

Trumbull Community Television Commission

AGENDA

Thursday,
April 28, 2022 via Zoom 7:45 AM EDT

- A. Public Comment
- B. Administrative
 - 1. Approval of February 2022 minutes
- C. Finance
 - 1. 2021-2022 budget status
 - 2. 2022-23 budget request
- D. Programming- Lara
 - 1. Recruiting videographers
- E. Technical – Jens
 - 1. Frontier and studio encoder status
 - 2. BOE Tricaster status
 - 3. Streaming server
- F. Marketing/PR – Jim
 - 1. Trumbull Mall
 - 2. Website
- G. THS Connection
 - 1. AV Club revival
- H. Government relations
- I. Industry Relations (ACM, Charter, Frontier)
- J. Miscellaneous

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

Trumbull Community Television Commission

MINUTES

Thursday,
February 17, 2022 via Zoom

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

Meeting called to order at 7:46 AM

A. Public Comment - None

B. Administrative

1. Approval of January 2022 minutes – Motion by Fini, 2nd by Lang. Unanimous.

C. Finance

1. 2021-2022 budget status – On or under budget for all accounts
2. 2022-23 budget request – The only change the First Selectman made to our request was to cut our capital request by \$35,000 for the Council Chambers Tricaster. This will be paid for out of ARPA funds. Board of Finance hearing is March 15 at 4:00 PM via Zoom

D. Programming- Lara

1. Priorities:
 - a. Government meetings (regular)
 - b. Scheduled events
 - c. Last minute requests
 - i. Need Town Hall to give us as much notice as possible
 - ii. Bill will get us a list of clerks so we can send an email reminding them.
2. Government meetings are back in person – Council Chambers Tricaster is an issue
3. Videographers – need more, very challenging to find people who are reliable and available. We are working on ways to recruit more.
4. Upcoming programs: 8th grade transition, THS basketball (girls and boys), spring sports (pending videographer availability), Library and Senior Center Zoom offerings, THS Graduation (6/17)
5. Pinewood Lake Theater piece is almost done
6. Video tour of Town Hall for 3rd grade social studies (3/17)

E. Technical – Jens

1. Frontier and studio encoder status
 - a. Equipment installed, still need training
 - b. Need clarification if Black Magic Video Studio was replaced and paid for
2. BOE Tricaster status
 - a. Superintendent wants to redesign the Lorraine Smith room (auditorium where the BOE meetings are held) at Long Hill. Location of Tricaster system is unresolved

- b. Right now, we cannot live stream the BOE meetings
 - c. Audio is terrible and video is not ideal. Need to get this resolved
 - d. Ryan will take a look at the system and see if he can do anything to improve it
 - e. Kate will reach out to BOE Chair and Superintendent to see if we can get this project prioritized
 - f. Reminder, this project has been bonded, the money continues to be available
3. Ryan has cleaned out the studio and thrown a lot of old equipment out. We need some wireless mics, lights and an analog sound board for the control room – get PO to Kate for submission
 4. Equipment needs for 2022-23
 - a. Council Chambers Tricaster – Bill is trying to get the replacement of this system into the ARPA list.

F. Marketing/PR – Jim

1. Trumbull Mall
 - a. Jim to contact Rina Bakalar to get contact information
2. Get in the Senior Center newsletter
3. Social Media
 - a. Website
 - i. We need more help on getting people to the website – Instagram
 - ii. Make the website more user friendly
 - iii. Give people a way to sign up to get notifications from us
 - iv. Facebook has a short form video (like Tik Tok) that we should try to do 2x/week
 - v. Clarify all the platforms we are available on:
 - i. Station (channel 194 on Spectrum)
 - ii. On demand via website or YouTube
 - iii. Streaming: Apple, Roku, Android, Amazon Firestick, Smart TV

G. THS Connection

1. Lara to connect with Todd Manuel to introduce Ryan and determine how to resurrect the AV Club (recruit student videographers)

H. Government relations – no news

I. Industry Relations (ACM, Charter, Frontier) – no news

J. Miscellaneous

1. Jim thinks the FCC will eventually NOT require carriage of education channels and if that happens, cable systems will stop carrying us. That's why being on these alternative platforms is so important.

Adjourned 8:54 AM

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

Trumbull Community Television - Finances 2021-22

01060800

| Month | Account | | | | | | Total |
|------------------------|-------------------------|-------------------------|--------------------|---------------------|-------------------|------------------|---------------|
| | Videographers 522202 | Sup. Producer 522205 | Off Supp 534401 | Prog Supp 534402 | Pub Rel 545502 | Travel 567703 | |
| Budget Amount | \$ 35,000.00 | \$ 55,000.00 | \$ 750.00 | \$ 9,108.00 | \$ 1,000.00 | \$ 250.00 | \$ 101,108.00 |
| July | \$ 165.00 | \$ 1,856.25 | | | | | \$ 2,021.25 |
| August | \$ 396.50 | \$ 2,310.00 | | | | | \$ 2,706.50 |
| September | \$ 677.50 | \$ 2,021.75 | | | | | \$ 2,699.25 |
| October | \$ 536.00 | \$ 2,626.25 | | | | | \$ 3,162.25 |
| November | \$ 577.00 | \$ 2,185.25 | | \$ 106.27 | | | \$ 2,868.52 |
| December | \$ 644.50 | \$ 2,064.00 | | | | | \$ 2,708.50 |
| January | \$ 139.50 | \$ 3,730.75 | | | | | \$ 3,870.25 |
| February | \$ 502.00 | \$ 3,934.75 | | \$ 418.90 | | | \$ 4,855.65 |
| March | \$ 800.50 | \$ 4,359.50 | | \$ 483.12 | | | \$ 5,643.12 |
| April | | | | \$ 1,471.24 | | | \$ 1,471.24 |
| May | | | | | | | \$ - |
| June | | | | | | | \$ - |
| Subtotal | \$ 4,438.50 | \$ 25,088.50 | \$ - | \$ 2,479.53 | \$ - | \$ - | \$ 32,006.53 |
| Current Balance | \$ 30,561.50 | \$ 29,911.50 | \$ 750.00 | \$ 6,628.47 | \$ 1,000.00 | \$ 250.00 | \$ 69,101.47 |
| Q1 | \$ 1,239.00 | \$ 6,188.00 | \$ - | \$ - | \$ - | \$ - | \$ 7,427.00 |
| Q2 | \$ 1,757.50 | \$ 6,875.50 | \$ - | \$ 106.27 | \$ - | \$ - | \$ 8,739.27 |
| Q3 | \$ 1,442.00 | \$ 12,025.00 | \$ - | \$ 902.02 | \$ - | \$ - | \$ 14,369.02 |
| Q4 | \$ - | \$ - | \$ - | \$ 1,471.24 | \$ - | \$ - | \$ 1,471.24 |

Capital Budget

\$ 11,800.00
 \$ 2,000.00
\$ 13,800.00

Capital Actual

\$ 11,916.27 Studio encoder - replace & upgrade
 \$ 1,969.00 Mikes 2/4/22
\$ 13,885.27