

**Windham Cable Advisory Board  
Minutes  
May 11, 2017**

Present:

Margaret Case, Chair  
Barbara Coish, Regular Member  
Bob Coole, Regular Member  
Mary Griffin, Regular Member  
Roger Hohenberger, Selectmen

Excused:

Leo Hart, Alan Shoemaker

Kelly McLaughlin, WCTV Coordinator

- Meeting began at 7:15pm
- Motion to approve minutes of March 29, 2017 made by Bob Coole, second by Barbara Coish, approved 5-0 vote.
- Motion to approve minutes of May 4, 2017 made by Bob Coole, second by Barbara Coish, approved 5-0 vote.
- Finance Report and Special Funds updates were reviewed.
- Correspondences were reviewed.
  - 4/19/17 Letter from Cheryl Haas, Windham Rec. Coordinator - 275th Celebration notification and schedule of events.
  - 2/14/17 Letter from Xfinity - Comcast will no longer carry Esquire/Esquire HD
  - 2/3/17 Letter from Xfinity - Comcast digital preferred changes
  - 12/12/16 Letter from Xfinity - Comcast Emergency Contact Info
  - 1/23/17 Letter from Xfinity - Comcast Annual Customer Notice
- Coordinator's Report was presented by Kelly McLaughlin. (attached)
- Board was informed that the Comcast Franchise Agreement was presented and approved with some modification by the Board of Selectmen on Monday, May 8, 2017
- Chairman McLeod will send the requested modifications and the Cable Chair will work with Comcast to work it out
- Studio Space and Facility Upgrades were discussed. The board agreed to have the Chair look into further options.
- Audio equipment for studio B was discussed.
- Motion to approve spending up to \$4999 on audio upgrades to Studio B was made by Bob Coole, second by Roger Hohenberger, approved 5-0 vote.
- Additional robotic cameras for Studio B and Town Hall were discussed.
- Motion to approve spending up to \$4000 for additional robotic cameras for Studio B and Town Hall was made by Bob Coole, second by Roger Hohenberger, approved 5-0 vote.

- Discussion on part time paid videographers for meetings was discussed. The Chair and Kelly studio coordinator will meet with Dave Sullivan to work out the details.
- Motion to adjourn at 8:20PM was made by Roger Hohenberger, second by Bob Coole, approved 5-0 vote.

Next regular meeting will be September 14, 2017  
 The Chair may call a meeting at any time if necessary

Margaret A Case, Chair

### **WCTV Coordinator's Report November 17, 2016 - May 11, 2017**

#### Channel 20: Government

- All meetings were recorded including Board of Selectmen, School Board, Planning Board, Zoning Board of Adjustment, Conservation Commission, and various Subcommittee meetings.
- Televised public meetings air LIVE on WCTV Channel 20 unless posted otherwise.
- LIVE Stream & Video on Demand services are available online at [www.wctv.viebit.com](http://www.wctv.viebit.com)

#### Channel 21: Public Access and Local Programming

##### WCTV Programs:

- Town Talk
- Time to Cook with A.J.
- Anna Marie's Euro Kitchen
- Master Visionary (formerly Hypnosis for Better Living)
- Time for Animals
- Granite State Real Estate
- Windham Watch

##### WCTV Special Coverage/Programs:

- Santa Visits Windham
- Senior Christmas Party
- PTA Forum @ GBS
- PTA Candidates Night
- Women's Service Club of Windham Candidates Night
- WinDems Ballot Info Night
- Daddy Daughter Dances
- Voting Day, LIVE Election Results

- Easter Egg Hunt
- Fire Dept. Training
- GBS Spring Concerts

#### NHCCM & Bicycled Programs:

- Around Town with Larry
- Veterans Forum
- Empower Style
- Fish Facts with Fred
- Back to the Basics Fitness Program
- Happiness Jungle
- Granite United Church
- Granite State Outdoors

#### 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@wctv21.com](mailto:cable@wctv21.com)

#### Training/Outreach:

- WCTV offers FREE training to any resident or non-profit group of Windham interested in producing their own TV show or volunteer on other productions.
- WCTV offers high school and college students who are interested in television production the opportunity to volunteer. Schedules vary depending on the student's curriculum requirements.
- WCTV continues its partnership with the New Hampshire Collation of Community Media members. Many of our original programs also air in other local NH communities.
- We would like to encourage the public to contact WCTV if they are hosting a special event or speaker at the Town Hall and would like video coverage. Requests should be submitted at least two weeks before event for reserve coverage.

#### Equipment/Updates:

- Town Hall Sony Cameras are back from repair and have been reinstalled by Access AV.
- We are seeking approval to purchase goose-neck microphones for Studio B meeting room and any necessary components for installation. This will improve the sound quality of meetings taking place in this facility. These are the same type of microphones we currently use in Town Hall.
- WCTV would like to discuss the possibility of hiring part time employee(s) for the purpose of covering public meetings.
- We are continuing to look at the proficiency of WCTV's equipment to better serve the community and access users.

Kelly McLaughlin, WCTV Coordinator

603-434-0300

[www.WCTV21.com](http://www.WCTV21.com)

[kelly@wctv21.com](mailto:kelly@wctv21.com)