

Berkley Cable TV Advisory Committee Meeting Minutes
May 17, 2022

In attendance: Arlene Medeiros
Edward Dugan
Jilleen Solomon
Joseph Sousa
Kerri Ann Auclair

Call to order 6:33

Kerrie Ann Auclair is joining the committee. She will need to go before BOS and will touch base with them regarding a time to do that.

Approval of previous minutes from 2/8, 3/8, 4/5
Table minutes from 2/8 and 3/8 – All in favor

Treasurers Report – Current balance \$214,727.00
New bills in the amount of \$245.32

Renewal of Adobe Licenses – April 18th renewal request received. Ed will follow up with new contact regarding renewal. Motion to approve renewal amount of same cost or less. All in favor.

Coordinator's Report:

- Status of employees' schedules
Started recording middle school baseball games
Ed would like to train Ann Marie and Keegan in the control room
- Studio floor project was completed. Discussion regarding organization. Needs to be done before we discuss furniture and moving forward with that. Need to get some organizational shelving, etc.
- Carpentry help – Ed would like to hire someone to assist with making sets. He has been speaking with Devyn from Young Electric to do some side work. Discussion regarding a rate of pay for him. The committee would like a better idea for the scope of work that we needed him for.
- Further discussion regarding ideas and options for furniture and set options.
- Producers and Shows
Kerrie Ann will be interested in doing a show. She is hoping end of May early June, but will discuss timing with Ed as the studio is not completely finished yet.
Paula Dugan has interest in doing a show and has people lined up. Has not narrowed down a start date.

- Candidate Night – Discussion regarding Cable Committee taking ownership of the night and setting the structure and rules for candidate. Will discuss further next year as elections come closer.
- Extended file storage quotes – No new quotes. Ed is still researching.
- Update on town hall maintenance – Switcher has been returned from being repaired. Ed would like to have someone come into town hall and look at our system to find out what exactly needs to be fixed. This will save time and money and get the issues resolved. (i.e. sound/volume levels)
- Renewal of tech assurance w/ Tightrope – PO was written but we have not received a bill. Ed will reach out.
- Middle School Sports – will start recording baseball
- Studio Manager duties as asked for by committee – We are going to plan a separate meeting to discuss just that position change. Tentative meeting 6/21 or 6/28
- Older equipment being offered to other cable and public access stations. He will take pictures and put it out to any takers.
- Purchase Requests – Three headphones to go with cameras. Quote from B&H \$262.35. All in favor.
- Table toppers – already given permission to buy
- Editing computer maintenance/repair – Three quotes from CTS
 Motion made to have Comcast look at the router rather than CTS estimate. They may charge a fee, but couldn't tell us ahead of time.

 We do need to have CTS come out to diagnose the editing computer. Quote is \$250.00.
 Motion to approve. All in favor.
- Open house date – tabled
- Tape conversion and set up to historical society – Some old tapes from the studio. Look into having them restored so that we can donate to historical society
- Malloch response to BCATV sign at the front of the building – They agreed but asked that we keep with the same style. Ed is researching cost.
- Receipts – Turned in and signed.
- Next Meeting – Tentative 6/21 at 4:30
- Adjourn – 8:23
- **APPROVED June 28, 2022 – Arlene Medeiros**

