

TCT May 27, 2015 Minutes

Members present:

Kate Donahue, Roy Fuchs, Byron Campbell, John Annick, Sue Horton, Jim Lang, Donna Cassidy, Vince Fini, Donna Girot, Bill Chin, Shawn Tait, Kevin Shively

Meeting called to order at 7:53am by Kate

Minutes: Minutes of April meeting reviewed by members. Request by Donna G. to change minutes to read on page 2, '\$40/month'. Motion to approve minutes with change made by John, seconded by Vince. All members in favor.

Budget: Spending is on track for the fiscal year.

Membership: all TCT appointments have expired. John & Jim are working with 1st Selectman to resolve this. John sent names of TCT members and their skill sets along with TCT's policy and other appropriate documents to the 1st Selectman. John requested meeting with 1st Selectman, but have not heard back yet. John sent note to Carl Massaro with equipment needs and will meet this week.

Policy: Sue working with Kevin. They are trying to develop policy to help Donna C with Town meetings and events. (See attachment A)

Policy Committee trying to create 3 categories for tapings~

1. Broadcast- meetings consistently committed to for regular broadcasting
2. VOD (Video On Demand)- events that will be covered and placed directly on VOD on TCT website. The question will be how to promote the content.
3. Other- events that will not actively devote resources to. If it fits within the criteria we will record and make available on Demand.

Kate asked if committee would like to devote this meeting to discuss or postpone to July meeting. Jim asked Kevin to reduce Agreement pages (submission form) to one page for committee to review. Roy volunteered to do this. Kate recommended members review policy and cover pages before July meeting. Sue requested members send her any changes and/or additions within the next 2 weeks. Above work and member review of material should be completed and ready for July meeting. Donna G stated policy committee should also understand the number of hours and amount spent for recording government meetings. John will call members who do not respond with follow up to above policy changes. Kevin stated that as the list is developed, possible next step may be developing a process by which someone (citizen, chairperson) might want to move their meeting from one category to another. Donna reminded committee that there is limited space and resources available on the Channel. Kate requested any suggested by members be sent to the whole TCT committee.

Strategic Planning: Donna G distributed Strategic Planning summary to members (Attachment B). Donna asked members to read and respond via email.

Kate stated Strategic Planning summary would be adopted at July meeting.

Programming: Donna G stated this is her busiest season. Donna would like to create page on the website for favorite programs. Donna will be taping more town and police events including one more "Healthy Town" before the end of the school year. John suggested sending list of programs to 1st Selectman, Town Council and Board of Finance (BOF) members. John also suggested having TCT members meet with Town government people to show them how to access channel and website.

Technical: John is working with Councilman Massaro regarding AV system in Council chambers. Byron will send estimate for AV equipment to John. John would like to get the funds before the end of June. Donna G stated submissions to Town for any projects needing funding has to be submitted to Elaine by June 2nd, prior to the June 11 BOF meeting. Kate asked if just a form is enough to submit or is more backup required. Kate suggested sending request to Elaine, Carl, Lynn and Tim. Kate asked Bill Chin if he is in favor of the request and he stated, "yes". Donna G will send her comments regarding this to John for inclusion. Kate asked Bill if any special form is required. Bill stated "no". Bill stated Committee put together packet and submit it to Maria. Kate also asked if multiple quotes are needed for inclusion in request. Bill stated no, but suggested gathering and preparing other bids now. He stated if Town approves request, having multiple bids would move request ahead right away. Sue stated she has sample bid specs for Tri-Chairs to use. Byron will create specs. Bill will review and submit specs by Friday. John will contact Elaine and Maria to review process prior to submission to make sure submission is done correctly.

Auditorium Line: Byron and Shawn are working on this and have not heard back from Gary. Kate will follow up with Gary. Money for the line will come from the BOE budget.

Miscellaneous: Committee is trying to work with the Senior Center to gain opportunity for active dialogue and membership seat on committee. Donna G suggested committee give thought to what we want the Center to do for us first prior to speaking with Senior Center members. Donna G, Shawn, Bill, Byron and Sue will develop proposal to submit to Library and Senior Community Centers.

PEGPETIA Funding: Donna G suggested planning now for next year's grant. Kevin stated the more communities tell the State that monies are needed, the greater the chance that funds will be available next year. Jim will make State legislators aware of the importance of PEGPETIA funding.

Alliance For Community Media: Donna stated Alliance is creating a nationwide mentoring program for networking to assist local communities with 501c3s and more. Donna submitted video to National committee. If video wins, she would like to attend the national

conference.

Charter Advisory Council: Jim has been working with committee and Frontier. Frontier rep would like to attend TCT meeting. Kate suggested inviting Frontier rep to July 9 meeting. Donna C will email committee members to see who plan on being at July 9 meeting.

Meeting adjourned 8:52am.