Trumbull Community Television Commission

MINUTES

Thursday, October 2, 2026
8:00 AM via ZOOM

Attending: Kate Donahue, Bill Chin, Vince Fini, Lara Walden, Matthew Nelson, Amanda Wendt, Max Palmer, Jeff VanSteenburgh, Matt Schenk

Meeting called to order at: 8:02AM

A. Public Comment - None

B. Administrative
   1. Introductions of current and new (Max Palmer) commissioners
   2. Approval of August 2026 minutes – Motion Wendt, 2nd Nelson. Unanimous
   3. Commission status –
      a. Max Palmer – just appointed
   4. Review/update of station policies – Lara to call a meeting with Amanda and Kate to clarify the changes for presentation at the next meeting.
   5. Videographers – 2 new videograh

C. Finance - Kate
   1. FY2027 budget status – Within budget
   2. FY2028 – need to start working on the budget

D. Programming- Lara
   1. General programming – AI/Scams program at Senior Center
   2. Original productions –
   3. Fall sports - covering football (all female video crew tonight), soccer, volleyball, field hockey

E. Technical – Lara
   1. Storage capacity and backup storage –AWS Glacier is $250/yr to keep 6-12 months of educational programming and 12-18 months of government programming. This is for STATION retrieval of events which would then be moved to YouTube for viewing. We already have 6 months (education) and 12 months of government programming on VOD. YouTube goes back to 2020.
   2. Considering replacing Sling with YoloBox Extreme in next years budget
   3. Lara has a closet full of hardrives full of everything that has ever run on the channel.
      a. What do we need to keep?
         i. Lara is asking Town Hall, the Library, Senior Center, THS, Historical Society, TPAUD, etc what they want
      b. THIS IS A BIG, LONG-TERM PROJECT
   4. Wireless audio kits – would improve audio quality for events where they use a mike/audio system. Expect around $100 per set.

F. Marketing/PR – Amanda
    1. Social media – Drew is doing a great job. Posting 3-4x/week.
        a. Not much audience growth and there is a lull in sharing posts. Reach dropped at the end of September, probably due to school. Sports should help with growth.
        b. Can we ask the town to include information in town newsletters where to watch meetings and games
        c. Amanda to follow up with Jeff about setting up email for Drew

G. THS Connection – Lara
    1. Soaring Eagles Studio meeting again now that school has started; first episode is out
    2. Jeff got some new equipment donated – camera platforms, teleprompters, rearranging studio for two sets (news desk and interview). Ideas to get more lighting, to incorporate old analog sound board from THS auditorium.
    3. Next major project is to update the studio switcher
    4. Working with Jeff to make sure proposed equipment is suitable for THS as well as TCTV

H. Miscellaneous
    1. 2027 meeting schedule – need to approve at next meeting. Kate will draft
    2. Can one of the remaining meetings be held in the THS studio?

Meeting adjourned at 8:48 AM

2026 Meetings: October 29, December 10