

# Trumbull Community Television Commission

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## MINUTES

Thursday,  
June 24, 2021 at THS Studio

Attending: Jim Lang, Jeff Hackett, Lara Walden, Jens Haulund, Kate Donahue, Vince Fini, Bill Chin  
Not attending: Katie Dunn

Meeting called to order at 7:45 AM

A. Public Comment: None

B. Administrative

1. Approval of May 2021 minutes – Motion Fini, 2<sup>nd</sup> Lang. Unanimous

C. Finance

1. 2020-21 budget status – all line items are under budget for the year
2. 2021-2022 budget status – Final approval by Town Council with no changes from the Board of Finance version

D. Programming- Lara

1. Graduations
  - a. THS-
    - i. we had 3 cameras and split screen
    - ii. LOTS of viewers
    - iii. Taped the scholarship and athletic awards in the studio
  - b. Madison and Hillcrest – recorded and live streamed both – had some technical issues with Hillcrest and the public live stream. Have resolved issue for future events
  - c. Elementary schools – could not be at all of them so next year will plan in advance to have the schools tape the event and we will air it later
  - d. Private schools – Offer to air theirs next year if they tape it and send it to us
2. Spring concerts – did not tape this year
3. Studio
  - a. Would like to make the studio set into 2 sections – so we can have 2 “sets”. Needs some help to put another black curtain up. Will get a work order in over the summer.
  - b. Lara/Katie will refurbish the big desk they found in the storage room over the summer to use in the studio
4. Local election programming – working on
5. Videographers – Dennis G. is coming back post-COVID!
6. COVID reflections: Jim Lang observed that Lara Walden, Katie Dunn and Bill Dunn did an outstanding job of keeping the channel up and going over the last year and they should be publicly acknowledged for a job well done! Motion by Lang, 2<sup>nd</sup> by Fini. Unanimous!

E. Technical – Jens

1. Frontier and studio encoder status – need to put out to bid. Bid doc is ready for Kate to approve before sending to Purchasing
2. Streaming capability /non-cable platforms – Jens to look at beyond the FB and YT streaming we're doing.
3. BOE Tricaster status – Jeff is working on the bid. Hopes to get it done over the summer.
4. THS access – We have access whenever the building is open and staffed. Still need to have a procedure to get in when it's not open. Email Guarino, Craig Shearer and Scott Sikora.
5. Streaming encoder – need another one
6. As Trumbull government meetings go back to "in person" we will resume live streaming from Town Council Chambers like we did pre-COVID.

F. Marketing/PR – Jim

1. Now that things are opening up we should get our posters into storefronts
2. Let's do more social media posting – Lara to lead
3. Flyers in elementary backpacks – Lara pursue
4. Eblast to TPS parents in the fall – Lara to work with Superintendent
5. Trumbull Times ad – how much? Kate find out
6. Senior Center newsletter – Lara check out
7. Art Festival – what can we give out? Pens?
8. Trumbull Mall – Jim will pursue

G. THS Connection – Lara will loop back with Nick DiDonna when school starts – he wants to revive the AV Club and morning announcements

H. Government relations – no news

I. Industry Relations (ACM, Charter, Frontier) – no news

J. Miscellaneous

1. TCTV Commission meetings in the future – based on direction from the state and the town, we have some flexibility.
2. Considered motion to typically hold our meetings in person with the option for individual commissioners to call in with justification. The Chair will have the option to change the meeting to Zoom with adequate notice.
3. Discussion of meeting frequency. Is monthly too much or can we cut back to every 6 weeks or every other month? Need to check our Charter.
4. Neither items were voted on, will need to reconsider at the August meeting.

Meeting adjourned at 9:00 AM

2021 Meeting dates: August 19, September 16, October 21, November 18 and December 16.