

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday, January 14, 2019

Fred Fontaine called the meeting to order at 7:08pm

Committee Attendance: Fred Fontaine, Tom Devlin, Chris Menn

Absent: Bob Werme

Staff: Pat Aldrich, Sarah Guimond

1. **Committee Vacancies:** There is one opening on the Committee, email cable@douglasma.org or call 508-476-4000 ext 222 if interested.
2. **Financials:** December 2018 Finance Report was not ready.
3. **Expenditures:** Vouchers signed by Fred Fontaine - 12/20/18.
4. **Meeting Minutes:** Tom motioned to accept the meeting minutes of 12/10/18 as written, Chris 2nd, unanimous favor.
5. **Correspondence:** Charter channel change 12/31/18, Charter lineup change 1/2/19.
6. **Annual Town Report for FY18:** Tom explained the purpose of this report. Tom motioned to approve the 2nd draft 1/4/19 as presented, Chris 2nd, unanimous favor.
7. Job Description Updates FY19: Tom motioned to approve the Coordinator Job Description with small changes noted, Chris 2nd, unanimous favor. Tom motioned to approve the Recording Assistants Job Description with small changes noted, Chris 2nd, unanimous favor.
8. **Coordinator Report:**
 - **Meetings Report December 2018**
 - Cable portion of the new Town Website has been updated, new looks.
 - <http://douglas-ma.gov/cable>
 - “Meeting Request Form” added to the “online video” page for quick request of a meeting copy, details listed.
 - Cable “Bulletin Board” page has been created for the Town Website as requested by residents. Without a “push” from Tightrope, I maintain 2 different slideshows.
 - Oktoberfest 2018 videos have all been uploaded, 13 total entertainment videos.
 - Archive Project: 2006-2017 meeting videos are being uploaded to the Internet Archive to eventually replace our Dreamhost archive. Will save us \$119 annually and our Archive consolidated. 2006 and most of 2007 have been uploaded.
Goal: Full Upload by August at <https://archive.org/details/dcama>
9. **Other Business:** Tom and Fred will not be around for February meeting.
10. **Next Meeting:** March 11, 2019
11. **Adjourn:** *Tom motioned to adjourn at 7:51pm, Chris 2nd, unanimous favor.*