

Berkley Cable TV Advisory Committee Meeting Minutes

January 27, 2025

In-attendance: Arlene Medeiros
 Kerrie Ann Auclair
 Bill Hoy
 Brittany Blaney

1. **Call to order:** 6:01
2. **Acceptance of prior meeting minutes – November 12, 2024 and December 16, 2024** -Tabled
3. **Treasurer's Report: Signing of bills.** Total \$324,270.62 Balance
4. **Joe Sousa's Chart** – Tabled
5. **Election Schedule**
 - a. Discussed candidates' night. Kerrie Ann Auclair will moderate
 - b. April 7 request phone numbers and email addresses of candidates from Town Clerk.
 - c. April 8 send email to Berkley Community School inviting 8th grade students to participate
 - d. April 9 send email to candidates announcing candidates' night and asking for their feedback on the dates available for tentative candidates' night - April 15, April 21, April 28 or April 29. Ask them to confirm receipt of email.
 - e. Discuss formulating questions at Cable's February meeting.
6. **Lenovo Laptop**
 - a. Bill will load necessary software.
 - b. Motion made by Kerrie Ann and seconded by Arlene to purchase Gator Tripod Laptop and Projector Stand for \$43.93. Approved 2-0
 - c. Brittany will create an Utube account for live streaming.
7. **Studio Design**
 - a. Motion made by Kerrie Ann and seconded by Arlene to purchase two Wavy Spandex Table Covers at \$21.99 each. Approved 2-0.
 - b. Chairs – received at town hall. Need to arrange delivery to studio.
 - c. Desk – reviewed various designs. Committee liked medium curved desk from TVset Designs. Arlene to gather additional information to present to board.
8. **Brittany Blaney-Report**
 - a. **Closed Caption status** – still having problems. Working with Cablecast to try to get issue resolved.
 - b. **Microphones/PA system recommendations for COA room**
 - a. Motion made by Kerrie Ann and seconded by Arlene to purchase two Shure MX412D/S Supercardioid Desktop Goosen Microphones (12") at \$341 each and one Shure SM48S-LC Vocal Microphone with On/Off Switch at \$74.00. Approved 2-0.
 - b. Feedback killer not working. Motion made by Kerrie Ann and seconded by Arlene to authorize Brittany to purchase used one for \$100. Approved 2-0.
9. **Bill Hoy Report** –
 - a. Scheduled training sessions with Keegan Cravinho

- b. Google drive – upgrading training docs.
 - c. Creating a contacts document.
 - d. Wireless mike is locked in control room. If COA wants, Bill can create document on usage
 - e. Working on cleaning up some files.
10. **Kerrie Ann advised she had a call from Jeanne Russo regarding interviewing new businesses in town as she had done in the past. Discussed logistics of this.**
11. **Public input – None**
12. **Notice of next meeting date – February 25th @6PM in Studio.**
13. **Adjourn – 7:44 Approved 3-0**

Approved February 25, 2025