

**Windham Cable Advisory Board
Minutes
September 13, 2012**

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

Members Present: Margaret Case, Chair; Leo Hart, Vice Chair, Barbara Coish, Bob Coole (sitting for Alan Shoemaker) Roger Hohenberger, Mary Griffin

Excused: Nicole Merrill, Kathleen DiFruscia, and Alan Shoemaker.

Minutes of May 10, 2012 were reviewed. Motion to approve by Bob Coole and seconded by Barbara Coish. Approved unanimously.

Financials:

Reports from May 2012 thru August 2012 were reviewed and were in order. Franchise checks and the Yearly Special funds were received on time.

Correspondence:

2013 Budget template was received. Margaret and Kelly will review and meet with Town Administrator. The question of increasing the Service Agreements line item was discussed and we'll leave that to Administration and /or the Board of Selectmen.

Letter from Comcast was received regarding Channel lineup changes and additions.

Received an Email from a resident thanking us for covering all the Candidates nights.

Reappointment letters were received for Margaret Case, Barbara Coish, Bob Coole and Alan Shoemaker.

Coordinator's Report:

The WCTV Coordinator's report is attached to these minutes. At this time Mary Griffin commended Kelly McLaughlin on the outstanding job she did during the Primary Election Period.

Equipment Proposal:

Roger Hohenberger made a motion to purchase 2 new lights for use in the studio. Cost \$1976.00 Seconded by Leo Hart. Approved unanimously.

A request was made by the School Department to seek the Board's input and the possibility of a financial partnership to assist them with putting the necessary cameras and equipment in the WHS Gym in order to cablecast and record sports activities and other events. After discussion the Cable Board took the following action. The Chair will work with the School Department to provide the necessary equipment to WHS gym to be able to remotely cablecast and record on-site. The cost will come from the cable special funds and will not exceed \$25,000. Chair will go to the Board of Selectmen for permission to use these funds. Motion made by Mary Griffin and seconded by Barbara Coish. Approved 5 to 1. The chair stated she will keep the Board apprised.

Election of Officers: Motion to re-elect current officers Margaret Case, Chair; Leo Hart, Vice Chair; and Alan Shoemaker, Secretary made by Mary Griffin and seconded by Barbara Coish. Approved unanimously

Cable Board Rules of Procedure: Members of the Board found that there were no changes needed at this time. Motion by Leo Hart and Seconded by Mary Griffin to approve them as currently written. Approved unanimously.

Adjournment: There being no further business a motion to adjourn was made by Leo Hart and seconded by Roger Hohenberger. Approved. Meeting adjourned at 8:25p.m.

Respectfully Submitted
Margaret A .Case, Chair

Coordinator's Report:

WCTV
Windham Community Television

WCTV Coordinator's Report
May 10, 2012 – September 13, 2012

WCTV has been busy producing many local programs as well as covering local meetings. Thank you to our dedicated volunteers who have helped in providing coverage of government meetings and WCTV productions, as well as technical support and weekly bulletin board updates.

Channel 20: Government

All meetings were recorded including Board of Selectmen, School Board, Planning Board, Zoning Board of Adjustment, Conservation Commission, CIP Subcommittee, and Village Center Subcommittee. Meetings are held at the Community Development Meeting Room, Town Hall, Windham High School, SAU 28 Facility, and Nesmith Library. All meetings were posted online at wctv.pegcentral.com. Please note that videos posted online are available until space is needed for new video files. DVD copies are available by request.

Channel 21: Public Access and Local Programming:

Special Thank You to volunteers and producers of WCTV programming: Tom Case, Barbara Coish, Darrell Halen, Jessica Farr, Bob Leonard, Bobby Pantano, Wally Heath, David McInnis, Meagan Peabody, and Mary Griffin.

WCTV Programs:

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

WCTV Special Coverage:

Memorial Day Parade
Strawberry Festival

Windham Town Facility Open Forum/Open Houses
Windham Town Day
Miss Rockingham County Pageants
Golden Brook School Kindergarten Open House
President Obama at Windham High School
Annual Senior Picnic
Windham Community Band Summer Concert
Windham Women's Club Candidates Night
Southern NH 912 Candidates Night
Southern NH 912 Republican Gubernatorial Debate
Windham Watch Special Candidate Interviews: Ovide Lamontagne, Kevin Smith, Bill Kennedy, Jackie Cilley, Maggie Hassan, Bill Duncan, Phyllis Katsakiores, Donald Stritch, Carolyn Webber, Kristi St Laurent, Charles McMahon, Walter Kolodziej, Donna Mauro, Kevin Waterhouse, Mark Samsel, Mary Griffin
Also, Windham Watch Episodes with: Jeanne Shaheen and Corey Lewandowski
Windham Fire Dept. September 11th Memorial Service

Bicycled Programs:

Ablevision (Provided by Ablevision, Nashua, NH)
Around Town with Larry (Provided by Salem Community TV)
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)

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:

- Windham Community Television is seeking interested residents to become WCTV Volunteers for government meetings and town events.
- WCTV is continuing to offer free training to residents of Windham interested in producing their own TV show or volunteer on other productions. WCTV offers internships to high school and college students interested in learning hands on skills involved with television production
- WCTV continues its partnership with NHCCM users. Many of our original programs are airing in 5-10 addition local communities.
- WCTV hosted a tour of the studio facility to Windham Boy Scout Troops in May 2012. Scouts interested in visiting the station are encouraged to contact the studio at 603-434-0300

Equipment:

- The computer responsible for the master schedule recording and playback system for WCTV Channels had a failed hard drive at the end of July 2012. A new computer was purchased immediately as this piece of equipment is vital to program recording and playback processes.
- Improvements to the studio lighting were made with the installation of 2 new energy efficient LED light panels. Also, the lighting controller was replaced when the old one stopped working.
- WCTV is seeking the approval from the WCAB to purchase 2 additional LED lights to replace 2 older model lights that are not working properly. These lights would be exactly the same as the previously approved LED lights and are compatible to our existing set ups with no need for additional cables or adapters.
- We are continuing to look at the proficiency of the WCTV's audio and video equipment. Suggested areas for possible purchases and improvements include the previously mentioned LED studio lighting, general studio set items, and audio/video options for town hall.

Kelly McLaughlin, WCTV Coordinator

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