

## TCT Minutes of September 12, 2013

### **Members present:**

Kate Donahue, Roy Fuchs, Byron Campbell, John Annick, Donna Cassidy, Sue Horton, Bob Mincielli, Donna Girot, Vince Fini, Gary Cialfi, Shawn Tait, William Chin, Brett Flowers

Meeting called to order at 7:51am

### **Technical:**

**AT&T UVerse:** Jeff has asked Charter to run a line. Line also has to be run from Daniels Farm Rd. to studio. Jeff will be pricing out tech to run line. Kate requested Byron, John, Shawn, Gary and Jeff follow up on this. Shawn stated completion should take about a week.

**VOD Update-**VOD is ready to go – Byron just needs the URL to launch the website. Gary will follow up with Jeff. Some firewall issues need to be resolved. Vendor will be contacted to resolve the issues. Jeff, Byron and Shawn will follow up on this. Kate requested VOD be up and running by studio Open House.

**Boxes for Programming Access-** Charter installed 5 cable boxes for teacher use at THS. Some switches have to be switched over for viewing. There will also be a channel for tri-caster in studio to stream live broadcasting. Approximately 7 channels will be available at THS.

**Line from gym and auditorium to studio-** Shawn stated no progress has occurred. Shawn has voiced his concerns to THS renovation construction manager John Barbarotta. Gary stated final punch list has not been completed due to some issues not yet being identified. Shawn asked if line is in original renovation plans. Gary and Shawn will follow up. Note...during meeting Gary called to inform committee that line is contained in original construction contract.

**Town Council Chambers audio:** Roy asked Bill about audio at Town Council meetings issues. Bill stated supplemental appropriation is being developed which will include audio issues. Donna G. requested microphones in Council chambers not be put near HVAC vents and fans.

**Miscellaneous:** Shawn stated studio was shut down briefly due to power outage at THS. Byron stated running of studio and broadcasting at studio this summer was seamless and ran well with little problems.

### **Programming:**

Donna G. has added more original content. New video has been developed with Econ. Director Ed Lavernovich. Donna is also working on also working to build better relationships with middle schools. She is guiding and assisting them on how to enrich content. This also is helping to create a feeder program to THS. Donna is working on a Historical Society video which will launch in conjunction with the Historical Society's anniversary. The Library is still working on interviews of 1989 Little League team. Short video is also being created for 3-D printer at Library. Gary suggested including Mary Santilli in 3-D video. John stated he has received many compliments regarding channel and thank Donna G. and Shawn for well done job. John suggested contacting Chamber of Commerce for local businesses to continue Business Buzz videos. Donna stated 'Rails to Trails' video will be aired on local documentary channel. John stated previous 'Rails to Trails' has been done. Donna G. will follow up on this. Donna stated video of reading of book Monkeys Paw to be aired around Halloween is also being created.

### **Administrative:**

**Finances:** Kate is reconciling 2012 budget. Cost came in slightly under budget for 2012.

**Membership:** Kate stated membership committee needs to be reactivated. Kate has new potential member (Mary Keane) and gave information to Sue for follow up.

**Miscellaneous:**

**Open House-** current date will be Thursday Oct. 17, 4-8pm. Kate requested sub-committee members Jim, Jackie and John meet to complete details. Donna G. is developing invitee list. Donna requested members contact her with other name for inviting. Kate asked Donna G. send list to members with contact info of invitees. Donna G. needs budget for event. Kate stated \$500 can be used for event. Members will also help distribute hard copy invitations if needed. Kate requested Donna G. also send members Open House planning list for follow up with members.

**Sign-** sign has been made and is stored in Steve Kennedy's office. Discussion occurred on placement of sign. John stated sign was originally to be placed in front of THS on Strobel Rd. Gary stated this might set precedent for other organizations (Cont. Ed, PTA) to put up signs. Donna G. stated concerns that placing sign in front of THS might encourage walk-ins which could be problematic to THS and security. Donna G. suggested sign be placed on wall inside THS main entrance. Donna asked if sign could be placed by Open House date.

**Alliance for Community Media-** 3 days conference coming up. Donna G. received scholarship from the Alliance to attend the conference.

**Charter Advisory Council-** John stated Television Consumer Freedom Act bill is being forward in Washington by John McCain. Bill is requesting eliminating bundled TV programming. CT. Governor is mulling over disbanding Cable TV advisory groups. John will follow up on this with Jim and State Rep Tony Hwang.

**501C-3-** John stated that our lawyer told him it is becoming increasingly difficult to be granted 501C-3 status. John will continue to meet with lawyer. Committee agreed to continue moving forward with 501C-3 status. John will work with Vince regarding this.

**Grant application-** Kate attended BRBC breakfast which featured the state legislative leaders. They confirmed that the state took the PEGPETIA grant money and swept it into the General Fund. They also said they do not expect the money to be returned in the next budget cycle. At the same event, Kate met someone on the Board of Soundview . She will be following up to determine if any of their funding strategies would work for TCT.

**Election 2013-** Committee agreed to broadcast election night event. Roy is candidate and should not do any interviews. John will arrange to find moderators for event. Kate and Donna C. volunteered to be runners. Vince will calculate results. First Selectman Chamber of Commerce debate date is Oct. 31 at Library. Kate asked if debate video can be ready and aired before Election day. Donna G. will follow up. Byron stated if VOD is ready, debate can be broadcast through it and email blast can be sent.

**Strategic Planning-** Motion to approve Strategic Plan made by John, seconded by Roy and unanimously approved. Kate stated she would like issues in plan be addressed rapidly. John asked that update of Plan be placed on monthly agendas. Kate asked members to volunteer for Marketing Committee. Marketing Committee members will be Donna G., Donna C., John, Roy, Jackie. Kate stated moving forward with Strategic Planning will also allow discussion of job descriptions. Suggestion made to include Jeff in these discussions. John stated committee needs to find local sources to assist with funding. He suggested finding local people and businesses that see value in the station. Kate thanked members of Strategic Planning Committee.

**Open Comments-** Kate asked subcommittees have reports for next meeting. John stated he has received requests for taping of THA meetings. Donna G. will follow up. John stated he has received complaints regarding to being able to DVR or record shows. Donna G. stated this is a global issue that many local stations are having.

Meeting adjourned 9:05am

Next meeting November 7