

Berkley Cable TV Advisory Committee Meeting Minutes

December 20, 2022

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

1. **Call to order:** 6:07
2. **Acceptance of prior meeting minutes:** November 15, 2022, w/correction Approved 3-0
3. **Treasurer's Report: Signing of bills:** There are issues with things getting paid (Malloch rent) System issue. Starting total: \$236,299.25, Debit: \$1,600.00, Balance: \$234,699.25
4. Distributed "Constitutional and Effective Employee Responses to Citizens Who Videotape in Town Offices" FYI.
5. CORI reports on individuals in contact with Berkley seniors@ COA working or volunteer. Studio Manager and Camera Operators are required to complete every 3 years.
6. **Coordinator's Report:**
 - a. **Requests for monthly updates on available funds.** Arlene produced a 10-year funding plan for BCTVAC.
 - b. **Status of employees and schedules. Live meeting coverage. Notes on new hires. Coverage of events at school and public.** Two new hires Jeff and Nathan. Will be part of a basic editing workshop, Thursday at 3:30. Covering all aspects of sports at the High School and Middle School. Jeff covering for both towns. (Berkley and Somerset). He will be using his own camera, would like two individuals to cover.
 - c. **Shows and producers. Updates on production policies of public access stations.** Most public access station has producer. Mostly are free work but some do have paid staff at the studio. Elizabeth from the Fire Department and Carol from the library hoping to do shows. Ed is thinking about producing a video trivia contest to draw people in. Jeannie hoping to highlight businesses in town. The healing video produced by Mark is complete. Need ideas, did cover the Christmas tree lighting and nativity for the town.
 - d. **Production furniture, sets.** \$60.00 for the leather chair. Need tables or coffee tables.
 - e. **Number of subscribers in Berkley from Mass Access.** 2002-1567, 2021-1703. Compared to Taunton 2002-17,757, 2021-9720.
 - f. **Note from Town Admin – Insurance only covers \$60,000 total, 12,000 per component.** Kevin noted for the studio not enough insurance coverage. Ed to take inventory.
 - g. **Status editing computer.** Started from scratch. Old programming, still working.

- h. **Status of studio and indoor storage shed.** There were diagram issues. Moving will be a challenge.
 - i. **Scroll Music.** New music with the sound being fixed.
 - j. **Progress report on re-wiring studio ad extended file storage.** No Update.
 - k. **Notes on invoices received.** Ed will talk with Mary about the invoices.
 - l. **Report on Cablecast software updates and quotes. Note on changes to Tighrope software. Closed captioning. Status of wiring to COA for live coverage.** This is ready for Ed to test. Received a quote from Unique Media Systems for a Decimator at \$375.00. Approved 3-0.
 - m. **Status of monthly cleaning help. Invoice from same.** See (k).
 - n. **Writeup for link to VOD on Town Hall website (Draft). Conversation w/Heather A. and update on link capability.** Cablecast 7.5 coming that will connect with our server. Ed updated (see draft). Facebook page will be developed by Kerrie Ann Auclair.
 - o. **Legalities recording public meeting.** Nothing.
 - p. **Collaboration with historical society.** Rolling picture frame with old Town photos. Old shows as well.
 - q. **Question to committee regarding readiness of studio. Studio future plans.** Committee decided on the Open House date for the studio June 10th from 11-2. Readjust on the meetings going forward to allow discussion. Ed will send the Mass Access log to the committee.
- 7. **Public Input:** None
 - 8. **Notice of next meeting date:** January 17th @ 5:30 at the studio.
 - 9. **Adjourn:** 8:07 3-0

Approved January 17, 2023