

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday January 13, 2014

Mitch Cohen called the meeting to order at 7:04pm

Attendance:

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

Staff: Tess Werme

Audience: Mike Greenslit

1. **Financials:** Thru 12/13: Wages: MTD: \$1,681.91 YTD: \$12,218.53, Repairs and Maintenance: MTD: \$198.16, YTD: \$355.68, Advertising: \$117.90, Office Supplies: MTD: \$168.23, YTD: \$543.44, Other Supplies: \$49.98, Dues and Membership: MTD: \$375.00, YTD: \$600.00, Equipment: \$1,899.00. Total YTD: \$15,784.53, MTD: \$4,372.28.
2. **Correspondence:** Charter Letter about PEG grant deposit \$100,000.00 into Cable bank account as per the new license agreement. Charter Letter about a time extension consideration in the effective competition hearing.
3. **Meeting Minutes:** November 25, 2013: Bob motioned to accept, Tom 2nd, unanimous favor.
4. **Municipal 2nd Floor Buildout:** Mitch met with an architect on 1/8/14 to assess the 2nd floor of the Municipal Building for a possible buildout after the school moves out of the current classrooms. Cable is hoping to gain one of the rooms as a Cable Room and would be required to contribute to the general buildout cost, as well as 100% of the Cable related installations. A possible additional meeting room would also need to be outfitted for recording. It is anticipated that a presentation will be given at the May Town Meeting with the overall cost of the project, how it will be laid out, and what the Cable costs would possibly be. Next step for Cable would be to have Gary Pink (The Camera Co) in to estimate A/V needs for the cable office and meeting room for budgeting purposes.
5. **Staff Hours:** Discussion on the possible upgrade of the Cable Coordinator's hours from 19 to 20+ hours. Mitch met with the Town Administrator, Town Finance Director, and Pat Aldrich about the possibilities. Cable would need to budget for possible health insurance, retirement savings, vacation, sick and personal days. Mitch said he would put together a memo to inform the selectmen so they would have time to respond.
6. **2013 Meetings Analysis:** 2013 Meeting Totals, compared with 2012 Totals. 178 Recorded meetings. Paid for more cancelled meetings than last year. Some discussion on how we can help to avoid future occurrences from our end. Pat was asked to talk to the recording assistants for feedback before drafting a two hour notice provision where the recording assistants would be responsible for checking their contact before coming in to record a meeting.

7. **Recording Assistant Policy Review:** Mitch prepared a policy draft addressing recording assistants' behavior during scheduled meetings. Pat was asked to draft into policy form.
8. **Recording Assistant Job Description Review:** Changes in policy will not affect the actual job description.
9. **Equipment:** Pat suggested some banners for Oktoberfest, but he needs to clarify sizes, uses, and other info next meeting. Lens mounted rain capes to protect cameras in inclement weather, Pat needs to look up sizing for adapters. Tom motioned to approve up to \$225.00 for a Laptop Computer Protector Case, 2nd by Bob, unanimous favor.
10. **Other Business:** Mike Greenslit of Wikstead Court, Douglas. Mike was curious about the scheduling information for Channel 11. Cable Committee page on Douglassma.org is updated every hour, channel listings are there. Mike also mentioned that Channel 11 on his cable box is looking "fuzzy" at times.
11. **Adjourn:** Tom motioned to adjourn at 7:58pm, Bob 2nd, unanimous favor.