

Trumbull Community Television

Minutes of January 22 2015

Members Present: Kate Hampford, John Annick, Donna Cassidy, Susan LaFrance, Sue Horton, Roy Fuchs, Jim Lang Campbell, Gary Cialfi, Shawn Tait, Donna Girot, Richard Jones (videographer)

Preliminary discussion:

Strategic planning process has stalled. Kate distributed Strategic-planning checklist to members and asked members to list priority items committee should focus on. Jim stated concerns that members might want to consider more than 5 items. Kate stated picking top 5 would help her focus on the highest needs. John stated many items on the list have similarities. Kate suggested compressing the list with similar items grouped together. Donna G. will consolidate list and send to Kate for review to members.

Meeting called to order at 8:00am by Kate

Minutes of December 11, 2014 reviewed by members. Motion to approve minutes made by John, seconded by Susan. Discussion. Motion unanimously approved.

Updates: Old Business-

Administrative~

Budget- budget presented to First Selectman. Committee asking for increase of \$29,000. Kate stated Tim responded positively to increase. Tim considering adding a grant writer to town budget, which will be shared by town committees. Time stated committee would have access to grant writer. Kate also expressed to Tim concerns about members expired terms. Carl Massaro working with Lynn in 1st Selectman's office to address this concern. Tim also needs to send letter to chairman of Charter Advisory Council to renew appointments of Members and new member Peg Perrillie. TCT budget will be presented to town at 10, 7pm in Council Chambers.

Membership- Sue Horton distributed updated membership qualification list to members. Jim suggested current members grandfathered in if they do not meet updated membership criteria. Kate asked members to send comments and suggestions to Sue regarding qualifications. John stated if a potential member has needed specialty skill, qualifications should be waived. Suggestion was made to add bullet item to list stating if member 'has any other skill'. Suggestion was also made to state 'or' instead of "must". Sue will work with membership committee and make changes from members suggestions to distribute at next meeting. Byron sent invite to Kevin Shively to attend this meeting. Kate suggested waiting to seek new members until a updated qualification list is finalized and current members are reappointed.

Policy- updated policy was voted on at last meeting. A meeting quorum will consist of 8 members. Updated policy is on file. Donna G. will confirm this.

Programming~

Report given by Donna G. HS sports booster teams are paying to have games taped. TCT is also taping all home girls basketball games. Donna is trying to work with other schools for increased programming. Donna would like to send Madison MS Football members to the studio at THS, but needs to find transportation for students. John suggested applying for BEI Grant. Grant for Donna to apply for trip as a field trip and will need employee chaperone to attend. Other projects Donna is working on

[Library "One Book, One Town" projects](#)

[Healthy Town with guest host Vicki Tesoro. Topic will be underage drinking.](#)

[3rd annual Poetry slam](#)

Susan asked Donna to send BOE members list of above programs. John asked if Ask The First Selectman show is still being taped. John will send Donna info on presentation about Long Term insurance. Sue suggested winners of One Book, One Town poetry contest go to studio to read the poems for broadcast. Live election results will be broadcasted again in November. John suggested creating a sub-committee to develop this program. Donna G. is planning summer meeting to address this. John would like to step down as election night chairperson. John will send members responsibility list of election chairperson to discuss at next meeting.

Technical~

Shawn stated studio is up and running and just dealing with little glitches. He thanked Byron for donation of Final Cut X motion compressor. Items have greatly improved the quality of shows.

Football field line- Byron stated Jeff and Don might be misinformed about line. Kate suggested getting Shawn, Byron, and Ron from DMR together to discuss line. Gary suggested Todd Manuel take the lead on the discussion. Gary will contact Todd regarding this.

Videographers- Shawn stated there are 10 student videographers at THS who consistently are available. Most are seniors. Some will be going to local colleges and will be able to continue assisting Shawn. Donna is working with AV Club to find more videographers. Kate suggested changing the name of the AV Club to include TCT.

Grant equipment- Kate asked Shawn and Donna to put together equipment list for grant monies.

Miscellaneous~

THS sign- Gary stated changes in security at THS has been resolved and sign should be ready by July. Gary will send photo of sign prior to printing to committee members.

501C3 status- Kate talked with Tim during budget talks. He agreed to work with paperwork that is available and send to town. Musto.

Videographer liability insurance- no response yet from Town. Donna and Jim will follow up.

DVD revenue- account issue has been resolved.

Kate asked if Donna and Shawn to address lighting issues on THS stage. She attended forum and speakers seemed to be dimly lit and in the dark when speaking. Donna stated there are no spotlights for speakers on the floor in the auditorium.

Donna suggested creating a display case for TCT at Library because Library is not able to broadcast channel.

Jim suggested asking Frontier to provide free access for town, schools and library.

Status of Cable television in CT~

Alliance for Community Media- Donna emailed members with recap. Pet/PETIA grants have been reinstated and TCT can now apply.

Charter Advisory Council- discussion at last meeting regarding getting funding for public access, channel 21. Fee would be applied for everyone with broadband. Jim has been in contact with new Frontier public relations person and will invite person to next Advisory meeting. John suggested working with Dan Neumann and Faith Douglass of BEI when speaking with league.

New Business~

Strategic Planning session- Kate would like to add 45 minutes to March meeting to discuss strategic planning. Next meeting will be March 14, 8-10am in library conference room.

2015 meeting schedule- 2 meeting dates have conflicts with members.

April 23 meeting date changed to April 22.

August 20 date changed to August 19.

Motion to change meeting dates made by John, seconded by Roy.

Meeting adjourned 9:04 am