

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday September 8, 2014

Mitch Cohen called the meeting to order at 7:05pm

Attendance:

Committee: Mitch Cohen, Tom Devlin, Bob Werme

Excused Absence: Chris Menn

Unexcused Absence: Mike Belleville

Staff: Pat Aldrich

1. **Financials:** Thru 7/14: F/T Wages: MTD: \$1,973.70, P/T Wages: MTD: \$510.35, Repairs and Maintenance: MTD: \$85.45, Other Supplies: MTD: \$86.19, Total MTD: \$2,655.69. Thru 8/14: F/T Wages: MTD: \$2,111.40, P/T Wages: MTD: \$415.65, Repairs and Maintenance: MTD: \$85.45, Other Supplies: MTD: \$480.65, Total MTD: \$3,093.15. YTD: \$5,748.84. There was an issue on the reports where an extra line item was throwing off the number, Pat was asked to clarify with Jeanne.
2. **Correspondence:** Legal notice from T&G, Bylaw change: "Member of appointed boards who miss (4) consecutive meetings unexcused are considered to have resigned", Charter billing statement - "Broadcast TV" surcharge line item raise, Charter channel lineup change - going "all-digital" with information about the transition. PEG Channel changes: Public from channel 11 - 191, Government from channel 12 - 192, and Education from 13 - 194. Mitch was going to ask if we could have 193 so it remains sequential. Some discussion of the details. Mitch asked Pat to create a page on the Town website with the information for residents.
3. **Meeting Minutes:** 7/21/14: Tom motioned to accept as presented, Bob 2nd, unanimous favor. Pat updated the Committee on the Google Drive space situation from that meeting.
4. **Coordinator Review:** Next Meeting, all members were not present.
5. **Coordinator's Report:** Pat submitted July & August 2014 meetings report, as well as a public submissions list of programs on the Public channel. Pat detailed the Public Events and Recordings to date. A Tumblr blog has been set up for general updates, as well as Digital Video Fundamentals course info. Upcoming conferences were submitted for consideration, but they were out of state, so the policy is unclear. Mitch said he would have a discussion with Mike G. about it, but Pat could attend a day at the NH conference and a News Director's meeting at Arlington Access. Pat submitted a recommendation to upgrade the Douglas High School meeting room recording equipment: (6) Shure VP64 Microphones

\$431.82, (6) table stands and microphone clips \$66.00, Gooseneck podium mic \$87.78, SCM-810 Automated mixer \$1,230.63, Hosa 8-Channel snake \$83.93 for a total of \$1,900.18. Some discussion about possible additions to this list.

6. **Equipment:** Tom motioned not to exceed \$2,500.00 for Douglas High School Meeting Room 208 audio equipment in order to improve the quality of broadcast and recordings, Bob 2nd, unanimous favor.
7. **Other Business:** Pat gave a quick update on the Octoberfest 2014 setup plans.
8. **Next Meeting:** October 20, 2014
9. **Adjourn:** Bob motioned to adjourn at 8:00pm, Tom 2nd, unanimous favor.