

DRAFT

Windham Cable Advisory Board Meeting Minutes April 20, 2023

The meeting began at 7:03 and was called to order by Chair Margaret Case. Also, members present were Bob Coole, Roger Hohenberger, Tom Nolan and Barbara Coish. Leo Hart arrived after the meeting started. Cable Coordinator, Kelly McLaughlin was also in attendance.

The meeting began with the Pledge of Allegiance.

Roger Hohenberger made a motion; second by Bob Coole to have the officers remain the same- Margaret Case, Chair; Leo Hart, Vice Chair and Barbara Coish, Secretary. Vote unanimous- 5-0. The previous minutes of November 3, 2022 were approved as written by Kelly. Bob Coole moved; Tom Nolan second- vote unanimous 5-0.

Correspondence from Comcast consisted of channel changes and program eliminations and additions.

The Financial reports were circulated. The spending report showed funds spent on office supplies, service agreement and miscellaneous.

Special Funds balance amounts to \$313,631.55 at the end of March.

The Franchise check received to the Town on 2/1/23 was in the amount of \$70,201.30.

The Coordinator's Report (attached to this end of this report) stressed the many events covered, training and outreach, two new videographers added to cover meetings, installation of the Clear Touch in the Planning Department meeting room, new chair covers in that meeting room, purchases and suggestions for new equipment. It was also mentioned that training on the Clear Touch should happen and Kelly is working with Alex Mello on that issue. The level of the audio going out from the Planning Meeting Room was discussed and Kelly is working on adjusting the zones.

Videos on Demand, VOD, remains very popular with Planning Board meetings being most popular. Live Stream also is viewed often with the high point near March election time.

We are waiting on legal to review the wording of the franchise extension before we can move forward. Bob Coole spent time reviewing the wording and found several errors to be corrected. The extension will allow us to have one HD channel.

We discussed a proposal to be presented to the Selectmen, which would increase the amount paid to videographers for doing meetings. The proposal will be to increase from \$35 to \$45 for all meetings under 3 hours and increase from \$50 to \$60 for meetings over 3 hours in length. The money to pay for this coverage comes from the special funds and not from the regular budget. There will be a presentation to Selectmen at upcoming public meeting.

The meeting adjourned at 7:48pm.
Respectfully submitted by,
Barbara Coish

Coordinator's Report:

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.
- Town public meetings air LIVE on WCTV Channel 20 unless posted otherwise.
- LIVE Stream & Video on Demand services are available online.

Channel 21: Public Access and Local Programming.

- Channel 21 includes original locally produced programs from Windham and surrounding communities.

Channel 22: Education

- School public meetings air LIVE on WCTV Channel 22 unless posted otherwise.
- LIVE Stream & Video on Demand services are available online.

WCTV Special Coverage/Programs:

- November Elections LIVE
- November Elections Recount LIVE
- Tree Lighting/Santa
- Town Holiday Message
- Senior Christmas Party
- WHS, WMS, WCS Band and Chorus Winter Concerts
- Town and School Deliberative Sessions
- Women's Service Club Candidates Night
- PTA Candidates Night
- March Elections LIVE
- March Elections Recount LIVE
- Easter Egg Hunt
- Community Connection (Hosted by Chery Haas)

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

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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.

News and Updates:

- WCTV will be looking into necessary equipment upgrades needed for 2023.

Kelly McLaughlin
WCTV Coordinator

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