

Trumbull Community Television Commission

AGENDA

Thursday, January 18, 2024
8:00 AM via Zoom

- A. Public Comment
- B. Administrative
 - 1. Approval of November 2023 minutes
 - 2. Discuss future meeting time
- C. Finance
 - 1. 2023-24 budget status
 - 2. 2024-25 budget – APPROVAL
- D. Programming- Lara
 - 1. General programming
 - 2. Winter sports
 - 3. Original productions
- E. Technical –
 - 1. THS Studio status/update
 - 2. Studio upgrades suggestions
 - 3. Council Chambers VDS update
 - 4. Back up storage Cloud decision
 - a. Need quote to determine timing (which FY)
 - b. Need to develop station policy for archiving
 - 5. Closed captioning –
 - a. Need instructions on website: YouTube and Facebook
 - b. Need quote to put on our TV feed
- F. Marketing/PR –
- G. THS Connection
 - 1. Todd Manuel meeting
 - 2. Fairfield U connection
- H. Miscellaneous

2024 Meetings: February 8, March 21, May 2, June 13, July 25, September 5, October 17,
December 5, 2024

Trumbull Community Television Commission

MINUTES

Thursday,
November 16, 2023
7:45 AM

Attending: Amy Wiley, Lara Walden, Kate Donahue, Vince Fini, Jeff VanSteenberg
Not Attending: Ed Gillespie, Bill Chin, Jens Haulund

Meeting called to order: 7:51 AM

A. Public Comment - None

B. Administrative

1. Approval of October 2023 minutes – Motion by Fini, 2nd by Donahue. Unanimous
2. Approval of 2024 meeting schedule – Motion by Wiley, 2nd by Fini. Unanimous
3. Staffing:
 - a. Ryan is working FT at Fairfield so not available
 - b. Need more adult videographers to cover daytime events
 - c. Have 4 good student videographers

C. Finance

1. 2023-24 budget status – on track
2. 2024-25 budget – need requests by mid-December

D. Programming- Lara

1. General programming – restaurant promos
2. Fall sports – lots of coverage girls and boys sports
3. Original productions – TPAUD, Conservation Plan
4. School concert season is starting
5. Election 2023 recap –
 - a. Great night, virtually all roles by Bicen students – MC, history “bites”, results reporting
 - b. 1260 online views

E. Technical –

1. Studio upgrades suggestions – replace encoder, 2 cameras, PC replacement
2. Council Chambers VDS update – 1st week of December
3. Back up storage Cloud decision
 - a. Need quote to determine timing (which FY) – quotes in development
 - b. Need to develop station policy for archiving
4. Closed captioning –
 - a. Need instructions on website: YouTube and Facebook happening
 - b. Need quote to put on our TV feed – in development

F. Marketing/PR –

1. Lara asked for more “swag” for videographers – she will get a quote for baseball caps and beanies

G. THS Connection

1. Todd Manuel meeting – determining who is our Admin contact now
2. Dr Semmel meeting – cooperative tone, Donahue asked for YTD spending in BOE TCTV accounts
3. Fairfield U connection – still working on

