

Sutton Community Television Board
Monthly Meeting
Tuesday, August 26, 2008

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

7:30 p.m. Meeting called to order (Ms. Nichols confirmed with Town Clerk quorum specifications, no voting items)

1. Reviewed minutes from July 22, 2008. Tabled to approve at the next meeting (September 23, 2008).
2. Reviewed Action Items from Last Meeting
 - Pam ~ Advertise cable recording assistant position. This position was advertised, three candidates interviewed and hired.
 - Pam ~ Provide list of Duties and Responsibilities. List of duties and responsibilities distributed on 08/26/08.
 - Pam ~ Provide Virtual Townhall info to Leo Lavin. Provided Virtual Townhall contract information to Leo. Will set-up meeting with Mitch Cohen.
 - Pam ~ Redistribute list of community groups, etc. for outreach purposes. List of Community groups, etc. distributed on 08/26/08
 - Pam ~ Research options for curtains. Quote from Tamis Corporation distributed on 08/26/08. Will research additional options.
 - Pam ~ Order Light Kits. More information required. Jim will bring Pam up to speed on additional options. Research Customer Support Responsibilities for Board. No Action Taken
3. Reviewed Cable Coordinator's Report (attached)
 - Accomplishments
 - Equipment Update
 - Administrative – Financial Reports
 - Suggestions/Recommendations
 - Membership/Volunteer Drive
 - SETV Station Manager
 - For the Board
 - Financial Reports
 - Outreach List
 - Duties and Responsibilities
4. Training on Message Board CG for board members. Pam has suggested tabling any training until new system of creating slides in PowerPoint is completely operational.
5. Outreach plans for new volunteer producers. Jim asked that we add any contact info on the community group list for better end results and approach. Possible Open House. Research possibility of chance for a prize if attend demonstration/meeting.
5. Old/New Business
 - A. Review list of responsibilities for Pam. Redistribute?
 - B. Discuss status of BOS / Mural Room set-up
 - C. Discuss / Organize web site design effort...figure out content storage for movies, etc.
 - a. Pam Nichols to add a bulletin board announcement on opportunities for community groups. May hold off until new camera equipment options are researched.
 - b. Pam Nichols to email list of groups to pursue outreach. All SCTV members should review for specific contacts. Distributed.
 - D. Training session for new equipment - TBD
 - E. Other tasks that need to be accomplished include a complete update of inventory; assignment of asset tags to new inventory.
 - F. Pam to research options for temporary curtains (i.e. trade booth style)

G. Pam to order light kits.

Next Meeting September 23, 2008, 7:15 p.m.

Adjourned at 8:32 p.m.

Distribution:

Meeting Agenda; Cable Coordinator Report 08/26/08; Draft Minutes 07/22/08; Financial Reports; Outreach List;

ACTION ITEMS From SCTV Board Meeting - August 26, 2008

Explore other options for studio curtains

Add any notes/contact info to Outreach List

Forward information on machine for VHS to DVD copying

More hours for Pam

Web discussion with Mitch Cohen

Cable Access Coordinator Report
For Sutton Community Television Board
August 26, 2008

1. Accomplishments

- Regular Bulletin Board Updates (36 messages including PSA's, Meeting Agendas, & Recalls.)
- Urgent Notices regarding Manchaug Water District Usage
- Weekly Programming
- Taping & Rebroadcast – BOS 08/05/08 & 08/19/08
- Attended Department Head meeting – 08/05/08 (Discrimination Prevention Training)
- Camera Recording Assistant Position – advertised, interviewed, hired pool of 3, ~ training in process
- Meeting with representative from Virtual Townhall for SCTV portion of website (08/21/08)
- Test Taping
 1. Conservation Commission – 08/06/08
 2. Zoning Board of Appeals – 08/07/08
 3. Planning - 08/18/08
 4. Earth Removal Board – 08/19/08
 5. Conservation – 08/20/08

There are assorted issues with logistics of computers, planning, sound and whatnot in the Mural Room but this has been a terrific learning experience. We will be exploring easel and microphone alternatives for improvement as well as designating presenter areas. Have resolved (thanks Leo) dual laptop issues with KVM switcher for Conservation Commission.

2. Equipment Update

A. Sound issues much improved in Wally John Room.

B. Phase 2 ~ Playback/Editing – Consultant Mitch has loaded the Mac laptop. Installation began 07/23/08. Nexus is installed. Training in process on digitization procedures as well as scheduling. Current bulletin board and Leightronix still driven by existing computer. In process of transferring relevant documents, etc.

3. Administrative

- Financials – reports attached
- Customer Complaints

4. Suggestions/Recommendations

- 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

- Financial Reports
- Outreach List
- Duties and Responsibilities