

# Trumbull Community Television Commission

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## MINUTES

Thursday,  
June 9, 2022 via Zoom 7:45 AM EDT

Attending: Kate Donahue, Bill Chin, Vince Fini, Lara Walden and Ryan Tyler  
Not attending: Jens Haulund, Jeff Hackett

Meeting called to order at 7:46 AM

### A. Public Comment - None

### B. Administrative

1. Approval of April 2022 minutes – no quorum, will approve at August meeting
2. Commission members –
  - a. Jim Lang has resigned from the Commission after over 20 years of service as he is moving out of Trumbull. The Commission – and the Town of Trumbull – thanks him for his unwavering commitment to TCTV and always advocating for continuous improvement. He will be missed.
  - b. New prospective members: Lara has talked to Amy Wiley, a social media professional, about joining the Commission. Kate will follow up. Other ideas are welcome – we continue to need technical, government and marketing expertise.
3. Lara is using Google drive for scheduling videographers and tracking P.O.s
4. Lara and Ryan are revising the videographer expectations document
5. We need DropBox – will resume our subscription

### C. Finance

1. 2021-2022 budget status – all accounts are on or under budget. The fiscal year ends June 30<sup>th</sup> so any remaining P.O.s need to be submitted.
2. 2022-23 budget request – the Town Council approved our budget with no changes.

### D. Programming- Lara

1. Recruiting videographers – this is an ongoing challenge. Matt and Rainey have been shouldering most of the non-government work load. Good news – Drew Mezza is back for the summer.
2. Recent events covered:
  - a. THS Awards Night and Scholarship Night
  - b. Elementary, middle and high school spring concerts
  - c. Sunday gazebo concerts
3. Produced programming
  - a. THS Food Truck Wars event (Business and Culinary Departments)
  - b. Pinewood Lake Theater piece is up on our YouTube channel and will be the television channel soon
  - c. Healthy Kids, Positive Choices – rerunning for 5<sup>th</sup> graders
  - d. In production:
    - i. Tashua Knolls best golf course award

- ii. Tour of Town Hall (part of Grade 3 curriculum)
    - iii. EMS Community Partners Award
    - iv. Next Chapter Books
    - v. Mental health resource piece with TPAUD, EMS, TPD
  4. THS Graduation – we will be live streaming again this year
    - a. Ryan will direct the show (Lara’s son is graduating so she is in “parent” mode for the day). Drew, Rainey and Ritchie are running cameras. Same audio firm as last year so hopefully no surprises.
  5. THS Sports – we covered many boys and girls games/matches.
- E. Technical – Ryan
  1. BOE Tricaster status – The bid went out June 9 to DNR, Diversified and Ockers
  2. Streaming server – PO submitted for DNR. Equipment expected to be here by the end of June
  3. Council Chambers Tricaster – ARPA money will cover
  4. Streaming live from Council chambers – we have trained the videographers so this is happening (very manual process until the new system is ordered and installed)
  5. Still having THS access issues – need clarity on when THS is closed – Lara to follow up with security/facilities for more information
- F. Marketing/PR – No update
  1. Trumbull Mall
  2. Website
  3. Marketing plan
- G. THS Connection
  1. AV Club revival – Mr. Manual was very supportive. Ryan will lead the effort. The club is being rebranded as the “TCTV Club”. The goal is for it to be more than just morning announcements and tied to the curriculum. Also considering a film festival. Things will ramp up in the Fall when school resumes
- H. Government relations – No update
- I. Industry Relations (ACM, Charter, Frontier) – No update
- J. Miscellaneous - None

Adjourned at 8:45 AM.

2022 Meeting dates: August 18, October 20 and December 15