

Town of Trumbull
Cable Television Advisory Committee
Minutes of August 21, 2008 Meeting

In attendance: Kate Donahue, Shawn Tait, John Annick, Steve Wright, Sue Horton, Vic Eng, Tony Pijar, Martin Arnold, Ray Baldwin, Jim Somers and Jim Lang.

The meeting was called to order at 8:02 AM by John Annick.

John made the following comments

- Our membership has changed as follows
 - Barry Diamond is off
 - Rob Miller is officially off but will help us as needed
 - New members are Byron Campbell and Martin Arnold
 - He is looking for someone from Christian Heritage to join us
- Please John know if our meeting conflicts with anything (like teacher orientation)
- We lost the signal a few times this summer; we bought a battery backup to help. It was suggested that we might want to invest in some kind of alarm to alert the custodians if the signal goes down so that they can notify John or Shawn
- Jim Lang is bringing a draft of the new brochure with the tagline “Your Community Connection”
- Martin Arnold suggested offering viewers a way to contribute to the channel a la PBS. This will be addressed at the next meeting
- We have 2 new videographers
- We have created “Guidelines” for the videographers which they must sign

Motion to accept the minutes of the June 2008 meeting made by Steve Wright second by Vic Eng. Approved unanimously.

AT&T Meeting: John met with Mary Pat Healy, they are about to take the PEG channels online with UVerse in North Haven and Branford. John is reaching out to those towns to find out how they got it done.

Cablevision – have not been able to find out if they are expanding to Trumbull.

Charter Cable Advisory – Kate missed the last meeting and Jim is not yet at the Channel 17 meeting.

Policy changes: Motion Steve Wright, second Jim Somers to accept the changes and send it to the BOE Policy Committee. John will post it on the website and Donna will get it into the BOE Policy Committee.

Martin Arnold will create signage for event taping.

Viewer survey – Deborah Cox is finishing the tabulation/analysis.

Budget

- 2007-08 ended June 30. Overbudget \$32,293. \$7100 in utility costs and \$17,855 in videographers.

- 2008-09 – Got \$18k for videographers for the coming year and \$3k for a producer position. Also looking for \$5k more from BOE to support coverage of educational events. This will be part of the BOE supplemental request going to the BOF. The BOE is committed to covering more education events.

Studio upgrade – we want

- Virtual backgrounds – have 2 walls “green” screened
- Teleprompters
- live video capability – can do THS football games. We need to check on what permission we need to get. Steve Wright will check with Herbst, Tremagio and lassogna.
- Bulletin program of upcoming events with a voice over
- Need a “corporate calendar” program to track videographer availability
- DVD copies – process is working
- Google video – posting BOE meetings

John is doing the stats for the channel for the year.

Producer - \$3k in the budget. John discussed the position with Mike Cassidy. Would like him and Martin Arnold to create a tape that features local specific companies like HealthNet and another series on the parks in Trumbull including a walking tour of the Trails to Rails.

Brochure – Jim showed a draft, asked for comments. Donna will send it to the members for comments (to Jim).

Long term planning: We need to figure out what we want to ask for as part of the THS renovation for the studio. Overall concept and studio requirements will be developed by Shawn and Byron Campbell. We need to go to a Renovation meeting.

Emergency messages can go up from the schools, town, and police.

We asked Ray about getting a television tuned to Channel 17 up in Town Hall.

Next meeting:

- High school plans for the coming year – Deb Owen
- Survey results and analysis – Deborah Cox
- Creating signs – Martin Arnold
- Policy changes to Donna for BOE Policy committee - Kate Donahue
- TV in town hall – Ray Baldwin

The meeting was adjourned at 9:10 AM.

NEXT MEETING: October 2, 2008, 8:00 AM, Helen Plumb Building.