

Trumbull Community Television

Minutes of June 12, 2014

Members Present: Kate Donahue, Byron Campbell, Roy Fuchs, John Annick, Donna Cassidy, Vince Fini, Sue Horton, Peg Perillie, Donna Girot, Shawn Tait, Gary Cialfi

Meeting called to order by Kate at 7:49am

Minutes: Previously distributed minutes of 3/20/14 reviewed by members. Quorum not present to approve minutes

Updates-Old Business

Technical:

VOD- VOD working well.

THS Building Access- Donna G. stated TCT will be treated like the public entering the high school. Access will only be Monday through Fridays until 10pm. People going to the studio must enter through the front door and sign in on a clipboard. Business Use forms must be filled out if working in studio off hours. The form also ensures restrooms are open. Weekend access still remains unresolved.

Grant application- Byron stated the recent Grant purchases have incurred a \$4,200 rebate. The rebate monies will be used to earmarked items not yet purchased. Donna G. asked if monies could be used to purchase Adobe software. Byron stated Adobe should already be on MAC computers. Byron will speak to Ken Mayo at St. Joseph's High School regarding the Grant equipment purchased for them. St. Joe's will have to provide 2 programs/year for broadcasting in order to receive equipment. Byron will send Christian Heritage graduation ceremony to Donna G. for broadcast. John requested letter be sent if Byron has difficulty contacting Ken Mayo.

AT&T U-Verse status- Shawn stated conduit is owned by Charter. There is an existing connection that was recently located and is in a food service closet. The channel can now be viewed in the studio. Brief discussion ensued. Charter feed for teacher access- will be worked on this summer. Issue is with existing fire-wire.

Other technical issues- Donna has been speaking with John Virag regarding small software issues that are preventing her from running certain software. Donna will send this list of issues to Kate for follow up. The programming unit at the head end will be replaced this summer.

Programming:

Donna stated she has provided a packed list of programs in June. She stated Shawn has been very helpful with the transition to SD cards on the cameras. Donna has also updated the website homepage with weekly video clips. She also sends emails to contacts from program that was videotaped suggesting participating organization watch the video. Donna will follow up with concern John stated regarding lack of programs being taped at Frenchtown School. Madison Film Club for 8th graders has been successful. Donna stated one of her

objectives is to improve programming and taping of school concerts. She will be providing helpful collaborative hints on how-tos for taping to school principals. Donna also stated she has 3 major goals.

1. More student videographers
 2. Video and marketing classes at THS to seek out summer student interns
 3. 1 empty display case at Town Hall will be available to TCT. Donna needs monies for supplies to fill display case. Kate stated money is available for this.
- John asked if TCT should sponsor another survey. Donna G. stated she would like to run publicity on VOD before survey is sent. Roy will create writing campaign for VOD. Donna stated VOD launch could include solicitation and PR for TCT committee. Kate stated survey should be done in the fall, after the VOD PR effort.

Administrative:

Budget status-budget is in good shape; budget for 2013-14 fiscal year was \$65,000. 2014-15 budget from Town was increased to \$81,000.

Membership- BOE representative is still needed. Kate will follow up with Gary. Sue stated she has potential member and will follow up with Kate.

Committee Leadership- Kate indicated that Gary had determined that there might be someone at THS who would be interested in taking a leadership role with the channel.. This will allow the TCT Committee to focus on fundraising and outreach. Kate and Byron feel over stretched as committee chairs. Discussion ensued. Further discussion on this issue will take place at later meeting.

Miscellaneous:

Alliance for Community Media- Donna G. would like to attend annual conference in Philadelphia. Motion to spend \$500 for Donna to attend conference made by Sue, seconded by John. No discussion. All members in favor. Donna Girot brought up a current issue that the Alliance for Community Media is addressing regarding the FCC's laws of Net Neutrality. The ACM has asked our committee to act upon this issue by contacting our state and federal elected officials. A thorough description of the issue will be sent to each committee member with links to elected officials.

THS Sign- sign will be addressed with other security issues this summer.

Meeting adjourned 9:01am