

# Trumbull Community Television Commission

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## Minutes

Thursday, March 19, 2020 at 7:30 to 9:30 AM

Town Hall

Attending: Vince Fini, Jim Lang, Jens Hauland, Kate Donahue, Lara Walden, Katie Dunn  
Meeting called to order at 7:34

A. Public Comment - None

B. Administrative

1. Approval of February, 2020 minutes – Motion by Lang, 2<sup>nd</sup> by Fini, vote 3-0-1 (Haulund absention)
2. Staffing – Shawn Tait has resigned to begin his teaching career, a letter/email will be sent thanking him for his service and wishing him well in his new career.

C. Finance

1. 2019-20 budget – We are on budget
2. 2020-21 proposed budget status – FS added requested \$17k to budget to provide technical support at THS.

D. Programming- Lara

1. With the closing of school there will be no school programming
2. Ditto government meetings until a virtual meeting platform is determined by the Town
  - a. We will be working to livestream any virtual meetings (Zoom or Webex)
  - b. Katie/Lara are working with Town (Bill) to help as much as we can
3. We are taping programs in the studio – the first was of Dr Budd and Christina Hoefle discussing digital distance learning, another is planned
4. Lara & Katie have access to THS through the side door, just need to keep security and custodial staff notified when they'll be in the building
5. Working on ways to promote local restaurants (those that are doing curbside pick-up or delivery, etc), also any stores that are temporarily closed and local not-for-profit activity

E. Technical – Shawn

1. Remote meeting technology – Jens will reach out and work with Jeff and Bill
2. Streaming capability
3. Non-cable platforms (Roku, etc.) – Lara will work on a TCTV channel so that anyone using Apple TV, Roku, Chromecast, etcc can either watch live or download after
4. BOE Tricaster quote status – not in BOE or Town budget – will have to be an emergency purchase
5. Cloud storage – Lara is working on
6. Live broadcast on the channel – According to Jens all the technical pieces are there we just haven't fully figured it out – he will work with Jeff and Bill

F. Marketing/PR - Jim

1. Swag update: T-shirts/polos, hoodies, hats – Still working on a quote
2. Positioning statement – Motion Jim, 2<sup>nd</sup> Fini, unanimous approval
3. Sponsorships – Little League team, FS Golf Tournament, etc. – on hold
4. Promotion placard – Jim will send out to each Commissioner, on hold during corona virus
  - a. Kate will send Jim vendor paperwork and W-9 so he can get paid for the placard printing

G. THS Connection

1. Update on Chirles/Manuel meeting
  - a. Both expressed interest in using the studio more
  - b. They both want to create more technology courses
  - c. Curriculum will need to be written or updated
  - d. Having certified staff is critical – there is a technology FTE in the budget
  - e. TCTV will work on gathering info on what other high schools offer and the certification required to teach the various courses
  - f. We will meet again after April break

H. Government relations – PEGPETIA Grant

1. Ralph needs to be alerted that the application went in November – Kate will do
2. Try to determine the status

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

J. Miscellaneous - none

Meeting adjourned 8:57 AM

**2020 Meeting schedule:** 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.*