

Town of Trumbull Community Television Advisory
Committee
May 3, 2012

Present: Kate Donahue, Donna Cassidy, Vince Fini, Jackie Carlino, Sue Horton, Roy Fuchs, Byron Campbell, Donna Girot

Absent: John Annick, Jim Lang, Bob Mincielli, Jeff Hackett, Bill Chin, Peg Perillie, Marilyn Lord, Gary Cialfi, Shawn Tait, Tom Kelly, Rachel Yahwak, Ken Mayo

Cc: Tony Hwang

Meeting called to order at 8:11 am by Kate Donahue

Minutes: Minutes of March 8, 2012 meeting distributed & reviewed by members. Motion to approve minutes made by Vince, seconded by Roy. No comments. Motion to approve minutes unanimous.

A.T & T/UVerse: New software has been installed in studio & programming is back on track. Shawn does not have capability to scroll yet. Equipment for this has been ordered and will be delivered this week. Shawn is in process of replicating Bulletin Boards & has completed 16. He has 53 more to do. By next week all Boards should be active. Shawn will also have capabilities to provide titles. Question was asked if this was equipment included in grant. Discussion was "no". Byron stated equipment was probably from AT & T upgrade.

Charter Advisory Council: Next meeting May 8th. Jim is stepping down as chair. Members asked if Charter would be sponsoring video competition again. Donna will ask at next meeting.

2012 Strategic Priorities: Kate reviewed and updated committee on priorities. Kate stated renovations at THS have made communications with school difficult. Donna G. is developing celebratory video on THS renovations with Deb Owen & videography class. Project will be students final class project. Kate is communicating with Jim Meisner, Town Council member & member of THS Building Committee, to review priority list to increase support of Building Committee members. Byron stated HD travel cameras should be purchased for THS programming. Kate suggested focusing on this for fall semester. Byron stated educators should be knowledgeable on current standards in order to properly train & prepare students (Final Cut, Avid, Premier). Kate stated commitment to buy new equipment should be tandem with training & updating staff. Byron suggested using professionals in the area to work with staff to develop equipment. Roy has 4 curriculum courses from Staple High School that will bring to next meeting. Suggestion was also made to develop Film Making class at THS. This type of class may be more current & attractive to students.

THS Studio Move: some members' have met with Owner's rep to review changes & upgrades. Some structural changes were recommended. Kate will follow up.

Budget: John has budgeted \$20,000 for videographers. John received \$10,000 from Town that was accidentally left out of budget request. \$4,000 from BEI is in TTCTAC budget. John has budgeted 450-500 hours per person/per year @ \$30 an hour.

Members discussed Producer position. Members stated Exec. Director/Marketing/Producer position cannot be done by one person. John has suggested finding someone interested in improving audio/video. Position will be 9-10 hours /week. Objective of position should not be business operations, but technical & programming equipment. Results of improvements will create better product, which hopefully will help increase fund raising ability. Byron suggested adding wireless mikes to cameras to improve audio sound. System should be at Board of Ed meeting room. Donna stated this person should also be able to build relationships with & network with other video facilitators. Members stated this type of work is what Producer position could be doing. Members questioned if 10 hours/week is enough time to accomplish success. Donna G. Will send Kate outline of what she envisions Exec. Director should do. Byron will send Kate definitions & job description info he has on Exec. Director positions. Position should be filled for July 1st start. Members suggested developing job description. Jackie will work with Kate to develop this. Byron will send Donna C. Equipment he recommends to distribute to members. Kate stated special meeting by committee might be needed to finalize & approve job description. Marilyn working with Attorney Musto on 501C3 status.

To Dos:

Roy will work with Kate & Marilyn to promote studio (marketing); some monies are available for this. Roy will work with Kate to put plan together. Sue would like Library info placed on [Vimeo.com](https://www.vimeo.com); Donna G. Will contact Sue. All other To Dos completed.

Open Comments: One Book, One Town underway. Sue stated next Year's theme could be baseball to correspond with 1989 Little League World Series Championship 25th anniversary. Members suggested combining social media theme with this.

Meeting adjourned 9am.

Next meeting June 14th