

Trumbull Community Television Commission

AGENDA

Thursday,
February 17, 2022 via Zoom 7:45 AM EDT

<https://us06web.zoom.us/j/88602310653?pwd=QkhNUXB2b2tMUUswcTREYjFTMys4QT09>

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- A. Public Comment
- B. Administrative
 - 1. Approval of January 2022 minutes
- C. Finance
 - 1. 2021-2022 budget status
 - 2. 2022-23 budget request
- D. Programming- Lara
- E. Technical – Jens
 - 1. Frontier and studio encoder status
 - 2. BOE Tricaster status
 - 3. Equipment needs for 2022-23
 - a. Council Chambers Tricaster
- F. Marketing/PR – Jim
 - 1. Trumbull Mall
- G. THS Connection
- H. Government relations
- I. Industry Relations (ACM, Charter, Frontier)
- J. Miscellaneous

2022 Meeting dates: April 28, June 16, August 18, October 20 and December 15

Trumbull Community Television Commission

Minutes

Thursday,
January 20, 2022 via Zoom 7:45 AM EDT

Attending: Jim Lang, Vince Fini, Kate Donahue, Jens Haulund, Bill Chin, Lara Walden, Ryan Tyler
Not attending: Jeff Hackett

Meeting called to order at 7:47 AM

A. Public Comment - None

B. Administrative

1. Approval of December 2021 minutes – Motion by Lang, 2nd by Fini. Unanimous.
2. Welcome Ryan Tyler – Ryan and Lara reviewed his background. He will bring excellent experience and expertise to TCTV. His first major assignment is to make an assessment of all the equipment in the studio.

C. Finance

1. 2021-2022 budget status - On budget. Need ~\$2,000 for Black Magic Smart Hub – have that available in the capital budget. Lara getting pricing from HB Communications and DNR so we can replace in this FY.
2. 2022-23 budget request discussion – Presentation to FS is February 4.
 - a. Support for line item draft amounts
 - b. Discussion of capital request:
 - i. Council Chambers Tricaster can no longer support live streaming because Microsoft Explorer is no longer working (or being supported by Microsoft). We have an interim fix but it is not ideal. The system was purchased in 2015-16 and is close to the end of its useful life. We are getting estimates but expect it to come in at \$60-65k. This must be replaced.
 - ii. Studio equipment: we need more wireless mikes and to upgrade some of our lighting. Estimates for the budget are being worked on.
 - c. Motion to support draft budget, including adding the recommended capital projects when we have dollar amounts by Lang, 2nd Haulund. Unanimous.
 - d. Town IT budget: Chin shared that there is strong community support to make all government meetings interactive. This will require significant investment in technology and an assessment of personnel resources necessary for effective deployment of the technology. TCTV and the Town IT department will continue to work collaboratively to support the Town's priorities. The Commission will need to continue to consider the implications of these changing priorities on our mission and strategies for success.

D. Programming- Lara

1. All government meetings are back to online (Zoom) due to COVID
2. Events/programs at the library and Senior Center have been cut back due to

COVID

3. Produced programming (Pinewood Lake Theater, Trumbull Historical Society, etc.) all on hold due to COVID
4. Still working with TPAUD on their mental health series – more important than ever
5. Starting to plan for THS Graduation – both Lara and Jens have seniors graduating so they will not be able to run the show that day
6. Interstitial programming – always looking for more, got some good content from National Science Foundation

E. Technical – Jens

1. Frontier and studio encoder status
 - a. Installation scheduled with HB Communications for January 21. Has been a struggle. Black Magic Smart Hub has failed since the bid was accepted in August. We need this equipment. We are getting estimates from HB and DNR and hope to have it come in within the \$2k we have left in our capital budget.
2. BOE Tricaster status – no update
3. Equipment needs for 2022-23
 - a. Council Chambers Tricaster

F. Marketing/PR – Jim

1. Senior Center newsletter – we are included
2. Trumbull Mall – no update - COVID

G. THS Connection

1. Ryan will look for a THS teacher/administrator to be the advisor so he can restart the AV Club

H. Government relations – no news

I. Industry Relations (ACM, Charter, Frontier) – Jim Lang

1. Frontier continues to focus exclusively on their 5G rollout, non-responsive on all other issues – including putting TCTV on their channel line up
2. Lang reminded the Commission that Frontier does not carry our station and that town should not recommend Frontier to its residents until they do.

