

# Trumbull Community Television Commission

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## Minutes

Thursday, February 20, 2020 at 7:39 to 9:30 AM

Town Hall

Meeting called to order at 7:35 AM.

Attending: Jim Lang, Vince Fini, Kate Donahue, Lara Walden, Katie Dunn, Shawn Tait

A. Public Comment - None

B. Administrative

1. Approval of January 2020 minutes – Motion Lang, 2<sup>nd</sup> Fini. Unanimous.
2. Commission reappointments – still need one Commissioner
  - a. Post on our website and FB page

C. Finance

1. 2019-20 budget update
  - a. Capital purchase: Purchased a camcorder/tripod package and 2 streaming webcasters (with popwerpacks) as well as a labelmaker to label DVDs, etc..
2. 2020-21 proposed budget – Positive meeting with the First Selectman however there is concern over the impact of the BOE budget issues especially on Shawn's position and capital.

D. Programming- Lara

1. Working on "Spotlight On" series – THS bell schedule has been delayed, Senior Center, EMS and Police Department are additional ideas
2. Live streaming:Lara has produced spots and they are on our FB page and on-air
3. We are taping basketball games for Trumbull Eagle Network
4. The studio has a student "shadow" for one period

E. Technical – Shawn

1. Streaming capability
  - a. Running pretty smoothly from Town Hall
  - b. Still need to figure out how to do it from other locations – Shawn to work with Jens
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. Lara/Shawn to work with Jens on figuring out if we can create a Roku channel
4. BOE Tricaster quote status – Looks like this is not in the BOE budget, need to follow up with the Superintendent and BOE Chair
5. Cloud storage – we are moving forward, need to purchase and set policy – Lara will pursue

F. Marketing/PR - Jim

1. Posters for store window – draft reviewed and approved once logo is cleaned up

2. Positioning statement – Jim is working on, will send draft so we can vote on it at the next meeting
  3. Swag: Getting quotes on T-shirts, polos, hoodies and hats - Lara
  4. Logo – do not change for now – just clean up the one we have
  5. Other ideas still under consideration: Little league team sponsorship – need to find out how much, FS Golf Tourney – should we sponsor a hole?
- G. THS Connection
1. Curriculum –
    - a. Lara and Kate meeting with Jen Chirles and Todd Manuel today
- H. Government relations – no new information
- I. Industry Relations (ACM, Charter, Frontier)
1. Frontier has filed for bankruptcy – not clear what impact that will have on their operations
- J. Miscellaneous

Meeting adjourned at 8:28 AM.

**2020 Meeting schedule:** 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.*