

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday April 13, 2015

Mitch Cohen called the meeting to order at 7:06pm

Attendance:

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

Staff: Pat Aldrich, Sarah Guimond

1. **Vacancy:** There is an opening on the Committee, please email cable@douglasma.org or call 508-476-4000 ext 122 if interested.
2. **Charter Encryption Update:** The School Building Committee authorized spending for the necessary equipment to view Charter in the school, looking for a reimbursement from Charter. Mitch had a productive meeting with Bill Solomon and Tom Cohan about the issue.
3. **BVT School Committee Meetings:** Upton has offered to cover April and June, Hopedale is covering May meetings. Pat was authorized to cover more meetings, help with any distribution of the meeting files, and hold a district meeting to discuss the issue.
4. **Cable Policy Review:** 2nd reading. All policies are publicly available at douglasma.org/cable. Some minor wording edits discussed.
5. **Coordinator Review:** Form has been distributed to members, to be filled out and sent to Mitch to average for formal review process.
6. **Financials:** *Report from Town Finance Director Attached.* Mitch mentioned that we may look at ways to split the tracking of the Operating Budget from the Capital Budget. A revenue report showing our anniversary payment of \$50,000 from Charter as detailed in the license agreement.
7. **Correspondence:** Charter annual billing report and related items, Charter \$48,448.11 annual PEG support check, Charter channel lineup change, Pro Video & Lighting Show - Committee agreed that Pat should continue to attend these, ACM-NE Voting notice.
8. **Meeting Minutes:** *3/9/15: Tom motioned to accept, Chris 2nd, unanimous favor.*
9. **Coordinator's Report:** March govt meeting report. Community room media being tested. Community room had a bad splitter that was affecting audio signal - is fixed now. Field Kit has been received, will be used to film a Mark & Raianne concert on 4/16. Public channel program report. Prepping for Open Mic Night 5/1. School audio having issues with an input on the mixer, will be looking into warranty. Feedback Destroyer is in the rack, just needs to be tested. Octoberfest vendor form has been submitted for Cable booth. Cable newsletter for April has gone out to press. Recording assistant advertisement back in rotation to find another person.

10. **Equipment:** Widescreen TV to replace monitor in the Broadcast Rack. *Tom motioned to allocate \$300.00 for the purchase of an LED TV mounted and with associated equipment for playback rack in our studio, Bob 2nd, unanimous favor.*
11. **Adjourn:** *Bob motioned to adjourn at 8:05pm, Chris 2nd, unanimous favor.*