

TCTC Minutes of Jan. 17, 2013

Members present: Kate Donahue, Byron Campbell, Roy Fuchs, John Annick, Donna Cassidy, Donna Girot, Peg Perillie, Jim Lang, Sue Horton, Brett Flowers, Bob Mincielli, Gary Cialfi, Vince Fini, Jackie Carlino, Jeff Hackett, Bill Chin, Ken Mayo, State Rep Tony Hwang

Members absent: Tom Kelly

Meeting called to order at 8:05 by Kate

Kate thanked John for his years of service and dedication to TCTC

Minutes: Minutes of 11/29/12 meeting reviewed by members. Motion to approve minutes made by Jim, seconded by John. No discussion. All members in favor.

Review of Tri-Chair responsibilities- Kate

New Tri-Chairs divided duties and developed responsibilities. New Tri-Chair duty & responsibility memo distributed to members.

Byron will be responsible for **Technical** areas

Roy will be responsible for **Programming**

Kate will be responsible for **Administration & Finances**

Tri-chairs met with Gary, Shawn & Donna G. Tri-chairs would like to develop new focus for 2013. Main focus of 2013 will be to ensure studio is secure and has appropriate equipment to run 24/7 including battery backup, etc. Tri-chairs reviewed previous strategic planning notes and agreed they are still appropriate with updating planned for end of June/July prior to preparing 2014 budget. Kate stated Shawn & Donna G. have real challenges and need to limit their distractions. Tri-chairs are requesting members contact appropriate Tri-chair with any issue, questions or problems. Visits to studio need appointments due to new post Newton security at THS. Tri-chairs are trying to work through this so that TCTC staff can enter studio weekends, holidays & school vacations. Donna G. will be developing procedures and Tri-chairs will be focusing on looking at new equipment. Donna G. will be responsible for videographers. Shawn is in process of recruiting new student videographers. John asked that private schools work at recruiting student videographers. Brett & Ken will try to move forward with this. John asked that Tri-chairs also look at recruiting new TCTC members. Gary, Donna & Shawn will have monthly meetings with Tri-chairs.

Updates:

Technical- Both channels now up & running. Phone in Shawn's office has been moved to more appropriate place to help Shawn deal with issues more efficiently. Shawn is working on scroll bar and is able to get digital flows allowing for more multiple uploads. Shawn is working with Charter & AT&T for new lines in to studio. Jeff stated studio does not have capability to view channels while being broadcast. Jeff is looking at equipment to resolve this. Byron is trying to make

sure there is way to deal with signal problems at the studio on weekends, holidays, snow days & vacations. Byron is also developing step process guidelines for studio.

Programming-Bob stated Programming committee has met once. Goals remain undefined. Bob would like committee to meet quarterly. Bob will work with Roy regarding this. Donna G. stated poetry project will shoot in Feb. & air in April. Donna requested members attach poetry announcement on all their e-mails to local people. Volunteers are needed for event. Donna is also working with PTSA on the event.

Administrative-expenses will go through Kate

Alliance for Community Media- Donna G. stated annual meeting will be in May In San Francisco. They are sponsoring a video festival and are requesting submissions. Donna will send members the link for this.

Charter Advisory Council- Jim stated there are 2 open slots and asked members to contact him if interested. No movement of government channels from Charter & AT&T. Kate asked Jim to prepare report on this for next TCTC meeting. John asked if we had a govt. channel what would we do with it. Report by Jim should include this concept.

501C3 Status- John met with 1st Selectman and Town attorney to move forward with this. Town attorney advised using outside attorney (referred by Town attorney) for this. Town will cover cost of attorney. John requested updated by-laws from Tri-Chairs to give to attorney.

Event Planning for new Studio- Kate stated this will occur when studio is ready and fully operational. Jackie will be spearheading event. Sue suggested timing event with "One Book, One Town" event in March. Jackie will coordinate with Donna G. & Sue to plan event. Jackie also asked Donna G. to contact Don Eng from Trumbull Times and Aaron Leo from Trumbull Patch to publicize event.

Budget- John will be meeting with 1st Selectman Jan. 25th. BOF meeting scheduled for Feb. 25th. Only change in this year's budget is an increase of \$20,000 for Supervisor/Producer position.

Tony Hwang offered his support to Tri-Chairs to assist with 501C3 and more. He asked Tri-chairs to give him checklist of our needs including equipment. Kate will also send memo to members asking them for suggestions. Tony stated State Legislature is suing PURA for funding they feel has been inadequately distributed. Most monies have been taken away from towns and given to Cablevision/ Soundview. Legislature would like to see funding divided fairly among towns.

John asked if he should move forward with 2 programs, Business Buzz & Ask the First Selectman. John stated he has requested funding for Business Buzz program from Chamber of Commerce. Chamber meets next week. Tri-chairs told John to go ahead with shows and to coordinate with Roy, the Programming Chair.

Donna G. is working with Shawn to create Movie Making Basics class for Summer School aimed at 6-8th graders.

Jim asked if committee could meet at an earlier time to ensure all members

remain at meeting. Sue suggested moving meeting room to Community Room. Members agreed to new place & meeting time of 7:45-9:00.

Meeting adjourned at 9:14.

Next meeting March 7