

Sutton Community Television Board
Monthly Meeting
Tuesday, July 22, 2008

Attendees: James LeClaire, Leo Lavin, David Kiley and Pam Nichols
Absent: Phil Berube

7:20 p.m. Meeting called to order

1. Board Position Reorganization

- Jim LeClaire announced resignation of Secretarial Position by Phil Berube
- Discussion pertaining to voting for all board positions
- Confirmation from Town Clerk on requirements ~ although no legal requirement, most boards reorganize each July (after Town Meeting) to allow for equal participation and representation
- Board Positions voted as follows:
 - Dave Kiley nominated Leo Lavin as Chairperson, vote 3-0
 - Dave Kiley nominated Jim LeClaire as Vice-Chairperson, vote 3-0
 - Discussion about Cable Coordinator acting as Secretary as is case in Douglas, MA – accepted.
 - Discussion about Cable Coordinator acting as Treasurer since they are on-site for report requests, etc. Board still has input on financial decision-making process – accepted.

2. Discussion of duties of Boards (Sutton Community Television and Cable Advisory Board) and Cable Coordinator

Who handles customer complaints?
How will Verizon issues be handles?
Pam Nichols to provide list of duties and functions to Leo for future discussion and division of responsibilities

2. Review of Cable Coordinator's Report (attached)

- Accomplishments
- Equipment Update
- Administrative – Financial Reports
- Suggestions/Recommendations
 - Membership/Volunteer Drive
 - SETV Station Manager
- For the Board
 - Camera Recording Assistant Position description reviewed and approved for advertising
 - Verizon Contract
 - Verizon Information
 - Financial Reports
 - PEG stations “In the News”
 - Cable Access Coordinator Employee Review distributed

3. Old/New Business

- A. Discussion of Town’s website in preparation for downloadable meetings, etc.
Pam to forward website info (Virtual Townhall) to Leo Lavin.
- B. Outreach Plans
 - a. Jim LeClaire offered to head-up outreach work. Possible ideas include development of a presentation, DVD and door prize options for attendance at a related event. Possible Open House at the studio.
 - b. Pam Nichols to add a bulletin board announcement on opportunities for community groups. May hold off until new camera equipment options are researched.
 - c. Pam Nichols to email list of groups to pursue outreach. All SCTV members should review for specific contacts.
- C. Training session for new equipment - possibly at August Board Meeting.
- D. Other tasks that need to be accomplished include a complete update of inventory; assignment of asset tags to new inventory.

- E. Pam to research options for temporary curtains (i.e. trade booth style)
- F. Pam to order light kits.

Next Meeting August 26, 2008, 7:15 p.m.

Adjourned at 8:32 p.m.

Distribution from Cable Coordinator's Report included:
Verizon Contract, Financial Reports, Article 6 Warrant,

Cable Access Coordinator Report
For Sutton Community Television Board
July 22, 2008

1. Accomplishments

- Regular Bulletin Board Updates (70 messages including PSA's, Meeting Agendas, & Recalls.)
- Weekly Programming
- Taping & Rebroadcast:
 - Town Meeting, 05/12/08
 - School Committee 05/19/08, 06/02/08, 06/16/08, 7/10/08
 - Board of Selectmen 05/20/08, 06/03/08, 06/17/08, 07/01/08, 07/15/08
 - Memorial Day Parade, 05/26/08
 - Sutton Memorial High School Graduation, 06/06/08
- Attended Department Head meetings – 05/06/08, 06/03/08, 07/01/08
- Verizon Contract, signed 07/15/08

2. Equipment Update

A. Camera and recording equipment installation in both Wally Johnson and Mural Rooms completed, tested and operational. Some sound adjustments have been made. Additional interference and issues present during summer months due to air conditioner units running. No contact from Phil Berube for testing or advice.

B. Phase 2 ~ Playback/Editing – all equipment ordered and in-house except for a few back-ordered items from B & H Photo). Consultant Mitch Cohen in process of loading Mac laptop. Installation to begin 07/23/08.

3. Administrative

- Financials – reports attached
- Customer Complaints – 5 assorted complaints (location, access, pricing) submitted to Tom Cohan.

4. Suggestions/Recommendations

- Membership and volunteer drive – Board members invite members of the public to volunteer for meeting recording. Please clarify board roles so that interested members can be pointed in the right direction CAB vs. SCTV
- SETV - Recommend Student Station Manager for SETV – work-study position for school year ~ \$8/hour/10 hours for 36 weeks = \$2,880. Mentored by Cable Access Coordinator, supervised by teacher (Mary Campbell?). Responsibilities to include

bulletin board maintenance of school announcements, sports schedules, lunch menus, honor roles, some program and event coverage or produce announcement segment.

5. For The Board

- Approval of Camera recording Assistant Position
- Verizon Contract
- Verizon Information
- Financial Reports
- PEG stations “In the News”
- Employee Review