

## **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 3<sup>rd</sup> 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 21<sup>st</sup> @5 in the studio with Brittany if available.
9. **Adjourn:** 5:51 3-0

**Approved September 26,2023**