

Groton Cable Advisory Committee
via Internet Conference

Meeting Minutes for: 8/18/22

In Attendance:

Cable Committee Members: Robert Piché, Eric Fischer, John Macleod,
Neil Colicchio

Other:

Program Director - Ashley Doucette

Called to Order At: 5:03 PM

Meeting Minutes:

Robert made a motion to approve the minutes of 6/23/22. Eric seconded. It passed unanimously.

General Updates:

- Summer internships are coming to an end.
It was requested that the interns be asked to provide feedback on their internship experience.
- “Our Neighborhood” has returned and was the first show filmed in studio since before the pandemic.
- Smart plugs have been purchased to help force restart the Verizon Decoders.
- The status of our Charter franchise renewal remains at a standstill. We will begin trying to connect with Verizon.
- It has been determined that the Cablecast Software Assurance upgrade is not needed at this time.
- Website work is still being done and we are still aiming to launch the new site in time to announce at Grotonfest

Discussion Item: Recommendation of Janet Sheffield for the Cable Advisory Committee

VOTE: Robert made a motion to recommend Janet Sheffield for the Cable Advisory Committee. Neil seconded. It passed unanimously.

Ashley will send this information to Dawn Dunbar to schedule Janet’s reappointment at an upcoming Select Board meeting.

Discussion Item: Promotional Products for Grotonfest

The current promotional item stock has been counted and there are less than 100 pens and chip clips available for giveaway at our booth for Grotonfest.

Ashley did research on new items for consideration.

After some discussion, a decision was made that the chip clips were the most appealing option to supplement promotional pens.

PURCHASE REQUEST: Ashley requested that the Committee approve funding for new promotional items not to exceed \$2000.

VOTE: Robert moved that the Committee approve funding for new promotional items. John seconded.

After reviewing options and pricing, it was determined that no new clips or other items would need to be purchased but that a new order of pens (identical to the design of our last order) would be needed.

An amendment was made to limit the purchase to no more than \$1500 for the purchase of 500 new Groton Channel promotional pens.

VOTE: Neil moved to approve the purchase of 500 new Groton Channel promotional pens for a price not to exceed \$1500. Robert seconded. The purchase request passed unanimously as amended.

Transfer of Chairmanship

The chairmanship of the Groton Cable Advisory Committee was transferred from Robert Piché to John Macleod.

Discussion Item: FY 2023 Budget

Ashley updated the Committee on the FY 23 budget - taking a look at expenses so far and calculating where we stand within the

Unanticipated expenses so far include the cost of repair to the broken studio camera (\$1,508), the \$800 in clothing allowance added after the budget had been built (may not be used in full), and a slight increase to wages and salaries based on changes in pay rate from last year.

Next Meeting is planned for 9/15/22 at 4:00 PM. To be held in-person.

Meeting Adjourned at: 6:29 PM