

**Windham Cable Advisory Board
Minutes
September 8, 2011**

Chairperson Margaret Case called the meeting to order at 7:03 p.m.

Members present: Margaret Case, Chair; Leo Hart, Vice Chair; Alan Shoemaker, Secretary; Barbara Coish; Bob Coole; Mary Griffin; Roger Hohenberger; Nicole Merrill; and Donna Mauro.

Excused: WCTV Coordinator Kelly McLaughlin.

Guest: Bryan Christiansen, Manager, Comcast Government Relations.

Mr. Christiansen provided a digital update. Comcast is in the process of upgrading their cable system to become totally digital, to make it more State-Of-The-Art. Among the advantages of this move is that it will allow Comcast to add more HD channels, and increase internet speeds. However, this will not be without growing pains, as it will involve change. All subscribers without a current digital transport adapter box or cable card will have to obtain a box for each television receiver. As part of the upgrade, those without boxes will receive two of them free of charge (with remotes). There will be a charge of \$1.99/month for each additional box and remote. This process will take place through channel moves on Oct 4, Oct 18, Nov 2, Nov 30, Dec 6 and Dec 30.

In other news, Comcast will be introducing their New Hampshire Xfinity home and office security system by end of year. Subscribers will be receiving information details.

Minutes:

Leo Hart moved to approve the minutes of the May 12, 2011 meeting. Seconded by Alan Shoemaker. Approved unanimously.

Financial:

The financial report was reviewed and accepted. Expenditures were reviewed, and are on track. In the first nine months of this fiscal year, 63.9% of our annual budget of \$88,490 has been expended.

Correspondence:

- Two letters of appreciation were received thanking the Cable Board on successful solutions to their problems.
- A letter from the Town of Windham Capital Improvement Committee was received soliciting project requests. As it was not applicable, a response was provided.
- A letter from the Northeast Region of the Alliance for Community Media was received requesting our vote in their Board of Directors Ballot for 2011. A ballot vote was returned to them.
- Letters from Towns of Durham and Goffstown were received requesting information on WCTV operation. Responses were provided.
- A notification was received from the Windham Joint Loss Management Committee on the results of their 2011 Safety and Security Survey for the Cable Studio. Issues were discussed and are being addressed.
- Appreciation was expressed from the entire Cable Board to Windham Town Maintenance for their continuing support.

Studio Coordinator's Report:

See attached report for the period of 12 May through Sept 8.

Other business:

Mary Griffin made a motion to purchase a teleprompter not to exceed \$1,500. Barbara Coish seconded. All approved except Roger Hohenberger.

Nomination of Officers: Mary Griffin moved that present officers remain in place. Nicole Merrill seconded. Motion passed unanimously.

Schedule of Meetings:

It was proposed and approved that regular meetings will be held during the months of September, November, January, March and May.

Adjournment:

There being no further business, a motion to adjourn was made by Leo Hart and seconded by Mary Griffin. Approved unanimously. Meeting adjourned at 8:30 p.m.

Respectfully Submitted,

Alan Shoemaker
Secretary

WCTV Windham Community Television

WCTV Coordinator's Report
May 12, 2011 – September 8, 2011

Channel 20: Government

All meetings were taped. Meetings held in the Community Development Room were broadcast LIVE. All government meetings are also available to view online at <http://wctv.pegcentral.com>. Special School Committee meetings held in the Windham High School Auditorium were also recorded and are available to view online. Thank you to our dedicated volunteers and interns who recorded the meetings.

Channel 21: Public Access and Local Programming:

WCTV Monthly Programs:

Anna Marie's Euro Kitchen
Book Beat
Hypnosis for Better Living
Time for Animals
The Law & You
Rock the Fashion
Wildlife Encounters
Windham School District Today
Windham Watch
Yoga with Amy

WCTV Special Coverage:

Searles School & Chapel
Memorial Day Parade
Strawberry Festival
Town Day
Annual Senior Picnic
8th Grade Graduation

Summer Fire Safety PSA Series

Bicycled Programs:

Ablevision (Provided by Ablevision, Nashua, NH)
Art in Focus (Provided by NHCCM)
Around Town with Larry (Provided by Salem Community TV)
Budgeting for Seniors (Provided by NHCCM)
Business Connections (Provided by Salem Community TV)
Capitol Access (Provided by Concord Community TV)
Chamber Today (Provided by Salem Community TV)
Granite State Church (Provided by Granite State Church, Salem, NH)
Granite State Outdoors (Provided by Concord Community TV)
Lil' Iguana (Provided by NHCCM)
NH Executive Session (Provided by NH Executive Council)
Parents Make the Difference (Provided by NHCCM)
Weird Thinking (Provided by NHCCM)

Channel 30: Community Bulletin Board

The WCTV community bulletin board provides a weekly program schedule and community announcements. If you would like an announcement posted, email cable@windhamnewhampshire.com

Training/Outreach:

- WCTV has teamed up with parent volunteers to produce footage of the Windham Youth Football and Cheer programs to air on Channel 21. Games and halftime routines will be featured in this new program starting in September 2011.
- WCTV has also added two new shows to the lineup of in-house programming on Channel 21. "Hypnosis for Better Living" and "Rock the Fashion" are two volunteer produced programs now playing.
- WCTV has also joined with Dr. Henry LaBranche, SAU 28 Superintendent of schools to bring viewers of Windham updates and news regarding the Windham School District in a new show called "Windham School District Today." This is a monthly program now airing on Channel 21.
- WCTV continues to offer FREE training to residents interested in TV production by appointment and with workshop programs.
- WCTV is offering internships for high school students interested in television production. Interns will share responsibility for government meeting coverage, filming, and editing projects while learning hands-on skills in television production.
- Many of WCTV programs are being shared with other NH public access TV stations via the New Hampshire Coalition for Community Media (NHCCM). Programs can be selected for download at the discretion of other NHCCM member stations.
- A special thank you to our dedicated volunteers who have helped in providing coverage of government meetings, special events in town, as well as technical support and weekly bulletin board updates.
- A special thank you to ALL of our volunteers. We appreciate all that you do! Meeting coverage, special events, and Windham based-original programming would not be possible without you!

Equipment:

- As approved by the WCAB, WCTV has purchased new window treatments for the Community Development meeting room. The window treatments have improved the visual quality of the meeting room.

- A new edit desk was purchased for the edit suite.
- A new audio mixer and connector kit was purchased and installed in the Community Development Studio Control Room. This mixer features 8 inputs and an auto-mic feature providing better audio coverage for government meetings held in the meeting room.
- A green screen background and stand were purchased for use in studio productions.
- Unused and outdated equipment has been cleared from the storage room in the studio. A list has been created to determine what may be sold or donated.
- We are continuing to look at the proficiency of studio and field equipment. Suggested areas for possible purchases and improvements include a teleprompter, lighting, set-risers, cameras for town hall and wireless microphones.

Kelly McLaughlin, WCTV Coordinator

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