

MINUTES
Cable Advisory Committee
March 29, 2017
Slade Building

In attendance – Tom Colyer, John Nason, Al Afonso, Brittany Blaney-Anderson, Raeanne Siegel, Tonya Martowska

Meeting opened at 2:00 pm.

Minutes –

February 15, 2017

Motion: A. Afonso

To approve the minutes as presented February 15, 2017 meeting.

2nd: J. Nason

Vote: All in Favor

Old Business –

Hosting a regular show –

Continued discussion of hosting a regular scheduled show on the cable channel. There will be a lot of stuff going on soon including Memorial Day, 250th, etc. Tom stated he is looking for else to do for Memorial Day because 2 parades in 2 weeks is a bit much. Should pick a day a month, only have 1 person here so no quorum. Need to get Katie in here to talk about 250th. Should layout the program ahead of time and plan out questions and discussion so it does not get off track. Make sure to ask correct, relevant questions. Discussion about library recording and their denial. Tom said Country Hen does not have a lot going on right now but they are interested in being on a show. Field Day and the Historical Society, many possibilities for shows. Tom feels they should be recorded so they can be edited.

Talked about where to do the recordings as we do not have a studio. Discussed getting a portable backdrop. John thinks we should get backdrop with call sign or logo maybe. Brittany suggested just putting call sign and/or logo in the video instead, way cheaper. John asked Brittany to get some pictures and prices of something she would recommend. Discussed where we would store the backdrop. Tom offered his box truck for storage. Tom asked Brittany to email the committee with what she finds. John said this would be a good time to find out how much money we have. I gave him the Account History Report which shows we have \$75,816.36 in the account.

John suggested maybe we should interview people on-site at the 250th. Also said Youth Baseball Opening Day is the 1st Saturday in May. Wii Bowling Tournament on April 19th with other Senior Centers in the area coming here for the tournament.

Tom asked Brittany how long it would take to train him on video. She said it depends on how much he wants to know. Discussed further and she said about an hour. Lambing season is upon us and he would like to record some of it.

Tom will discuss show about 250th with Katie Young to pre-arrange questions.

Inventory/Scanner System –

Brittany did additional research and said scanner systems are subscription based and will cost at least a few hundred per year to maintain. She does not feel we have enough equipment or need for scanner system at this point. Brittany showed a sample of an inventory sheet. She recommends we do inventory sheet based on small amount of equipment that we have.

Talent Release Form –

Brittany showed examples of Boylston's release forms for both adults and children. She stated they have been reviewed by Boylston's attorney. The only thing they seem to be missing is a statement about online viewing, as in YouTube. Need to modify release forms to include online viewing.

Establish Revenue fund and estimate each year's cost –

Raeanne stated we need to establish a revenue fund similar to PEG access and need to designate an amount to transfer each year. Make sure we take into account fees, Brittany's costs, equipment we might need, etc. Raeanne said she does not need the dollar amount today, but to start thinking about it as an article is going on for Town meeting. Tom asked Brittany about costs in the last negotiation. Brittany said it stated not to exceed \$13,000 annually. Tom asked her for her help and background to determine the costs. Thinking to play it safe say \$10,000, if just maintenance say \$5000. Tom would like a list from Brittany as to possible ways to expand. Tom and Raeanne are both thinking \$25,000.

New Business –

Brittany stated we need to purchase an xLR to mini adapter and that a 6' long cable is about \$13.

Motion: J. Nason

2nd: A. Afonso

To buy xLR to mini adapter cable

Vote: All in Favor

Al brought up the door and the article in the paper. Brief discussion, the door is a non-issue. Al then asked about the website. He would like to see a link on the homepage to the YouTube page and all of the videos. Brittany suggested a link on the Cable Advisory Committee page. Raeanne said Joyce is in charge of the website. Further discussion ensued around website and videos. Brittany to look into it and put a link up.

Motion: J. Nason

2nd: A. Afonso

To adjourn at 2:06 pm

Vote: All in Favor

Respectfully submitted,

Tonya Martowska