

WCAB Minutes
Thursday, September 10, 2009

Present: Chairperson Margaret Case, Vice Chair Leo Hart, Barbara Coish, Mary Griffin, J. Gross, Alan Shoemaker.
Studio Coordinator Anastacia Sofronas.
ABSENT: Roger Hohenberger.

Meeting was called to order at 7:00 p.m. by Chairperson Case.

Minutes of the May 14th, May 28th, June 11th, July 1st, July 23rd and August 12th meetings were reviewed. A motion to approve by Leo Hart seconded By Mary Griffin Vote: approved. Minutes of the meeting of August 18th was reviewed. A motion to approve as corrected by Barbara Coish seconded by J Gross Vote: approved as corrected (correction to 8-18-09 minutes to add to the second motion that it was seconded by several.)

The studio tri-caster order was put in through the new Windham School district. Dr. Bass was thanked for his assistance.

The financial report was introduced and discussed. The only expenses other than salaries were for water cooler rental and telephone.

Correspondence:

- The \$22,000 PEG access fund check was issued on June 1, by Comcast. This goes into the Special Cable Fund.
- The Town received \$46,484.81 franchise fee check for the 1st quarter of CY 09, and \$48,535.72 for the 2nd quarter.
- The Town in July requested an environmental study of the Armstrong Bldg/Studio. Several improvements have been made to date and more are planned.
- Comcast wrote several letters with channel lineup changes.
- Letters of appointment and reappointment were received for Margaret Case, Alan Shoemaker and Barbara Coish. J. Gross recommended that perhaps Barbara's term could be extended for one year as she was just appointed. This would perhaps affect more of a rotational balance on how many board members are up in one year. Margaret will talk to Dave Sullivan about what could be done next year.
- A complaint from a resident regarding the fees was received, and was read by the Board. Margaret has spoken to the resident regarding this matter.

The Studio Coordinator's report was read and is attached to these minutes.

The duties of the consultant regarding the new high school were discussed. Hopefully more will be known after the next school board meeting, when a clearer idea of the funding is known.

Margaret reported the return of cameras from Milford High School. It was decided to check them out to determine their appropriate use before the next meeting. At the same time, we will revisit the quotes for new cameras and seek the opinion of our consultant. J. Gross had two specific requests of the consultant: (1). Provide an architecture or schematic of what the cable layout is for the high school conduits, and what specific functions will be covered on what specific cables. (2). Identify the kind of fiber and transceivers that will interface between the main studio and the auxiliary studio.

Election of Officers:

J. Gross nominated Leo Hart for Chair. Mr. Hart refused.

J. Gross nominated Barbara Coish for Chair. She also indicated non-concurrence at this time. Leo Hart nominated Margaret Case for Chair. Mary Griffin seconded. Vote was four in favor and one (J. Gross) opposed.

Alan Shoemaker nominated Leo Hart for Vice Chair. Margaret Case seconded. Vote was five for and one (J. Gross) opposed.

Barbara Coish nominated Alan Shoemaker for Secretary. Leo Hart seconded. Vote in favor was unanimous. Barbara agreed to take notes in Alan's absence.

Regular Business Meeting Schedule

Margaret suggested bi-monthly meetings with special meetings in between if needed J. Gross suggested monthly meetings for continuity. Vote: four for bi-monthly meetings, two for monthly meetings. Meetings will be on the second Thursday of September, November, January, March and May.

Windham Cable Board Rules of Procedure

Margaret Case asked Leo Hart and Mary Griffin to work on a subcommittee to look into this matter. J. and Barbara indicated they would like to attend subcommittee meetings. Leo will send out subcommittee meeting notice.

A Motion and second were made for adjournment Approved unanimously. Meeting adjourned at 9pm

Respectfully Submitted,

Alan Shoemaker
Secretary

Coordinator's Report
September 10, 2009

Shoots: Since our last regular meeting, we have had a steady flow of studio shoots throughout the summer. They include:

In Depth: School and Community.

A weekly show with Dr. Frank Bass about the happenings at Windham High School.

Taped 8 shows.

Time for Animals

Taped 4 shows

Rockingham Roundtable

Taped 1 show

Windham Watch

Taped 1 show

Getting Down to Business

A new show focusing on the Economic Development in town

Taped 1 show

We also covered annual Town & School events :

8th Grade Graduation, Strawberry Festival, Town Day, Senior Picnic. All government meetings held in the Planning Dept went out live as usual and other meetings that were covered were School Board workshops and CIP.

Web and Video on Demand: A few hosting companies have been looked into and I have tested out a few web design templates. I am in the process of choosing the best host and design template for a website that will offer information about our station and VOD of a few government meetings.

Volunteers:

Over the summer we have signed up 5 new volunteers:

Matthew Veil- Senior at Salem High School

Brandon Lareiro- Senior at Salem High School

David Bates- Home schooled

Todd Walley- College graduate and returning volunteer

Susan Salois- Windham resident

Other:

I attended two NHCCM meetings this summer. I hope to attend each one held one Tuesday each month.