

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday May 16, 2016

Mitch Cohen called the meeting to order at 7:08pm

Attendance:

Committee: Mitch Cohen, Tom Devlin, Bob Werme, Chris Menn

Staff: Angela Coe

1. **Pat Absent:** Pat is sick, abbreviated agenda.
2. **Vacancy:** There is an opening on the Committee, email cable@douglasma.org or call 508-476-4000 ext 122 if interested.
3. **Financials:** *Report from Town Finance Director Attached.*
4. **Meeting Minutes:** *Bob motioned to accept the minutes of 3/14/16, Chris 2nd, unanimous favor.*
5. **Correspondence:** Will cover next meeting with Pat.
6. **Cable Policy Review:** 2nd read of Open Meeting Recording policy.
7. **Purchasing Authority:** Mitch explained the current protocol, and how it might be changed to allow Pat some authority on ordering equipment and items. Currently, it is a duty of the Chair to order all new items.
8. **Coordinator's Report:** *Pat's Report Attached.* Mitch noted an issue with broadcast scheduling, some meetings were getting backed up in an attempt to give fair airplay to all meetings, so older meetings would be playing while new meetings are sitting in the queue. Now that there are more meetings that are recorded, priority should be given to new videos, perhaps updated on a weekly basis. Pat will come up with a process tweak.
9. **Equipment:** Drobo local disk storage. Pat is running out of local storage. Drobo will connect to the network, net 12TB available storage. Add 120GB SSD for internal speed. *Tom made a motion not to exceed \$1,250.00 for network storage, 2nd by Bob, unanimous favor.* Gary Pink Resource Room presentation A/V quote was discussed.
10. **Other Business:** Tom mentioned that it may be helpful to put up a page on the website detailing the story behind why we have Charter as our main provider, also explaining why we don't have competition in Town.
11. **Next Meeting:** Monday, 6/13/16 (Mitch will be out of town on that date).
12. **Adjourn:** *Bob motioned to adjourn at 7:25pm, Tom 2nd, unanimous favor.*