Trumbull Community Television Commission

MINUTES

Thursday, April 30, 2026
8:00 AM via ZOOM

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

Meeting called to order at: 8:02 AM

A. Public Comment - None

B. Administrative
   1. Approval of March 5, 2026 minutes – Motion Fini, 2nd Wendt. Unanimous.
   2. Commission status – Jens Haulund is moving out of the country in June. We need to replace him.
   3. Videographers –
      a. more daytime (adult) videographers needed.
      b. Two student videographers are graduating, will need to replace them too
      c. Our search is posted on the website
   4. Review/update of station policies – Committee of Donahue, Walden and Wendt reviewed the policy and recommended some changes – mainly updating terms. Donahue will send it to the Commission for review and vote at the next meeting.

C. Finance - Kate
   1. 2025-26 budget status – on track
   2. FY2027 budget status – Town Council vote is on May 4th. The Board of Finance made no changes to our budget.

D. Programming- Lara
   1. General programming
      a. Spring sports at THS
      b. Spring concert season is starting
   2. Original productions
      a. Student videos from Jeff Cochrane's video production class will be run on the station
   3. THS Graduation – June 12
      a. Initial planning meeting
      b. Our team will be director/producer: Lara Walden; videographers: Matt Nelson, Matt Schlenk and Jens Haulund
      c. We will be hard wired for internet access

E. Technical – Lara
   1. CableCast server and automation project update – all running well
   2. Closed captioning – we are captioning everything but sports which has too much background noise to do it effectively. BOE captioning is working well
   3. Storage capacity and backup storage – Jeff, Matt and Lara met
      a. Retention policy set:

i. Government meetings – 2 years on VOD then another 18 months on the Cloud (Amazon Glacier)
ii. BOE meetings – the same
iii. Exceptions: THS graduation, PSAs, economic development videos will be ever green for now

b. Next step:
i. Add Bill Chin to the committee
ii. Figure out how to implement.
iii. Retrievals will cost money; however, we only get a handful each year

F. Marketing/PR – Amanda
1. Social media
a. Help for Amanda
i. Drew Mezza (former videographer) has been incredible – took the ball and ran with it!
i. His posts on FB and IG have doubled our FB views
ii. IG has smaller reach, figuring out how to increase that
iii. Consistent look and frequency of posting
iv. Drew wants to do some highlight sports reels to use on IG – should help drive viewers – discussed using the AV club to help get B roll
ii. Website – this is Amanda's next focus – can we document additional website interaction (VOD) as a result of the marketing push?
2. Rain gear – Lara is working on

G. THS Connection – Lara
1. Great relationship with Jeff Cochrane – he has made improvements to the studio lighting and teleprompter set up. Still working with his Shop class on the studio furniture/backdrop.
2. Announcements are happening every other week
a. Jeff realized that he can have the Digital Media class create the B roll for stories and then the AV club does the in-studio "live" taping of the show
3. We are learning that the availability of our studio, the THS curriculum and extra-curricular clubs (AV) is a plus for college applications.

H. Miscellaneous – None

Meeting adjourned at 8:49 AM

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