

Berkley Cable TV Advisory Committee Meeting Minutes
November 17, 2021

In attendance: Arlene Medeiros
Edward Dugan
Jilleen Solomon
Joseph Sousa

Call to order – 6:05

Tabled 10/20 minutes – not yet submitted
11/4 minutes approved

Treasurer's Report – Balance \$211,681.08
Additional invoices not included total \$4,322
Ending balance \$206,921.65

Draft annual report – Ed still working on putting this together

Coordinator's Report

- Employee schedules – Wren moved, she said she was willing to come back periodically, but doesn't seem likely as she is not responding to calls/emails. Ed is still looking for additional operators. In need of daytime availability and possibly HS students.
- Bill has been trained on the new portable switcher in the town hall control room. Eduarda will be trained as well.
- Heating update – AC/heating unit is leaking. Appointment on Friday, 11/19 for it to be cleaned out and maintained. Ed needs a ladder to do work beforehand to prepare. Voted in favor of ladder purchase \$159.00.
- Updates to flooring quote – The poured epoxy estimate is \$4,800 for the entire studio. It would require emptying the studio in order for them to do the work. We asked Ed if he could provide color samples so that we could see the color first.
- Duplicate VGA monitor – Ed is trying to get a second VGA to test the server. Other monitors have been blowing out.
- Lighting at the other end of the studio – Ed is researching other options for that space. Previous lighting quote was too expensive. It could be used as a space to do podcasts.

- Proposed purchases – hose holders, hangers and LED studio timer.
Hose Holders for camera cords – 4 for \$31.92. All in favor of purchase.
Hangers and LED timer already purchased
- Cherise Hoak came to tour the studio. She is looking into hosting a show from the studio. She seems interested, but said she is also looking into options to do something out of her house.
- Ed is going to create an organizational FB page for the Cable Studio
- Keegan's proposal to record Middle School Basketball – He received the ok from the school to do so. Superintendent is going to send out an email to the teams letting them know it will be recorded. First game of the season is 12/6. He'll be paid at the meeting rate.
- Return to subcommittee policy meetings – Ed suggests he and Arlene resume those meetings.
- Greenscreen paint party – previously postponed. Ed suggests it be done before the flooring gets done so paint does not get on the floor. Discussion about when to do it. We'll discuss dates after the holiday.
- Ed provided an example of what the VOD link on the town website would look like. He is sending to Heather for her input and where it could go on the page.

Tentative next meeting date – 12/28 or 12/29. Will check schedules.

Adjourn – 7:18

Minutes by Jilleen Solomon
Approved December 28, 2021