J. Miscellaneous

Meeting adjourned at 9:09 AM

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TCTV - 2022-23 Budget Request

Account: 01060800

Kate Donahue

Account	Acct Name	Description	2021-22			2022-23				Notes
			Request	Budget	Projected	Request	FS	BOF	TC	
522202	SVS - Prof	Videographers	\$ 35,000	\$ 35,000	\$ 5,000	\$ 35,000				\$25k for videographers (includes \$5k extra for more sports) + \$10k for technical support
522205	Prog Exp	Supervising Producer	\$ 58,000	\$ 55,000	\$ 39,000	\$ 55,000				Increase # of hours to produce additional community programming, expect ~ \$4,600/mo
534401	Office Sup	Office Supplies	\$ 750	\$ 750	\$ 500	\$ 750				Various
534402	*Program Sup	Programming Supplies*	\$ 9,108	\$ 9,108	\$ 9,108	\$ 8,855				Programming supplies for TCTV - Hard drives and cloud storage for archiving programming, music and video subscriptions, computer supplies, equipment maintenance
545502	Public Rep	Public Relations	\$ 1,000	\$ 1,000	\$ 200	\$ 1,000				Marketing materials to promote viewership.
567703	Trnsp-Trv	Travel	\$ 250	\$ 250	\$ -	\$ 250				Travel to ACM conferences.
590014	Util-Phone	Verizon wireless	\$ -	\$ -	\$ -	\$ 480				Was in Progr Supplies in 2021-22
			\$ 104,108	\$ 101,108	\$ 53,808	\$ 101,335	\$ -	\$ -	\$ -	
						0.2%	-100.0%			

Capital Request:	\$ 11,800	\$ 11,800	\$ 11,916	\$ 35,000						Council Chambers Tricaster replacement
	\$ 2,000	\$ 2,000	\$ -	\$ 5,299						Studio router upgrade
	\$ 13,800	\$ 13,800	\$ 11,916	\$ 40,299	\$ -	\$ -	\$ -	\$ -		

Annual costs:

Adobe Creative Cloud	\$ 850	
Storyblocks	\$ 360	Critical - needs to be put on a credit card
Vimeo	\$ -	Don't use much, plan to cancel
DropBox	\$ -	Can now use the free version because we don't have the volume
DNR server maint	\$ 2,200	Should be in BOE budget but its not
Tightrope maintenance	\$ 800	
Network solutions	\$ 45	www.trumbullps.tv domain
Cablecast	\$ 2,200	Annual subscription for unlimited streaming from TCTV website thru Facebook - move bandwidth burden from TPS to Tightrope
Roku/Apple via Cablecast	\$ 500	Annual maintenance for unlimited streaming of our Roku/Apple Channel
Cloud storage	\$ 400	
Wix.com	\$ -	Don't need, hosted on WordPress now
Miscellaneous	\$ 1,500	
	\$ 8,855	

Capital Equipment

Tricaster	Audio and cameras are fine. We can record but cannot stream live anymore
Studio Router	Didn't do any multi-camera program recording during COVID. When tried a multicamera program recording the unit wouldn't even turn on. Can still record 3 cameras separately and then edit them together but results in excessive post production time, manpower and cost

Account: 01060800

534402 Program Supplies

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	Network solutions	\$	45	www.trumbullps.tv domain
	Cablecast	\$	2,200	Annual subscription for unlimited streaming from TCTV website thru Facebook - move bandwidth burden from TPS to Tightrope
	Roku/Apple via Cablecast	\$	500	Annual maintenance for unlimited streaming of our Roku/Apple Channel
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	Wix.com	\$	-	Don't need, hosted on WordPress now
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