

## March 7, 2013 TCTC minutes

Members present: Kate Donahue, Roy Fuchs, Byron Campbell, Donna Cassidy, John Annick, Sue Horton, Jim Lang, Bill Chin, Vince Fini, Peg Perillie, Shawn Tait, Donna Girot, Jackie Carlino, Gary Cialfi, State Rep Tony Hwang

Member absent: Tom Kelly, Brett Flowers, Bob Mincielli, Jeff Hackett

Meeting called to order 7:50am by Kate

Minutes: Previously distributed minutes of Jan. 17, 2013 reviewed by members. Motion to approve minutes made by John, seconded by Roy. Unanimously approved.

Technical Update:

Charter:

- Shawn stated Charter has run signal wire to view channel in studio to outside wall of studio. Charter needs to complete work before AT&T can run their wire.

Grant opportunities:

- Tony stated had bumped into PURA member who stated grants are being reviewed and awarded. Gary created paperwork for original grant. Grant form is available on line. He requested committee finalize their plan as soon as possible. Roy, Gary and Tony will write and complete grant application within next few weeks.
- Byron asked if media server could be included in grant. Tony asked if cameras for Library Community Rm. should be included.
- Byron stated state grant to PURA will provide equipment that will work on same platform. Donna & Byron have met several times which will be driving force for list of equipment in grant
- Tony also stated 10% of grant request can be used for personnel. Target amount for grant is between 80,000 & 120,000 dollars. Donna G. would like to add items to grant and will contact Roy to discuss. Kate Tony if there is a cap on the grant amount. Tony stated is unfamiliar with wording if grant. Kate suggested looking at other application on PURA website.
- Suggestion was made that Perkins Grant is also available for overflow equipment needed

Town Hall:

- Shawn stated Town Hall audio problem has been resolved. Bill stated wire has been reconnected and thinks someone may be unplugging audio system. Bill has met with Town Hall staff to inform them not to disconnect wires.
- Bill stated Town Hall system is outdated and needs to be replaced. \$30,000 will be included in Town bond to update system. Bond is part of

5yr. capital plan for Town. 1 quote has been received so far, but quote came in very high. Bond will be on upcoming Board of Finance (BOF) agenda.

- Roy asked if videographers should be trained on current & future Town Hall system.
- Byron stated he will assist Bill with possible contractor connections for Town bond.

#### Programming:

- Donna G. thanked members who participated in Poetry In Us event. Donna stated program was marginally successful with THS students. Samples of event will be posted on Donna's Vimeo account for member viewing. Donna also stated teacher from the Alternate School contacted Donna to work with student who wished participate in event. Tony stated he would like to pitch poetry event to his colleagues. Donna said she will be changing release form in future to include storage of poetry tapings.
- Donna stated taping of government meetings is making schedule very busy & full. As a result, airings of programs have become very tight.
- John stated in past, programming has been split into two sections a week to allow more shows to be aired. Donna is concerned there might not be enough time to split schedule in half due to her time constraints.
- Byron stated moving to digital files, which takes less time to edit & upload than traditional taping.
- Kate suggested Roy schedule a scheduling strategy meeting to address this issue as well as scheduling options, organization and changes.
- Kate reminded committee that this is a local election year and should continue to provide live election night coverage. Roy will work with John to plan event. Vince volunteered to be tabulator. Jim L. Will be moderator.

#### Administration:

- 2013 budget request has been retained in its entirety in First Selectman's recommend budget.
- Budget still needs to be presented to BOF & Town Council. Future plan is to increase budget in 2014 request.
- Channel has new e-mail address ~ [trumbulltv@trumbullps.org](mailto:trumbulltv@trumbullps.org).
- Gary is working on sign for outside studio. Jim & John reminded members original plan for sign was to be placed on street in front of THS.
- Gary is developing TPS policy, which will allow certain committee to have access to studio in emergency when school is closed.

#### Alliance for Community Media:

- Donna G. stated 85% of towns provide election night programming. Grant monies are also available. Committee needs to finalize non-profit status to apply for their grant.

#### 501C3 Status:

- John met with lawyer. Lawyer has not been helpful. John stated First

Selectman is behind committee having 501C3 status. John has backup lawyer if needed. John will try to resolve issue by next meeting.

#### Charter Advisory Council:

- Next meeting Tuesday. Tony asked committee to appoint 2 members to form committee to work with him to look at Charter subscriber fees issue. Committee members will be John & Jim. Suggestion was made to invite Tony to future meeting.

#### New Studio event:

- Next subcommittee meeting April 18 at the studio.
- Public event will be delayed until renovation at THS is completed, programming has been updated & strategic plan has been finalized.
- John & Peg volunteered to assist event committee.

#### New Business:

- Strategic Planning
  - Kate stated the core of any strategic planning should focus on confirming what kind of committee we are and what we want to accomplish. Tony suggested looking at other successful communities such as Hartford & Simsbury.
- Shawn stated videographer budget is very tight due to a busy month of government meetings. more videographers need to be recruited. Donna G. suggested waiting until new equipment is in place so all videographers can be trained on same equipment. Donna G., John & Kate will meet to develop possible strategy.
- Tony stated Gillian Anderson from SHU NPR is a Trumbull resident. He stated she might be of assistance for public relations. Jackie & Roy will set up meeting.
- Tony stated he has program on domestic violence and local assistance available to broadcast.
- John reminded members to be careful and non-partisan when planning tapings and airings this political season.
- New Committee member recruitment
  - Peg has 2 residents interested in joining TCTC.
  - John asked Peg to send Kate their qualifications.
  - Kate suggested developing a process to recruit new members.
  - John stated adding new members with TV network and experience should be considered.
- Byron will work with Donna on 'Ping'

Meeting adjourned 9:05 am

Next meeting April 18