

Berkley Cable TV Advisory Committee Meeting Minutes

November 19, 2019

Call to order 6:33

Signing bills

Treasurer's Report - Current balance \$292,968.84

Haven't been able to get a hold of Riley for his ethics completion

Keys to the studio will be given to the camera operators

Received a request from someone looking to join the Committee. He was unable to come to tonight's meeting.

Table security questions

Cable Access Coordinator discussion re:

- How Ed will be paid, what he needs to submit for payroll. Heather was told that he does not need to submit any sort of timesheet to payroll because he is salary.
- Family/personal issues will slightly affect his hours and the days he puts in the hours. We informed Ed that as long as he is putting in the hours, we do not have any issue with when he works.
- Ed was asked to concentrate on getting the studio cleaned up. Lots of clutter that needs to be looked through and cleaned out.
- Make sure it is presented to the town to see if any of the items can be re-purposed to another department. Put a list together.
- Marty Feldman (Integrated Solutions) provided quote for studio equipment (separate cost from buildout estimate). Total estimate is \$23,178.00.
- Community Enrichment - Ed is working on putting together interviews with Historical Society
- Purchase requests –
 - zoom/toggle switch - \$206.62. Rechargeable batteries for the microphone in the hearing room
 - Motion to approve purchases – all in favor
 - Power conditioner for when power is lost – Ed will get a quote
 - Larger memory cards for our less expensive camcorder
 - Monitor that will be rack mounted
 - New camera and tripod? Current camera is old and not functioning well. \$159.00
- Camera operators second training – Nov 21st
 - Ed is happy with their current performance. Will look to further their skills.

- ISG – monitors in front of selection were not working. They fixed them and are now functioning.
- Cabinet in front hall, not yet assembled. Would like operators to be able to plug the cameras in to charge. Need to assemble to figure that.
- Length of Regional SC meetings. Eduarda is wondering if she would be paid more because those meetings are longer. Ed is going to look into how long the meetings have been running.
- Possible new camera operator that can work during the day. Patricia Groves. She could be a back up for Ed. Ed will contact her about coming in for an interview.
- Ed is looking into the font type on the scroll. Can be blurry at times.
- Review of Wish List of possible programming for Local Channel.
- Arlene will put together business cards for Ed.
- Inventory total – approx. \$76k

Next meeting – 12/17 @ 6:30 at the studio

Meeting adjourned - 7:42