

**Windham Cable Advisory Board
Minutes
September 12, 2013**

Chairperson Margaret Case called the meeting to order at 7:00 p.m. The meeting was opened with the Pledge of Allegiance.

Members Present: Margaret Case, Chair; Alan Shoemaker, Secretary; Barbara Coish; Bob Coole; Mary Griffin and Studio Coordinator Kelly Yucupicio.

Excused: Leo Hart, Roger Hohenberger, and Nicole Merrill.

Minutes of the May 9th meeting were reviewed. Motion to approve by Barbara Coish, seconded by Bob Coole. Approved unanimously.

Financials:

Updates to the 2013 Cable Spending Report were reviewed.

Town Policies:

The minimum for submitting bids has been raised to \$10,000 from \$7,500. Purchase Orders are required for expenditures above \$5,000.

Correspondence:

Four pieces of correspondence were received:

- Comcast's check for \$22,000, to cover PEG Access Capital Funding.
- Comcast's check for \$60,425.31, to cover franchise fee for the second quarter of 2013.
- An undated notice from Comcast's Bryan Christiansen asking us to spread the word about Internet Essentials.
- A September 4, 2013 Comcast Xfinity letter from Bryan Christiansen regarding the establishment of encryption of Limited Basic Service in the community.

New Business:

Comcast has new program called "Infinity X Platform." Information can be obtained by calling 1-800-COMCAST.

It was noted that Channel 170 (Windham's High School Channel) remains unutilized. We hope this situation will be remedied soon.

Kelly Yucupicio reported that our camera controller system has failed. A new controller was delivered with “loaner” cameras, and the replacement failed as well (shortly after a power outage). The Windham Town electrician has been contacted and will test the wiring.

Margaret Case requested approval from the Board to upgrade the speakers in the Town Hall meeting room, along with replacement of between 50 and 60 chairs, utilizing cloth to minimize sound disruption. Discussion ensued. Bob Coole suggested Kelly research pricing through uscommunities.org.

Bob Coole moved to upgrade the sound system in the Town Hall meeting room at a price not to exceed \$3,000, and request the Selectmen to include that in the original \$12,000 prior approval from the Special Fund. Barbara Coish seconded. Approved unanimously.

Mary Griffin moved to purchase between 50 and 60 cloth-backed chairs for the Town Hall meeting room, at a cost not to exceed \$2,000. Barbara Coish seconded. Approved 4-1. Barbara Coish disapproved because she didn't agree with the Cable Board purchasing chairs that should legitimately be the responsibility of the Town Selectmen.

Bob Coole moved for the purchase of a new field camera kit for work outside the studio, which will replace the antiquated GL-2, at a cost not to exceed \$3,300. Seconded by Alan Shoemaker. Approved unanimously.

The WCAB Rules of Procedure were reviewed, and no changes recommended.

It was moved and seconded that the WCAB officers remain the same. Approved unanimously.

Coordinator's Report:

The Studio Coordinator's report was presented and discussed. (Complete report attached to minutes).

Adjournment:

There being no further business, a motion to adjourn was made by Mary Griffin and seconded by Bob Coole. Approved unanimously. Meeting adjourned at 8:03 p.m.

Respectfully Submitted,

Alan Shoemaker
Secretary

WCTV
Windham Community Television

WCTV Coordinator's Report
May 9, 2013 – September 12, 2013

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 newer video files. DVD copies are available by request.

Channel 21: Public Access and Local Programming:

WCTV Programs:

Anna Marie's Euro Kitchen

Hypnosis for Better Living

Time for Animals

Wildlife Encounters

Windham School District Today

Windham Update

Windham Watch

Yoga with Amy

Baking

with

Angelina

Chatting Over the Crown

Your Medicine

WCTV Special Coverage/Programs:

WCS

Concerts

WMS Medieval Festival

Memorial Day Parade and Ceremony

Town Day

September 11th Ceremony

Bicycled Programs:

Ablevision (Provided by Ablevision, Nashua, NH)

Around Town with Larry (Provided by Salem 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 Boy Scouts visited and toured the TV Studio in May.
- Leightronix has offered free webinar events online for more information on their products and the industry.
- 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 continues to work with Windham High School volunteers and interns. College students individually schedule their internship programs depending on their required curriculums.
- WCTV continues its partnership with the New Hampshire Collation of Community Media members. Many of our original programs are airing other local NH communities.

Equipment:

- Access AV has completed the WCAB and Board of Selectmen approved installation of 2 new robotic cameras in Town Hall. This now allows meetings and events to be covered by staff and volunteers with greater ease and at a higher quality. Previously, there were no permanent cameras in Town Hall for video production. WCTV will continue to investigate additional improvements for Town Hall such as audio and lighting capabilities.
- WCTV is seeking to purchase new cameras and accessories. These cameras are aimed to be user friendly, and more compact than other professional cameras.
- We are continuing to look at the proficiency of WCTV's current equipment to better serve the community and access users. Suggested areas for possible future purchases and improvements include audio, video, and lighting equipment as well as set and prop items for WCTV Government and Public Access productions.

Kelly Yucupicio, WCTV Coordinator

603-434-0300

www.WCTV21.com

cable@windhamnewhampshire.com