance:**

**Cable Committee Members:** Janet Sheffield, Robert Piché, John Macleod, Eric Fischer

**Other:** Program Director, Ashley Doucette

**Called to Order At:** 5:46 PM

**Meeting Minutes:** Janet moved to approve the minutes of 4/5/21 and 4/29/21. Eric seconded. It passed unanimously.

### **General Updates:**

- Town Meeting, Class Night & Graduation Recap
- Increased Meeting Coverage (Select Board, Board of Health, Conservation Commission, School Committee, and Planning Board)
- We are continuing to make progress cleaning out and reorganizing the studio
- Update on Production Technician and Production Assistant Positions
  - Noah Paulajka was hired as the new Production Technician
  - We will need to post and advertisement for the Production Assistant Position
- Our battery backup for the server room will need to be replaced soon

**Discussion Item: Bill signing** - The Committee inquired as to whether or not Eric Fischer was still the sole committee member needed to sign bills. Ashley agreed to look into this and will report back to the Committee on the matter.

**Discussion Item/Action Item:** The Committee requested that a meeting be setup between Bob Colman, Ashley Doucette, Eric Fischer, and Robert Piché to further discuss the staffing of in-person meetings.

**Discussion Item: Freelance Meeting Coverage** - The Committee discussed freelance meeting coverage needs, suggesting that Ashley look into posting a call for freelancers on social media. It was also asked if Committee members

would be able to fill those roles or if that would be a conflict of interest. It was agreed that Ashley will look into this.

**Discussion Item: Internships** - The Committee discussed the possibility of bringing in High School or College interns. Ashley informed the Committee that there will be a partnership with the High School this year and interns will be scheduled to come in during the school day.

**VOTE:**

**Line Item Transfer -**

Eric made a motion to transfer \$15,000 from Expenses to Salary. Janet seconded. It passed unanimously.

**Discussion Item: Officers** - The committee discussed that they are overdue to rotate officers. They plan on re-assigning at their next meeting on July 15th.

**Purchase Requests:**

- New Desk for Office, up to \$500
  - John made the motion to approve funds for the purchase of a new desk not to exceed \$500. Janet seconded. It passed unanimously.
- 2 SD Cards, 128 GB, \$80
  - Janet made the motion to spend \$80 on 2 SD cards. Eric seconded. It passed unanimously.
- GrotonFest Booth, \$75
  - Janet made the motion to spend \$75 on a booth for Grotonfest. Eric seconded. It passed unanimously.

**Next Meeting is planned for 7/15/21 at 5:00 PM**

**Meeting Adjourned At: 7:06 PM**