Minutes
Thursday,
April 28, 2022 via Zoom

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

Meeting call to order at 7:45 AM

A. Public Comment - None

B. Administrative
1. Approval of February 2022 minutes – Motion by Fini, 2nd by Haulund. Request to change the Technical contact from Jens to Ryan Tyler. Unanimous as amended.

C. Finance
1. 2021-2022 budget status – All spending is at or under budget
2. 2022-23 budget request – All good so far

D. Programming- Lara
1. Recruiting videographers –
   a. Rainey and Matt S. are covering a lot of THS sports and school events. Doing a great job
   b. Meeting with Todd Manual on 5/4 to discuss Ryan and the AV club
   c. Joe Amatura asked to borrow our drone, seems interested in engaging more
   d. BOE Chair Lucinda Timpanelli suggested we tap into the RCA program – they have a strong media program
2. THS Graduation is June 16 – expect we will have enough videographers
3. School concert season is about to begin (yippee!)
4. THS sports – we are recording as many as we can
5. Trumbull Library is doing a series on food sourcing – really interesting
6. Senior Center is sharing a lot
7. Pinewood Lake Theater piece is almost ready – working on a teaser
8. Still having trouble with hearing about meetings at the last minute
   a. Bill sent Kate a list of the Town Clerks so she can ask them to give us more lead time.

E. Technical – Ryan Tyler
1. Frontier and studio encoder status
   a. Training is done
   b. Black Magic video studio was included and paid for
2. BOE Tricaster status
   a. Bids went out last week, Jeff thinks they will come in lower than
3. Streaming server
   a. Really need to move on this since town meetings can be virtual, in person or hybrid.
   b. Handles streaming outside of THS on our website
   c. Getting 3 quotes: DNR, HB Comm (now Diversified) and Ockers
   d. Need to order and get delivery BEFORE the end of the fiscal year
   e. Will need approval from BOF to move funds – we have enough in the Videographer account
   f. Kate to follow up with Town Hall, BOF to get on the next BOF agenda

4. Council Chambers Tricaster –
   a. still part of ARPA funding according to Bill
   b. Since meetings will continue to be hybrid we expect to need TWO operators – one to run the camera and the other to run the streaming feed

F. Marketing/PR – Jim
   1. Trumbull Mall – no update
   2. Tik tok – blocked at THS
   3. Website – Commission members need to review and give staff feedback
   4. Marketing plan should be developed over the summer

G. THS Connection
   1. AV Club revival – see above, meeting with Todd Manual May 4

H. Government relations – No update

I. Industry Relations (ACM, Charter, Frontier) – No update

J. Miscellaneous
   1. Need to move next meeting to June 9th (graduation is the following week)

Meeting adjourned 8:59 AM

2022 Meeting dates: June 9, August 18, October 20 and December 15