H. Miscellaneous

1. Next meeting – 2024-25 budget approval only

Meeting adjourned: 8:36 AM

2023 Meeting dates: December 28

TCTV - 2024-25 Budget Request

Account: 01060800

Kate Donahue

DRAFT 1/10/24

Account	Acct Name	Description	Request	2023-24		2024-25			Notes	
				Budget	Projected	Request	FS	BOF		IC
522202	SVS - Prof	Videographers	\$ 25,000	\$ 25,000	\$ 22,000	\$ 22,500				Up videographer rates, 2 new videographers
522205	Prog Exp	Supervising Producer	\$ 47,000	\$ 47,000	\$ 47,000	\$ 51,000				Adjustment in editor hours and rates
534401	Office Sup	Office Supplies	\$ 500	\$ 500	\$ 500	\$ 250				Various
534402	Program Sup	Programming Supplies*	\$ 8,835	\$ 8,835	\$ 8,835	\$ 8,875				See details below *
545502	Public Rep	Public Relations	\$ 200	\$ 200	\$ 200	\$ 200				Marketing materials to promote viewership.
567703	Trnsp-Trv	Travel	\$ 250	\$ 250	\$ -	\$ -				N/A
58188	Capital Outlay	Capital projects	\$ 10,600	\$ 10,600	\$ 5,000	\$ 5,000	plus DNR quote			2 cameras, tall tripod, computer replacement
590014	Util-Phone	Verizon wireless	\$ 480	\$ 480	\$ 480	\$ 480				
			\$ 92,865	\$ 92,865	\$ 84,015	\$ 88,305	\$ -	\$ -	\$ -	
						-4.9%	-100.0%			

581888		Capital Request:	\$ 10,600	\$ 5,300	\$ 5,000					
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*534402	Program Sup		
	Annual costs:	Adobe Creative Cloud	\$ 850
		Storyblocks	\$ 360
		DropBox	\$ 180
		DNR server maint	\$ 800
		Tightrope maintenance	\$ 800
		Network solutions	\$ 45
		Cablecast	\$ 2,200
		Roku/Apple via Cablecast	\$ 500
		Field equipment (non cap)	\$ 500
		AWS cloud storage (all) 7TB	\$ 140
			\$ 6,375
	Miscellaneous	Hard drives, etc.	\$ 2,500
		Total	\$ 8,875

TCTV - 2024-25 Budget Request

Account: 01060800

Kate Donahue

DRAFT

1/10/2024

Account	Acct Name	Description	2023-24			2024-25				Notes
			Request	Budget	Projected	Request	FS	BOF	TC	
522202	SVS - Prof	Videographers	\$ 25,000	\$ 25,000	\$ 25,000	\$ 22,500				Up videographer rates, 2 new videographers
522205	Prog Exp	Supervising Producer	\$ 47,000	\$ 47,000	\$ 47,000	\$ 51,000				Adjustment in editor hours and rates
534401	Office Sup	Office Supplies	\$ 500	\$ 500	\$ 500	\$ 250				Various
534402	*Program Sup	Programming Supplies*	\$ 8,835	\$ 8,835	\$ 8,835	\$ 8,875				Programming supplies for TCTV - Hard drives and cloud storage for archiving programming, music and video subscriptions, computer supplies, equipment maintenance
545502	Public Rep	Public Relations	\$ 200	\$ 200	\$ 200	\$ 200				Marketing materials to promote viewership.
567703	Trnsp-Trv	Travel	\$ 250	\$ 250	\$ -	\$ -				N/A
58188	Capital Outlay	Capital projects	\$ 10,600	\$ 5,300	\$ 5,000	\$ 5,000	plus DNR			2 cameras, 1 tall tripod plus studio upgrade (DNR)
590014	Util-Phone	Verizon wireless	\$ 480	\$ 480	\$ 480	\$ 480				
			\$ 92,865	\$ 87,565	\$ 87,015	\$ 88,305	\$ -	\$ -	\$ -	
						0.8%	-100.0%			

581888	Capital Request:	\$ 10,600	\$ 5,300	\$ 5,300	\$ 4,000					2 studio cameras \$2000 per
					\$ 800					1 tall tripod
		\$ 10,600	\$ 5,300	\$ 5,300	\$ 4,800	\$ -	\$ -	\$ -	\$ -	DNR - new computer, etc.

