TCTC Minutes of April 18, 2013

Members Present: Kate Donahue, Roy Fuchs, Donna Cassidy, Donna Girot, Jim Lang, John Annick, Peg Perillie, Susan Horton, Vince Fini, Jackie Carlino, Ken Mayo, Bob Mincielli, Tom Kelly, Shawn Tait, prospective member Scot Kerr

Members Absent: Bill Chin, Brett Flowers, Jeff Hackett

Meeting called to order at 7:50am

Minutes:
Previously distributed minutes of March 7th meeting reviewed by members.
Motion to approve minutes made by Jim, seconded by Roy. Motion unanimously approved.

Prospective member Scot introduced to membership.

Motion to amend agenda to add Video On Demand and membership discussions made by Roy, seconded by John.

Updates:
Technical~

- **Charter signal** -Shawn stated TV into headend room for viewing and monitoring channel in place for Charter.
- **AT&T signal** - Still waiting for line to be placed by AT&T.
- **VOD** - Vendor is preparing work for VOD (Video on Demand) integration with THS. Wires need to be replaced which were removed during THS construction. This might cause a delay in the work.
- **Charter channels into THS** - Shawn is waiting for Charter to send him the boxes.
- **BOE Signal** -Shawn still has to find a way to get the media currently at BOE building to headend.
- **Council chambers system** - Shawn has also been in contact with Bill Chin at Town Hall to try to correct audio issues at Town Hall. Issue is deciding where the funding will come from to fix the problem.
- **Live streaming** - Shawn said streaming is close to happening. Bandwith issues have been resolved.
- **Videographer meeting** – Shawn will be setting up meeting with videographers. Kate asked that Byron be included in videographer meeting.
- **Scroll bar -** Channel currently has only 1 scroll bar due to technical issues. Shawn will have Charter address these issues when they deliver the cable boxes.

Programming~

- **General**: John complimented Donna G. on improved look of station. Donna is experimenting with ways to improve audio and programming. Donna said the ability to be able to now view station in studio has improved her ability to broadcast. Programming shows takes Donna a lot of time.
- **Poetry in Us** - Poetry segments take time, but Donna has identified most of the people. Video is currently on Vimeo and will, at later time, on to TCTC website.
- **Schedule promotion** - Donna has met with new editor at Trumbull Times. Trumbull Times editor told Donna space is limited to put weekly schedule into paper. Donna suggested putting a link to the schedule in paper.
- **New programs**:
    - Currently making a history of Trumbull video with the Historical Society. John stated a possible BEI grant might be available to help fund this project.
    - Donna is trying to develop a Summer Explorations program for middle school students. Construction issues at THS might prevent this. Donna feels this type of program would become a good feeder program for THS. John asked if Donna has approached TPS for possible funding for this. John reminded all that BEI grants are available for school to career projects. Donna is concerned that some projects may conflict with her job description as outlined in TCTC policy. **John stated a possible review of the policy might be needed to allow Donna more flexibility. Motion to review policy (Donna G.'s job description) made by Roy, seconded by John. Motion unanimously approved by members. Review comm. members will be John, Roy, Jim and Donna G**.
    - Donna has added 2 more Community Boards on channel. 1 - do you need your event taped? 2- ability for public to receive weekly schedule via email. **Questions were raised by members regarding reviewing policy for scroll bar as well as individual privacy laws with emails. Sue stated she has a system at Library that allows sharing of emails and will sent it to the Policy Committee.**
- Chamber of Commerce is funding Business Buzz program, which will highlight local businesses.
- Channel 21 has filmed program with Library's new 3-D printer. Sue asked if TCTC could tape show on this. Sue will meet with Donna G. to discuss. John stated Linda Paslov should be included in project.
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Administration~

$20,000 cut by BOF has been restored to budget by Town Council. BOE budget meeting dates 5/7 & 5/21. Tom will let committee know if BOE will be cutting TCTC budget.

Alliance For Community Media:
amc-ne.org is alliance northeastern website address. John stated Guilford has invited Trumbull to tour their facilities.

PEG/PETIA Grants still available. Jim met with John for potential funding & grants. They have been unable to meet with State Rep Hwang due to schedule conflicts. Kate asked that Roy be included in these meetings. Grants should also include needs of private/parochial schools.

501C3 status:
John stated status is in bottleneck. Individual assigned by town is unfamiliar with the process. John has 2nd possibility. Kate also has individual who can assist with this.

Membership:
Kate sent email to members outlining criteria for recruitment of new members for review. Several question which should be asked of potential members include
~Why do you want to be a member of TCTC
~What can you contribute to the committee
~What do you hope to get out of the experience
~Do you watch the channel?
Jim asked if all criteria need to be met and if clarification on watching the channel is needed. John stated and interest and skill set should be a priority. Sue agreed with John that a basic knowledge of the channel is needed. Donna G. stated familiarity of station might be a better criteria. Jim stated that asking potential members, 'how do you see yourself increasing the visibility of the channel' should be asked. Peg had concern that an interview could become a grilling session. John stated candidates must be Trumbull residents and stated TCTC would not want to loose good candidates because they lack technical skills. Shawn stated candidates should have openness and flexibility. Jackie stated many of the above issue could be addressed at orientation meeting with potential members.
Scot stated criteria should be used to weigh candidates but should not be too restrictive. Potential members must attend a meeting prior to commitment. Kate would like to form small committee to develop and bring to TCTC recommendations. **Sue will Chair committee. Members are Donna C., Vince and Bob.**

Open Comments:
Byron is working on making website more user friendly
John will follow up with Gary regarding new Studio signs at THS
Donna C. will send updated membership list to committee.

Meeting adjourned at 9am. Next meeting June 6