

## Minutes

Thursday, April 23, 2020 via teleconference

Attending: Vince Fini, Jim Lang, Kate Donahue, Jens Hauland, Lara Walden, Bill Chin

Not Attending: Jeff Hackett, Katie Dunn

Meeting called to order at 7:32AM

A. Public Comment - None

B. Administrative

1. Approval of March, 2020 minutes – Motion by Fini, 2<sup>nd</sup> by Lang, 4-0-0
2. Staffing
  - a. Most government boards and commissions are meeting via Zoom. Katie and Lara are managing for now to make sure live streaming to Facebook is working
  - b. There are no non-governmental meetings happening right now

C. Finance

1. 2019-20 budget – on budget
2. 2020-21 proposed budget status – BOF did not cut our request

D. Programming- Lara

1. We are running repeats of non-government meetings
2. Government meetings are all being recorded, we are live Facebook streaming but can only do one at a time
3. BOE is going audio only on GoogleMeet – they are recording and giving to us
4. The studio is being used by the BOE Administration to record distance learning updates

E. Technical – Jens will take over

1. Encoder replacement – sent quote to Lara and Jens to review and approve
2. Streaming capability- working on getting Town Hall connected to the station headend – Jens figuring out what device we need
3. Supporting government meetings via Zoom – no issues, going well
4. Non-cable platform options – Cablecast – tv scheduling technology
  - a. Refleet is a free channel on Roku and Apple TV - \$1500 to develop and \$500/yr
  - b. VOD content only
5. Cloud storage – Trying to get the Town to put the monthly recurring charge on the Town credit card. No luck so far. Bill will try to talk to Kevin and will let Kate know if we need to go Maria or Vicki
6. Live broadcast on the channel – Jens will reach out to Charter contact person Jim gave him
7. Lara/Katie access from home – they would still like to be able to do this but so far they have not had an issue getting into THS when they need to

F. Marketing/PR - Jim

1. Swag update: T-shirts/polos, hoodies, hats – Lara will forward the quotes to Kate

and Jim

2. Promotion placards – Created, need to be handed out, need to get Jim paid

G. THS Connection

1. Follow-up on Chirles/Manuel meeting

a. F/u after BOE budget is resolved – there may not be money for this

H. Government relations – try to determine the status of the PEGPETIA grant that Cialfi applied for back in November

I. Industry Relations (ACM, Charter, Frontier)

J. Miscellaneous

Meeting adjourned at 8:17 AM

**2020 Meeting schedule:** 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.~~

Effective with March 2020 meeting, all meetings are via Zoom.

*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.*