

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday, February 11, 2013

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

Attendance:

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

Staff: Pat Aldrich, Jeff Ellis

Guests: Bill Solomon, Tom Cohan

1. **Charter License Negotiation:** Mitch gave an update on the process. Bill Solomon addressed some of the issues brought up during review and updated the committee on the process. Tom Cohan arrived to the table at 7:25pm and began the process of going over language in highlighted areas of the proposed license. Adjustments will be made by both parties in preparation for the next meeting.
2. **Correspondence:** Charter: Annual Form 500 (Complaint/Outage Report), Digital Transfer of Channels notice. Mitch asked Tom why the form 500 always has "0" for every entry. Tom said it was an issue with the software and they are trying to work on correcting it. Tom Cohan also noted that there is a helpful page on the Charter site "Storm Center". Alliance for Community Media (ACM) sent an introductory letter to kick off the renewal of our annual subscription.
3. **Equipment Update:** Next meeting to look at Apple's new iMac announcement. Need to discuss possible PTZ controller/switcher for Community Room.
4. **Meeting Minutes:** 1/14/13: Tom motioned to accept with one correction (clarify Apple iMac announcement), Bob 2nd, unanimous favor.
5. **Financials:** Thru 1/31/13: Wages: MTD: \$1,720.57, Repairs: MTD: \$78.76, Advertising: \$201.03, Legal: \$4,309.00, Training: \$95.00, Dues: \$225.00, Total MTD: \$6,629.36, YTD: \$27,904.54
6. **Coordinator's Report:** Bill Cundiff requested that we look into a way to have the ability to turn the power off and on to the audio mixer in the Community Room, as there are many meetings during the week that are not subject to the open meeting law and people are uncomfortable seeing the lights moving from the microphones picking up sound in the room - even when not recording. A small power strip was discussed for this problem. Pat submitted a "Meetings Analysis" of 2012 spreadsheet, detailing the year's meetings. Mitch said he would use the info to write a memo to the Town Clerk to help avoid future cancellations without notification.
7. **Membership:** Mike Belleville has expressed interest in joining, is taking the initial steps to become a member. The Committee approved supporting his appointment.
8. **Other Business:** Open session for topics not reasonably anticipated 48 hours in advance of meeting.
9. **Next Meeting:** March 11, 2013
10. **Adjourn:** Bob moved to adjourn at 8:46pm, Chris 2nd, unanimous favor.