

Trumbull Community Television Commission

Minutes

Thursday, June 18, 2020 via Zoom
7:45AM

Meeting called to order at 7:46 AM

Attending: Commissioners Kate Donahue, Vince Fini, Jens Haulund; staff Lara Walden and Katie Dunn and Town IT Director Bill Chin.

Not attending: Commissioner Jim Lang; BOE rep Jeff Hackett

A. Public Comment - None

B. Administrative

1. Approval of May, 2020 minutes – Motion by Fini, second by Haulund.
Unanimous approval

C. Finance

1. 2019-20 budget – We remain within budget on all line items
2. 2020-21 proposed budget status – Budget has been approved by Town Council

D. Programming- Lara

1. THS Graduation update – Saturday, June 10, BOE is producing
 - a. TCTV will be providing cameras and videographers to run them for the entire event. We have taped all the speeches and provided the audio for live FM streaming during the entire event.
 - b. TCTV is also preparing a produced show that will include all the speeches and photos of all the graduating seniors that will run on the channel the week after graduation
2. Community programming – working with Social Services, the Library and the Senior Center to get their programs on the air

E. Technical – Jens

1. Encoder replacement – reviewing to make sure we get the right equipment
2. Streaming capability – Live View solo unit we bought works so will buy another one ASAP. Jens also wants to check what equipment the BOE selected to use for the graduation.
3. Supporting government meetings via Zoom – going well, most Boards/Commission/Committees are meeting this way now
4. Cloud storage – we're still have trouble getting Purchasing to let us put this monthly charge on the Town credit card. Kate will email Kevin, Dan Martin and Maria
5. BOE Tricaster – did not end up in either our budget or the BOE's budget. We continue to be concerned that the equipment is nearing the end of its useful life. Jens will look at the quote we got to replace and see what other options we might have.
6. Cellular access point – Bill thinks we can use the Town's Verizon account. We'll need the equipment (not expensive) and cover the \$40/mo charge (unlimited

data!).

7. Written technical plan – Discussion regarding creating a written explanation of our current technical capabilities and gaps. Jens suggested we work on that via GoogleDocs. The intent is to gather information so that we can make effective decisions about how to move the station forward technically.

F. Marketing/PR - Jim

1. Swag update: polo order will be placed by end of June
2. Promotion placards

G. THS Connection

1. Follow-up on Chirles/Manuel meeting – no update

H. Government relations

1. PEGPETIA grant status – We got the list of the equipment approved in the grant. Jens is reviewing to understand what, if any of it, can be useful to us.

I. Industry Relations (ACM, Charter, Frontier)

1. Frontier bankruptcy woes continue. Expect the company will continue to be sold in pieces.

J. Miscellaneous

1. Future meetings will all begin at 7:45 AM

K.

Motion to adjourn at 8:48 by Fini, second by Haulund.

2020 Meeting schedule: July 16, 2020, August 20, 2020, September 17, 2020, October 15, 2020, November 19, 2020, December 17, 2020. All meetings start at 7:45 AM unless otherwise noted.