

**Douglas Cable Advisory Committee**

**Douglas Municipal Center**

**Meeting Minutes**

**Monday March 13, 2017**

Tom Devlin called the meeting to order at 7:05pm

**Attendance:**

**Committee:** Tom Devlin, Bob Werme, Chris Menn

**Staff:** Pat Aldrich, Kay Bowen

1. **Vacancy:** There are two openings on the Committee, email cable@douglasma.org or call 508-476-4000 ext 122 if interested.
2. **Financials:** *Report from Town Finance Director Attached.* Noted that our “Playback Equipment” capital item is complete.
3. **FY18 Budget:** The budget has been revised to include items approved last meeting (submitted by IT dept) total budget \$87,164. *Bob motioned to accept the budget as proposed by the Cable Advisory Committee, Chris 2nd, unanimous favor.*
4. **Meeting Minutes:** *Bob Werme moved to accept the minutes of the 2/13/17 meeting as prepared, Chris 2nd, unanimous favor.*
5. **Coordinator’s Report:** *Pat’s report attached.* Discussion over a possible “LogMeIn” account for remote access, Pat will discuss options with the IT director to check on security issues. New Town website launch has been pushed back to Summer possibly. Pat corrected a statement from last meeting about “Pair” networks bill, bill is only for current website, not for video archives. Dreamhost houses the online video archive. Archive.org has been set up and has been capturing the cable YouTube videos.
6. **Equipment:** Pat submitted a quote from Integrated Solutions for installation and purchase of (3) Aja Ki Pro Rack units for digital recording in the Resource Room, Community Room, and Douglas High School recording rack. Some discussion on how to send the video files from High School to Cable Office, Pat wants to finish answering all questions before ordering, but the Committee was supportive of considering the quote. Pat submitted some information about “BoxCast” which is a small piece of equipment to livestream meetings and programs, but the cost of \$129 per month seemed high for only one live meeting per month (Board of Selectmen), so the idea was put on the back burner and will be discussed if there’s further interest in the future. Octoberfest recording was discussed, possibly looking into High School students for “community service” hours.
7. **Other Business:** Tom mentioned it may be time to do Pat’s annual review. Pat was asked to find out some info about review protocols in town.
8. **Next Meeting:** Monday, April 10, 2017 @ 7pm
9. **Adjourn:** *Bob motioned to adjourn at 7:39pm, Chris 2nd, unanimous favor.*