

TCT March 20, 2014

Minutes

Members Present: Kate Donahue, Byron Campbell, Roy Fuchs, Donna Cassidy, Vince Fini, Sue Horton, Jackie Carlino, Donna Girot, Jim Lang, Jeff Hackett, Shawn Tait, Bill Chin

Meeting called to order at 7:47 by Kate

Minutes: Minutes of 3/6/14 distributed and reviewed by members. Motion to approve minutes made by Jim, seconded by Byron. Motion unanimously accepted.

Updates: Old Business

Technical-

Grant Application~ all monies except \$.44 have been spent. Panasonic cameras have \$700 rebate each, making more monies available. Some items are on back order and should be delivered by April. Computer equipment should be delivered in next few days. Byron will work with Shawn and Donna to make sure all equipment is tagged and ID'd and create a master list of all equipment. Equipment sent to other schools will not be tagged. Donna G. will send Byron list of residual items needed. Jim asked if agreement with other schools receiving equipment could be developed to ensure schools will produce a certain amount of programming yearly (2 programs/year). Jim will develop letter of intent for schools.

AT&T UVerse Update~ Kingston Perry from AT&T has retired. Jim will send name of replacement person to Jeff. AT&T liked the idea of bringing UVerse from street to corner of the HS building in previous discussions. Completion of this has been impacted by the winter weather.

Charter Status~ issues are not channel related. Cable from Charter needs to be installed to head-end to convert programming to digital signal. This will allow teachers to view programming on their computers and assist Shawn in broadcasting morning announcements. Byron recommended Silverlite program, which will allow programming to be available to all users. John Virag working on this issue. Affinity is working with John. Jeff will follow up with John Virag and Shawn.

VOD Update~ Donna stated issues with files sent from BOE cannot be streamed on VOD. The files need to be reformatted. Donna stated files from BOE meeting Tuesday nights are usually transferred to studio Wed. night. Donna will put on channel the next day, but Shawn has to convert files before putting on VOD. Tricaster at BOE is not the right format for VOD. Kate suggested Technical committee meet in next few weeks to resolve issue. Buffering issues are also occurring.

Other technical issues~ Audio system at Town Hall is working well. Microphones cannot be moved for different meeting setups in Council chambers. Donna stated hand held microphone for people walking around and presentations at meetings would resolve some of these issues. Bill stated wireless microphones would help. He stated he will get quote for wireless microphones and may have excess monies left in his budget to purchase some.

Bill will follow up with microphone issues. Bill is also working on Council Chamber TV but has concerns about where to mount TV and how to secure it. Line from Gym to Studio~ Currently no line is available. The line from the auditorium to the studio I needs some work. Shawn is waiting for piece of equipment to convert feed, which will interface with both sides of the wire. Shawn state line could be run from gym to auditorium and he could cross patch video to send video to studio. Kate sent Lucinda list of auditorium improvements that are needed. Kate will resend list to Lucinda and ask for confirmation of list.

Programming-

Mayors State of the Town is currently being filmed. Donna stated March schedule is very full. Poetry Program was successful with 75 perms captured. 3 students assisted with the taping, 2 may be potential paid videographers. Kate stated these students should follow up with Shawn on regarding what students need to do to become vendors. Another goal Donna has been working on is reaching out to community. She has been asked by TPAUAD (Trumbull Parent Against Underage Drinking) to be a panelist representing the media at their forum.

Administrative:

Budget- Budget increase of \$35,000 cut \$17,500 by First Selectman. BOF and Town Council Finance Committee both supported no further reductions. Budget will next go to full Town Council vote. Kate would like TCT members to attend Town Council meeting to show support. Kate will send members dates of Town Council meetings.

Membership- Sue has potential new member. Potential member has 501C3 experience. Sue and Kate will invite potential member to May meeting.

Website- website looks great and is easy to use. Donna stated she can see every page of website from master site except the VOD. Jeff will follow up with Donna.

THS Sign- Mock up of sign sent to Kate for potential changes. Members agreed sign should say

Charter ~ Channel 17

UVerse ~ Channel 99.

TCT should be removed. Kate will follow up with Gary.

Alliance for Community Media- committee is actively lobbying in Hartford to regain funds lost for capital expenses.

Charter Advisory Council- Council working to develop language to ensure Charter more actively promotes lowest rate options. Frontier Corp. looking to buy AT&T UVerse. Advisory Council looking to create leverage to ensure Frontier links wire from Charter and UVerse. Charter will be going all digital requiring all televisions to have cable box.

501C3- New attorney is needed to work on issue. Kate will follow up with Sue and potential new TCT member.

Meeting adjourned at 8:50am