

# TCT Minutes of June 13, 2013

**Members present:** Kate Donahue, Byron Campbell, Roy Fuchs, John Annick, Donna Girot, Jim Lang, Sue Horton, Brett Flowers, Bob Mincielli, Vince Fini, Jackie Carlino, Jeff Hackett, Bill Chin,

Following a tour of the TCT Studio Facilities the meeting was called to order at 8:10a by Kate

Minutes of 04/18/13 TCT meeting reviewed by members. No comments / changes. Motion to approve. All members in favor.

## **Updates –**

**ATT:** Jeff Hackett has communicated with ATT Engineering with regard to connectivity. No time frame as of yet. John expressed concerns and will follow up.

**Charter:** Shawn Tait reported program access boxes have been dropped at DNR. Installation this summer.

**VOD Rollout:** Byron handling – he has the equipment. A “soft launch” planned for July 1 (limited accessibility to Committee members to test functionality). Fall debut to coincide with TCT Open House/Fundraiser. Kate suggested a committee to oversee the Open House – Jackie Carlino / Jim Lang volunteered and will lead this effort.

**THS Summer Plans:** John Annick voiced concerns regarding limited TCT studio access and the possibility of TCT going dark as a result. Shawn Tait and Donna Girot believe they will have access during business hours although entry/exit routes remain TBD. In the event off-hour access is required, Gary Cialfi has created a protocol for access.

Byron reported that in the event of an extended shutdown, Broadcast equipment could be re-located to Long Hill.

**THS Cabling:** Cabling plans to/from auditorium and gymnasium remain TBD.

**THS Signage:** A sign mounted on the building has been created. Figuring out where on the building to put it. Putting it on Strobel Road is not an option per Gary.

**Town Hall / Audio System:** A new audio system for Council Chambers is expected to be bonded (vote 6/13) by the town

**Staffing - Videographer:** Shawn Tait plans meeting with Videographers to this afternoon to review guidelines. A review of the “check list” is also planned. John Annick asked about using Rae Ciardi for evening shoots and recruiting additional videographers. Donna explained there are challenges including qualifications, availability, and equipment compatibility. We will work on a recruitment plan and using Rae.

**Programming –** Donna spoke about a strong partnership forged with the THS English Department as a result of the poetry events. She talked about the need to prioritize projects and budget time. (Some program elements are quick turn-a-rounds. Some require more time and energies i.e. The Historical Society project).

**Programming - Business Buzz:** John Annick expressed concerned that we’ve yet to schedule program dates for “Business Buzz”. He felt it a priority as funding was granted for this project. Donna explained that production element i.e. scripts, shooting schedules, need to be formulated after which time a broadcast date/time would be made available.

**VT Requests:** Protocol for responding to requests for copies of TCT Programming was discussed. Billing and urgency in handling Town Hall requests were at the forefront of the discussion. Kate will follow up with Town Hall Clerks as to expectations and our ability to comply.

**BEI –** John asked that BEI Events air in primetime. Shawn/Donna will work to get a variety of airtimes for the events.

**Budgets** - Kate reported we are on budget for the end of the 2012-13 fiscal year ending June 30. We got the additional \$20k we asked for into the 2013-14 budget.

**TCT Membership** - Sue reported no new developments. Pending membership for Scott Kerr remains outstanding. It was decided to have Scott go through the vetting process so as to better formulate protocol for new membership potentials in the future. Also, need list from Town Hall about current members and their terms – make sure everyone's appointments are current. John will send the list to Kate who will follow up with Town Hall

**Alliance for Community Media** – Donna spoke of Bill 843 which would redirect the PEG PETIA grant funding line item of the state budget to the General Fund. Thanked and encouraged all to write to Senator Musto on behalf of TCT to oppose the bill. Also spoke of ACM meeting planned in Sturbridge, MA . Donna will attend – encouraged all to consider.

**Charter Advisory Council** – Jim mentioned that the council needed to be enlightened with regard to ACM as a “Program Provider”. Jim also talked about “bundling” which in the interest of time was shelved. (Jim emailed bullet points on this later in the day).

**501C3** – John Annick reported no new developments. With TCT Open House Fundraiser in our plans it looms as a bigger issue. John to pursue further.

**Grant Application** – Roy reported that draft was prepared and would be soon ready for review.

**Strategic Planning** – Kate requesting a session devoted to TCT strategic planning at our next scheduled meeting on July 18, 2013. Estimated length is 2 - 2.5 hours. It was thought the library would be best place to host.

Meeting adjourned at 9:01a.