534402	Annual costs:	Adobe Creative Cloud	\$ 850							
		Storyblocks	\$ 360							Critical - needs to be put on a credit card
		DropBox	\$ 180							Need to upgrade to business account - 3 users
		DNR server maint	\$ 800							Should be in BOE budget but its not
		Tightrope maintenance	\$ 800							
		Network solutions	\$ 45							www.trumbulps.tv domain
		Cablecast	\$ 2,200							Annual subscription for unlimited streaming from TCTV website thru Facebook - move bandwidth burden from TPS to Tightrope
		Roku/Apple via Cablecast	\$ 500							Annual subscription for unlimited mobile streaming of our Roku/Apple Channel
		Field equip (non capital)	\$ 500							
		AWS cloud storage (all) 7TB	\$ 140							
		Miscellaneous	\$ 2,500							
			\$ 8,875							

534402	Actual costs	Adobe Creative Cloud	\$ 839.76	7/20/2023						
		Beanies/caps	\$ 600.98	1/5/2024	Misc	\$ 1,969.98				Misc as of 1/6/24
		Misc for Election Night (Lara)	\$ 194.71	10/19/2023	Misc					
		Election Night food	\$ 170.68	11/7/2023	Misc					
		Hardware for studio	\$ 85.06	11/15/2023	Misc					
		Return B&H items	\$ 132.60	8/2/2023	Misc					
		B&H camera bag	\$ 386.95	8/2/2023	Misc					
		B&H - LED display	\$ 399.00	10/26/2023						
		M&T - Dropbox	\$ 127.49	10/26/2023						
			\$ 2,937.23							

Town Hall - no livestream since COVID because of old VDS. Have to tape the event/meeting and air at a later date. New VDS will allow livestreaming to FB and YT

BOE - currently meet either in person or hybrid. Always have Zoom which lives streams to FB
The new VDS system will allow livestreaming to FB and YT

YouTube - currently we livestream sports, graduation, etc. to our YouTube channel. We also post on YouTube events (school concerts) that we get requests for.

2024-2025 Budget Support

						Annual Hours
Rates:	Videographer rates	Experienced adults	\$ 40.00	Effective 1/1/24	Dennis, Ritchie & Arnie	300
		New adults	\$ 35.00	Effective 1/1/24	Matt	
		Students	\$ 25.00	No change		100
	Editor	Matt	\$ 35.00	Effective 1/1/24		360
	Producer	Lara	\$ 40.00	Effective 1/1/24		450
		Lara	\$ 45.00	Effective 7/1/24		450

522205	Rate	Hrs	Weeks	Total	
Lara		40	15	26	15600
		45	15	26	17550
					33150
Matt		35	10	52	18200
		35	15	52	27300
					51,350 Total - Matt 10 hrs/wk and Lara
51000 Put in budget					

TCTV Vendor Rates

Last	First	Vendor	Rate	Rate 1/24	Role	Rate Category
Baez	Jeffrey	13361	\$ 25.00	\$ 25.00	Videograp	Student
Cohen	Leah	13342	\$ 25.00	\$ 25.00	Videograp	Student
Conti	C. Memphis	133547	\$ 25.00	\$ 25.00	Videograp	Student
Guaglianone	Dennis	8539	\$ 35.00	\$ 40.00	Videograp	Exp Adult
Johnson	Courtney	13355	\$ 25.00	\$ 25.00	Videograp	Student
Jones	Richard	9499	\$ 35.00	\$ 40.00	Videograp	Exp Adult

Martovich	Rainey	13161	\$ 25.00	\$ 25.00	Videograp	Student
Meza	Andrew	12399	\$ 25.00	\$ 25.00	Videograp	Student
Mirmina	Michelle	13523	\$ 45.00	\$ 45.00	Videograp	Extra Exp Adult
Rogoff	Arney	11975	\$ 35.00	\$ 40.00	Videograp	Exp Adult
Schlenk	Matthew	12293	\$ 30.00	\$ 35.00	Videograp	Adult
Tyler	Ryan	11336	\$ 25.00	\$ 25.00	Videograp	Student
Schenk	Matthew		\$ 30.00	\$ 35.00	Editor	
Walden	Lara		\$ 37.50	\$ 40.00	Producer/Coord	

Videographer

Extra Exp	45
Exp Adults	40
New Adults	35
Students	25

Production

Editor	35
Producer	40

Total \$

\$ 12,000

\$ 2,500

\$ 14,500

\$ 12,600

\$ 18,000

\$ 20,250

\$ 50,850

15 hrs/wk