

Berkley Cable TV Advisory Committee Meeting Minutes

July 25th, 2023

In attendance: Arlene Medeiros
Joseph Sousa
Kerrie Ann Auclair
Bill Hoy

1. **Call to order:** 5:04
2. **Acceptance of prior meeting minutes –June 13, 2023,** 3-0 Approved
3. **Treasurer’s Report: Signing of bills** – Ending Balance \$259,340.03.
4. **Bill Hoy Status Report:**
 - Losing Keegan who is going to college. Nathan (medical 3 wks.), leaves Jeff, Bill, Ann Marie, and Kerrie Ann if available. Need a camera operator, Kerrie Ann volunteered to call around. BCAC will advertise on Face Book and on the Cable channel.
 - Bill filled out the google calendar for Arlene.
 - On August 3rd at 3 PM at the COA room, training will be conducted how to record.
 - Reported that power was going out from time to time at the studio.
 - Hoping to keep track filming special events perhaps having the Town Clerk notify the BCAC? Have a town event calendar? Or have town committees and organizations send it to the BCAC email?
 - Arlene passed out a copy of the Mass Access log in.
 - Conversation about cleaning the studio and assist with A/C unit.
5. **Review of job descriptions:**
 - a. **Part Time Studio Manager** Reviewed
 - b. **Part Time Cable Coordinator** Reviewed
6. **Review of proposal from Brittany Blaney** Brittany’s consultant fee is \$55.00 per hour. Biggest project will be to survey the studio with Bill and others.
7. **Public Input** Nothing
8. **Notice of next meeting date:** August 21st @5 in the studio with Brittany if available.
9. **Adjourn:** 5:51 3-0

Approved September 26,2023