

Trumbull Community Television Commission

AGENDA

Thursday,
January 26, 2023
7:45 AM via ZOOM

- A. Public Comment
- B. Administrative
 - 1. Approval of December 2022 minutes
 - 2. Commission members – status of adding another member
 - 3. Staffing – videographer recruitment
- C. Finance
 - 1. 2022-23 budget status
 - 2. 2023-24 budget status
- D. Programming- Lara
 - 1. General programming
 - 2. THS Sports
 - 3. Original productions
- E. Technical –
 - 1. BOE VDS status and training update
 - 2. Council Chambers VDS update
- F. Marketing/PR –
 - 1. Video instructions on mobile streaming status
 - 2. Social media posting content and schedule
- G. THS Connection
 - 1. Amy – Todd Manual connection
- H. Miscellaneous

2023 Meeting dates: March 9, April 20, June 1, July 13, August 24, October 5, November 16, December 28

Trumbull Community Television Commission

MINUTES

Thursday,
December 15, 2022 7:45 AM via ZOOM

Attending: Vince Fini, Bill Chin, Kate Donahue, Amy Wiley, Jens Haulund, Ryan Tyler, Lara Walden, Jeff Hackett

Meeting called to order at 7:46 AM

A. Public Comment - None

B. Administrative

1. Approval of October 2022 minutes – Motion by Fini, 2nd by Wiley. Unanimous
2. Commission – Fini suggested Ed Gillespie, will follow up with him
3. Staffing – Matt Schenk, currently a videographer, is starting to help with editing. Lara has two new videographers on board – Bryan Kim and Lea Cohen. She has also talked to another student.

C. Finance

1. 2022-23 budget status – Need to replace two studio cameras – Lara will proceed.
2. 2023-24 budget – We need to replace our field cameras which are over 10 years old. Expect will cost ~1,300-1,600 a piece. Lara and Jens will work on quotes.

D. Programming- Lara

1. Winter concerts underway – a few more to videotape
2. THS Sports – home football, basketball
 - a. St Joes-THS Thanksgiving Day game – had issues due to spotty cell service
3. Original productions
 - a. TPD video on avoiding online scams
 - b. Election programming – THS student explanations of open seats

E. Technical –

1. BOE VDS (Video distribution system – formerly known by the brand name “Tricaster”) status and training
 - a. Finished cabling, monitors and cameras, next is audio processor
 - b. Hope to have up and running in early January
 - c. Expect to train by yearend – include TCTV as back up
 - d. May need 2 people to run in the future
2. Council Chambers VDS status
 - a. Current system failed during the last Town Council meeting – lost half the meeting
 - b. Bill has approval to go ahead, will get quote process going although he cannot place the actual order until the funds arrive

F. Marketing/PR –

1. Lara to post a video on the website on how to get/use our smartphone app

2. Lara will develop a list of things to post on social media and coordinate with Amy on a schedule
3. Double check how our website looks on a phone

G. THS Connection

1. Amy – Todd Manual connection – Amy will reach out

H. Miscellaneous – None

Meeting adjourned at 8:36 AM

2023 Meeting dates: January 26, March 9, April 20, June 1, July 13, August 24, October 5, November 16, December 28

TCTV - 2023-24 Budget Request

Account: 01060800

Kate Donahue

FINAL

Account	Acct Name	Description	Request	2022-23		Request	2023-24			Notes
				Budget	Projected		FS	BOF	TC	
522202	SVS - Prof	Videographers	\$ 35,000	\$ 35,000	\$ 25,000	\$ 25,000				\$20k for videographers + \$5k for technical support
522205	Prog Exp	Supervising Producer	\$ 55,000	\$ 55,000	\$ 37,000	#REF!				Adjustment in editor hours
534401	Office Sup	Office Supplies	\$ 750	\$ 750	\$ 500	\$ 500				Various
534402	Program Sup	Programming Supplies*	\$ 8,855	\$ 8,855	\$ 8,855	\$ 8,635				See details below *
545502	Public Rep	Public Relations	\$ 1,000	\$ 1,000	\$ 200	\$ 200				Marketing materials to promote viewership.
567703	Trnsp-Trv	Travel	\$ 250	\$ 250	\$ -	\$ 250				Travel to ACM conferences.
58188	Capital Outlay	Capital projects	\$ 40,299	\$ 5,299	\$ 5,185	\$ 10,600				Replace field cameras - 10 years old
590014	Util-Phone	Verizon wireless	\$ 480	\$ 480	\$ 480	\$ 480				
			\$ 141,634	\$ 106,634	\$ 77,220	#REF!	\$ -	\$ -	\$ -	
						#REF!	-100.0%			

581888		Capital Request:	\$ 40,299	\$ 5,300	\$ 5,300	\$ 10,600				Need replace 4 of our 10 yr old field cameras with professional grade cameras plus accessories.
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*534402	Program Sup		
	Annual costs:	Adobe Creative Cloud	\$ 850
		Storyblocks	\$ 360
		DropBox	\$ 180
		DNR server maint	\$ 800
		Tightrope maintenance	\$ 800
		Network solutions	\$ 45
		Cablecast	\$ 2,200
		Roku/Apple via Cablecast	\$ 500
		Cloud storage	\$ 400
			\$ 6,135
	Miscellaneous	Hard drives, etc.	\$ 2,500
		Total	\$ 8,635