

**Windham Cable Advisory Board
Minutes
May 10, 2012**

Chairperson Margaret Case called the meeting to order at 7:04 p.m.

Members present: Margaret Case, Chair; Alan Shoemaker, Secretary; Barbara Coish; Bob Coole (sitting for Mary Griffin); Donna Mauro (sitting for Leo Hart); Nicole Merrill; and WCTV Coordinator Kelly McLaughlin.

Excused: Leo Hart, Kathleen DiFruscia, Roger Hohenberger, and Mary Griffin.

Minutes of the March 8, 2012 meeting were read. Motion to approve made by Bob Coole, seconded by Barbara Coish. Approved unanimously.

Equipment Proposal: Nicole Merrill made a motion to approve the purchase of a Mac Pro Quad-Core Computer, Apple display monitor, and Final Cut Pro Studio editor, at a total price not to exceed \$4,247.00. This equipment will provide WCTV with a much-needed secondary editing and work station. Motion seconded by Donna Mauro. Approved unanimously.

Correspondence:

- A letter dated April 30th was received from Comcast announcing a number of channel changes and updates. All cable subscribers have received this information in advance.
- A letter dated May 4th was received from Bernard Campbell, representing the Greater Salem Chamber of Commerce's Government Affairs Committee, requesting a meeting to discuss matters of mutual interest. Meeting date TBD.

Financials:

- A May 7th report was received from the Town reporting year-to-date Cable Television expenditures. No abnormalities were found in either it or the Cable TV Trust Fund.

Reappointment of Board Members:

- Barbara Coish, Bob Coole, Margaret Case, Alan Shoemaker and Donna Mauro are up for reappointment. The board recommends this

action, and appropriate correspondence will be sent to the Town Administrator.

Coordinator's Report:

- The WCTV Coordinator's report is attached to these minutes. The board unanimously voted to commend Kelly McLaughlin for the outstanding job she's doing as Studio Coordinator.

It was noted that May 17th will be our 14th anniversary in this facility.

Adjournment: There being no further business, a motion to adjourn was made by Bob Coole and seconded by Nicole Merrill. Approved. Meeting adjourned at 7:52 p.m.

Respectfully Submitted,

Alan Shoemaker
Secretary

**WCTV
Windham Community Television**

WCTV Coordinator's Report
March 8, 2012 – May 10, 2012

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 Town and School Board meetings held in the Windham High School Auditorium were also recorded and are available to view online. Thank you to our dedicated volunteers who recorded the meetings.

Channel 21: Public Access and Local Programming:

WCTV Programs:

Anna Marie's Euro Kitchen
Hypnosis for Better Living
Time for Animals
The Law & You
Wildlife Encounters

Windham School District Today
Windham Watch
Yoga with Amy

WCTV Special Coverage:

Golden Brook School Spring Concerts
The Story of Moeckel Pond – Historical Society Presentation
Annual Easter Egg Hunt & Festivities

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 has an immediate need for coverage of Planning Board meetings, which are regularly scheduled for the 1st and 3rd Wednesday each month. Volunteers are also needed for various town events throughout the year and additional meetings and workshops.
- 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.
- A special 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.

Equipment:

- WCTV is seeking approval from the WCAB for the purchase of a secondary edit and workstation. Currently, WCTV operates with one computer capable of using video editing software. There has been an increase in the number of access users and volunteers who would directly benefit from a second edit station allowing more than one person to work on projects at the same time. The computer we presently use for video editing is the same model and was purchased in 2006. It is still in good working order, which proves this is a long-lasting and reliable machine to invest in for the station. This purchase is proposed as a one-time purchase that will suit the needs of WCTV staff and volunteers for years to come.
- We are continuing to look at the proficiency of the WCTV's audio and video equipment. Suggested areas for possible purchases and improvements include LED studio lighting, studio set items, and audio/video options for town hall.

Kelly McLaughlin, WCTV Coordinator

603-434-0300

www.WCTV21.com

kmclaughlin@windhamnewhampshire.com

cable@windhamnewhampshire.com