Trumbull Community Television Commission

MINUTES

Thursday, March 5, 2026
8:00 AM via ZOOM

Attending: Vince Fini, Lara Walden, Bill Chin, Kate Donahue, Matt Nelson, Amanda Wendt, Jens Haulund, Jeff VanSteenberg

Meeting called to order at 8:00 AM

A. Public Comment - None

B. Administrative
   1. Approval of January 22, 2026 minutes – Motion by Jens, 2nd by Vince. Approved 4-0-1 with Jens abstaining
   2. Review/update of station policies – No progress. Lara will schedule a meeting with Kate and Amanda to review

C. Finance - Kate
   1. 2025-26 budget status – we are on track
   2. FY2027 Budget – First Selectman passed our budget onto the Board of Finance with no changes. BOF hearing is March 19 at 8:30 AM. Kate and Lara will be there.

D. Programming- Lara
   1. General programming
      a. Winter sports winding down
      b. Spring sports start in April – not live streaming anything outside, just boys volleyball in the gym
   2. Original productions
      a. C-SPAN Student Cam Competition – 2 students submitted their programs to the competition. All 6 programs that were made are being edited together. They will be available individually as interstitial programs or on VOD
   3. Website home page – not static any more. Slide show of monthly events, capabilities (closed captioning, etc.) and tools.

E. Technical – Lara
   1. CableCast server and automation project update – installed and training is happening
      a. Can use network access to the server which expands our storage capability – need to review storage policy
   2. New PC installed
   3. Closed captioning –
      a. need to review capability and see if we need anything else
      b. Next requirement will be “audio descriptions” which is a verbal description of what is happening (“soft laughter”, “gentle music”). Will have to dive deeper

4. Storage – need a full review (Matt will help) of our storage capacity and backup storage to make sure we are adequately covered. Storage policy will be part of this review.

F. Marketing/PR – Amanda
    1. Swag – Lara is getting a quote for inclement weather gear
    2. Social media
        a. Help for Amanda – Drew Mezza is interested. Amanda will reach out.
        b. Website – looking at metrics
        c. Promoting strategy – live on YouTube vs VOD vs live on the channel

G. THS Connection – Lara
    1. “Best of Student Videos” – running as interstitial or a full program
    2. Jeff Cochrane
        a. Great ideas about how digital media class can cross over to other disciplines
        b. His shop class is building us new set pieces
        c. New curriculum has been developed and has been presented to the Curriculum Committee
        d. Students are producing announcements

H. Miscellaneous - None

Adjourn: 9:02 AM

2026 Meetings: April 16, May 28, July 2, August 13, September 17, October 29, December 10