

Trumbull Community Television Commission

MINUTES

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

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

Meeting called to order at: 8:03

A. Public Comment - None

B. Administrative

1. Introductions – new THS representative is C House principal Mike Hoggatt
2. Approval of November 2023 minutes – Motion by Fini, 2nd Haulund. Unanimous
3. Future meeting time amended to 8:00 AM: Motion by Fini, 2nd Haulund, Unanimous

C. Finance

1. 2023-24 budget status – On target
2. 2024-25 budget –
 - a. Motion to approve with DNR quote by Haulund, 2nd by Fini. Unanimous
 - b. Kate to present to FS on January 24th
 - c. Kate to send Jeff a list of the BOE accounts that reference Ch 17 (old name for TCTV) and he'll see what he can find out about budget allocations.

D. Programming- Lara

1. Videographers – new experienced videographer Garrett Clark (Mike H knows from Milford); still looking for people available during the day
 - a. We are doing a survey of nearby towns to see what their videographer/editor/coordinator rates are – will be sharing with the other towns that participate.
2. General programming – TPAUD – 5th grade DARE program, THS Post high school session and upcoming Trumbull Plan of Conservation
3. Winter sports – lots of basketball – THS and middle schools

E. Technical –

1. THS Studio status/update – waiting for DNR quote on updating studio
2. Studio upgrades suggestions – Lara has bought a variety of items for the studio backdrop.
3. Council Chambers VDS update – cameras are the last piece; delayed until February; expect to finish install the week of February 19th.
4. Back up storage Cloud decision
 - a. Bought 7 TB so we can store all programming
 - b. Need to develop station policy for archiving – Jens/Ed/Lara will present at next meeting
5. Closed captioning –

- a. Need instructions on website for YouTube and Facebook – Lara to create
- b. Adding to TV feed on hold – no demand yet, will reconsider next year

F. Marketing/PR – new beanies and caps with TCTV logo ordered.

G. THS Connection

1. Todd Manuel meeting – Mike Hoggatt, C House principal has stepped up. He has lots of experience in Milford with a very active video presence. He will meet with Lara and Kate to discuss what we can do now and what will need to be planned.
2. Fairfield U connection
 - a. Getting a marketing intern is the determined pass. Lara has figured out the process for getting the intern in THS (visitor pass). Next step is identifying a FU student. Lara is on it.

H. Miscellaneous –

1. Motion to cancel February 8th meeting by Vince, 2nd Jens, unanimous.

Meeting adjourned at 8:49 AM

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