

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday November 25, 2013

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

Attendance:

Committee: Mitch Cohen, Tom Devlin, Bob Werme

Staff: Pat Aldrich, Tess Werme

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

1. **Charter License Renewal:** The license has been renewed. The Board of Selectmen has approved and signed, Charter has signed, the Town has forwarded a signed copy to the State for their filings. 10-Year License effective date: November 18, 2013.
2. **Financials:** Thru 10/13: Wages: MTD: \$3,314.99 YTD: \$8,499.98, Repairs and Maintenance: MTD: \$78.76, YTD: \$157.52, Advertising: \$117.90, Office Supplies: MTD: \$334.84, YTD: \$375.21, Dues and Membership: \$225.00. Total YTD: \$9,375.61, MTD: \$4,071.49. Tom asked why the monthly wages seemed higher than usual. Pat explained there were multiple public events, Octoberfest, and a lot of meetings. Mitch asked Pat to supply a review of the meetings, as per the 2012 "Meetings Analysis" from last year.
3. **Correspondence:** Charter Letter about extending the dates on the license renewal (RFP), a letter informing the State that we have a new license with Charter, Charter rates changing in 2014, A notification of increasing charges from Charter in 2014,
4. **Meeting Minutes:** September 9, 2013: Tom motioned to accept as amended (spelling correction), Bob 2nd, unanimous favor.
5. **Cable Meeting Monthly Schedule:** Currently, the Cable Committee is scheduled to meet twice a month. With the license negotiations finished, would the Committee want to cut that down to once a month? Tom suggested keeping only the 2nd Monday of each month, with additional meetings as needed.
6. **Membership:** Mike Belleville will be resigning, no letter as of yet, but there will be an opening on the DCAC once he submits that.
7. **Staff Hours:** Coordinator position has grown significantly with some additional tasks. Could the Committee allow the position to expand beyond the current 19 hours per week? Some discussion on the implications considering benefits and effects on the Cable budget. Mitch said he would be gathering information on how the increase of hours for that position would affect the position, budget, etc.
8. **Cable Employee Participation at Meetings:** Recently there was a report that a recording assistant had been participating in meetings while acting as an

employee of the Cable Department. Currently there is no language in the actual job description considering this type of activity. Some discussion on the nature of "public" meetings and how people are recognized as participants. Mitch said he would draft a letter to all recording assistants outlining some general rules of behavior in matters like this.

9. **Coordinator's Report:** Community Room microphone having some light static issues. Will be looking into it further. KidMissing Episode 3 up and running, episode 4 to begin production. Pat spoke to RJ Sheedy of "Talk Show" in Milford about possibly getting copies of his show to broadcast in Douglas. Video class slated for the New Year with a handful of signups.
10. **Octoberfest 2013 Summary:** (2) Cameras on staging units, 1 per performance stage, recorded virtually everything that happened. Total recorded: 11.5 hours. Videos are being converted for YouTube and Public Channel. Douglas Cable Booth was good as a base of operations with informations tri-folds, but we could do more. Staff: (3) Recording Assistants and Pat. Total: 28.5 hours, \$341. Mat Ofcarcik borrowed equipment for his annual interview show. Mitch suggested we plan the booth better for next year, with a banner and something interactive. Tom asked about the possibility of live broadcast. Could we broadcast the main stage live from the library? Mitch will order step stools for the camera stages.
11. **Equipment:** New Laptop has been ordered. MacBook Pro 13" Retina. Mitch upgraded software on MacPro Tower in the office.
12. **Other Business:** Tom mentioned that he is currently dealing with Charter on a customer level, and will report back how he fares.
13. **Adjourn:** Bob motioned to adjourn at 7:52pm, Tom 2nd, unanimous favor.