

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday, April 8, 2013

Mitch Cohen called the meeting to order at 7:10pm

Attendance:

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

Staff: Pat Aldrich

1. **Charter License Negotiation:** Mitch gave an update. Language has been developed for the last few items in the license, which is still in draft format, but very close to being finalized. Tom motioned to approve the license as proposed with possible changes to sections 4.1A and 8.2A & B as it pertains to "Service Area" and "Access Cablecasting", Bob 2nd, unanimous favor. Mitch will be requesting time with the Board of Selectmen to update them on the license progress.
2. **Correspondence:** Charter: Annual "PEG Access Fund" check \$45,667.06 received, it is the last payment on the existing license and the operating budget for FY14. Sample of the new Charter bill, along with billing practices explanations and updated manuals.
3. **Meeting Minutes:** 3/11/13: Chris motioned to accept as presented, Tom 2nd, unanimous favor - Bob Werme abstained.
4. **Financials:** Thru 3/31/13: Wages: MTD: \$1,885.99, Office Supplies: \$54.99, Total MTD: \$1,940.98. YTD: \$32,049.10.
5. **Coordinator's Report:** Starting preparation for Octoberfest 13. Banner, informational Postcard, Laptop with meetings and slides running. Pat will bring a plan to an upcoming Octoberfest Committee Meeting to coordinate. Problems last year: Too far from stage, people walking over wires. Pat is going to put together a rough budget for Octoberfest. Facebook has been updated on regular basis, starting so see the value of it. Ideas: press release about how we use Facebook to connect with our audience. Mitch mentioned that he will pass on the maintenance of the Cable section of the Town Website. Utilize douglasma.org/cable as main website with links to social media.
6. **Equipment:** New iMac and a new possible laptop, but will be waiting until the license is complete to discuss in detail.
7. **Other Business:** Mitch sent out a test for the new JWPlayer online video player to gather info about different operating systems and devices, mostly positive feedback to date. Dreamhost is dropping quicktime format, so we will need to re-convert the previously uploaded 1100 videos. Pat's workflow will be changing slightly. New player should be in place by the end of May. Bob asked about video classes, Pat mentioned that he hasn't had a successful sign up in a while and asked if they could drop the minimum class size to single sign ups, as the material has been condensed and could be transmitted easily on a one-to-one basis. Info on the website may need to be changed, and info will be added to the previously mentioned press release.
8. **Adjourn:** Bob moved to adjourn at 7:44pm, Tom 2nd, unanimous favor.