

# Trumbull Community Television Commission

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## Minutes

Thursday, January 16, 2020 at 7:45 to 9:30 AM  
TCTV Studios, Trumbull High School

Meeting called to order at 7:47 AM.

Attending: Jim Lang, Jens Haulund, Kate Donahue, Lara Walden, Katie Dunn, Shawn Tait

### A. Public Comment - None

### B. Administrative

1. Approval of December, 2019 minutes – Motion Haulund, 2<sup>nd</sup> Lang. Unanimous.
2. Commission reappointments
  - a. Vince Fini has been reappointed by the Town Council
  - b. Need someone with programming experience
  - c. Post on our website and FB page

### C. Finance

1. 2019-20 budget update
  - a. Capital purchase: Plan to purchase another camcorder/tripod package and 2 streaming webcasters (with powerpacks). Also instructed to Lara to buy a labelmaker to label DVDs, etc..
2. 2020-21 proposed budget – Meeting with the First Selectman is January 23<sup>rd</sup>, will need recommendation on cloud storage solution by then. Lara/Jens will resolve and recommend. Quick policy discussion that resulted in the recommendation that we keep non-government meeting content for one year only.

### D. Programming- Lara

1. Several winter school concerts were rescheduled, last one is being taped tonight.
2. Working on “Spotlight On” series – THS bell schedule has been delayed, Senior Center, EMS and Police Department are additional ideas
3. Live streaming data – Dennis and Arnie are streaming regularly from Council Chambers. The last Town Council meeting got 2,700 views – even though we haven’t publicized it yet. Lara has produced spots and will circulate to the Commission for review.
4. The Trumbull Eagle Network wants us to tape middle and high school boys and girls basketball games
5. The studio has a student “shadow” for one period
6. Library – teen librarian is scheduling speakers about various careers which we are taping
7. Upcoming committees to be taped: VFW initiative, 7 districts forum, Aquatics Commission

### E. Technical – Shawn

1. Streaming capability
  - a. Status – Shawn met with Arnie and Dennis to make more consistent.
  - b. Will need to let commission/board chairs know we are doing this – priority

- will be budget meetings
- c. Marketing – promo, website, schedule – Lara will send out promos for Commission to review. Press release in development and ad for newspaper – Jim will lead
- 2. In general, we can get our programming out of the meeting location (via the Tricaster, webcaster or a laptop) to the Internet but we are still working on getting it to the headend so we can go live on the channel (Charter and Frontier) from locations beyond the studio. Part of the issue is the BOE firewall.
- 3. BOE Tricaster quote status – Looks like this is not in the BOE budget, need to follow up with the Superintendent and BOE Chair
- 4. Cloud storage – need recommendation for the budget
- 5. Live stream so we could do live on the channel – we would need some equipment but the real issue is getting through the BOE firewall - need to work with Jeff, Ralph and Lucinda
- F. Marketing/PR
  - 1. Jim will lead this now that Ted has left the Commission
  - 2. Chips menu update – Chips has closed – this is on hold
  - 3. T-shirts for videographers – Lara is getting quotes for t-shirts and polos
  - 4. Logo – do not change for now
  - 5. Hats – getting quotes on this too
  - 6. Little league team sponsorship – need to find out how much
  - 7. FS Golf Tourney – should we sponsor a hole?
- G. THS Connection
  - 1. Curriculum –
    - a. Jen Chirles indicated to Lara that she’s interested in using the studio more – invite her to a meeting
    - b. Connect with Jen Chirles and Todd Manuel – Kate see if they want to drive some new curriculum tied to studio use
    - c. Lang to connect with J. Budd after Chirles/Manuel conversation
- H. Government relations – no new information
- I. Industry Relations (ACM, Charter, Frontier)
  - 1. Nothing to report
- J. Miscellaneous

Meeting adjourned at 8:53 AM.

**2020 Meeting schedule:** February 20, 2020, March 19, 2020, April 23, 2020 (*THS Studio*) (7:45 AM start), May 21, 2020, June 18, 2020, July 16, 2020 (*THS Studio*) (7:45 AM start), August 20, 2020, September 17, 2020, October 15, 2020 (*THS Studio*) (7:45 AM start), November 19, 2020, December 17, 2020

All meetings are **7:30-9:30 AM** in the Nichols Room at Town Hall unless otherwise noted.

*Snow policy: If Trumbull schools are closed, our meeting is cancelled. If Trumbull schools are delayed our meeting will happen unless we're scheduled to be at THS.*