

WCAB Minutes
Thursday, 14 January 2010

Present: Chairperson Margaret Case, Vice Chair Leo Hart, Barbara Coish, Mary Griffin, Nicole Merrill, Alan Shoemaker and Studio Coordinator Anastacia Sofronas. Guest was Donna Mauro.

Excused: Roger Hohenberger.

The meeting was called to order at 7:03 p.m. by Chairperson Case.

Margaret Case asked for a moment of silence in memory of J. Gross, and read the eulogy that was given at his ceremony.

Minutes of the Nov 12th meeting were read. Leo Hart moved for approval, Barbara Coish seconded. Approved. Minutes of the Dec 2nd meeting were read. Leo Hart moved for approval, Barbara seconded. Approved. Minutes of the Dec 7th workshop meeting were read. Barbara Coish moved for approval, Leo Hart seconded. Approved.

The Financial Report and the Trust were reviewed and discussed.

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

Correspondence:

A letter was received from Dave Sullivan to get the annual report done by 22 December. Done.

A second letter was from Comcast, announcing changes in rates and services.

The WCAB received a request by Paul Bencal, Windham High School technology teacher, requesting a digital Tricaster for the high school. . Barbara Coish moved that WCAB purchase an updated Tricaster for the high school in the amount of \$10,295 to come from special fund. Mary Griffin seconded. Approved unanimously.

Rules of Procedure:

An amendment was proposed: Barbara Coish recommended that after Section D, Letter F, after "\$1,000," to add: "... any single purchase which amounts to \$500 or more will be reported to the WCAB as soon as possible." Motion defeated.

Leo moved approval of the Rules of Procedure to be sent for approval by the Board of Selectmen. Mary Griffin seconded. Approved, with Barbara Coish abstaining.

Margaret Case read a draft Memorandum of Understanding with the School, and was discussed with Mr. Manley. The draft was sent to Dave Sullivan for review.

Margaret Case was told by the high school staff and contractor that wiring for television utilization at the high school was completed.

Bid openings were reviewed by the Selectmen for the new Nexus. Access AV (in Concord) was chosen as low bidder.

The next meeting will be March 11th.

There being no further business, a motion was made by
To adjourn by Mary Griffin. Seconded by Leo Hart. Approved.
Meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Alan Shoemaker
Secretary

Coordinator's Report

January 14, 2010

General Equipment

Since our last business meeting in November, we have made some new purchases to upgrade the studio. We have upgraded our editing software on the MAC to a faster and more adaptable version to multiple new media formats. We also purchased the Panasonic HMC 150 field camera so we are now able to capture media on an SD card and transfer directly to our editing software. We also have purchased a new tripod to go with the camera, so each camera has its own tripod as well as its own set of wireless microphones, which we also purchased. We also ordered 4 microphones for the planning department as back up as well as 2 DVD decks as back up for the planning department. We purchased new set décor, which includes 2 new chairs, and a new coffee table and 2 end tables.

We also purchased the Ultra Nexus, which will be installed on Friday, January 15th. I look forward to working with it and getting the Video On Demand up and running to our website.

Studio Shows

We covered a few shows in November/December. Book Beat taped two shows. We also taped Santa Visits Windham LIVE. Fords Flowers donated holiday decorations and Evie Saad and Vicke Spilcher donated their time to decorate the set for Santa. Ralph and Belinda Sinclair did a wonderful job as Santa and Mrs. Claus. We saw about 150 –200 kids walk through the studio.

Field Shoots

We covered two episodes of Time for Animals since November. Also, the Citizen's Petition on Same-Sex Marriage held last Wednesday, taped by David Bates. We plan on covering the Town and School Deliberative Sessions, and Candidate's Night as well.

All government meetings were taped LIVE last year in the Community Development Department.

Volunteers

We have one new volunteer, Darrell Halen. He has been covering Planning Board meetings and learning the setup very quickly.