

**Windham Cable Advisory Board
Minutes
March 13, 2014**

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

Members Present: Margaret Case, Chair; Leo Hart, Vice Chair; Alan Shoemaker, Secretary; Barbara Coish; Bob Coole; Roger Hohenberger and WCTV Coordinator Kelly Yucupicio.

Excused: Mary Griffin and Nicole Bottai.

Following the Pledge of Allegiance, the minutes of the November 14th meeting were reviewed. Motion to approve made by Roger Hohenberger, seconded by Bob Coole. Approved unanimously.

Financials:

Updates to the 2013 Cable Spending Report were reviewed and discussed. Cable studio internet costs were raised approximately \$10/month due to contract changes. Motion to approve made by Roger Hohenberger, seconded by Barbara Coish. Approved unanimously.

Correspondence:

Seven pieces of correspondence were received from Comcast:

- Feb 24, 2014 – Letter received from subscriber expressing concern over user fees.
- Feb 18, 2014 – Alliance for Community Media notice received requesting protection of existing public assets in Comcast Merger Deal.
- Feb 10, 2014 -- Selectmen received franchise fee check for \$60,409.00.
- Jan 15, 2014 – Customer privacy notice letter was received.
- Dec 18, 2013 – Letter received from Comcast detailing latest rates.
- Nov 15, 2013 – Selectmen received franchise fee check for \$62,051.08.
- Nov 6, 2013 – Municipal Emergency Reporting Procedures letter sent by Comcast.

Equipment:

Still researching options for the acquisition of three studio robotic cameras and an additional tripod/dolly set. Motion made by Bob Coole and seconded by Alan Shoemaker for Kelly Yucupicio to solicit bids for and purchase this equipment at a price not to exceed \$10K, coming from Special Funds. Approved unanimously.

Coordinator's Report:

The WCTV 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 Roger Hohenberger and seconded by Alan Shoemaker. Approved unanimously. Meeting adjourned at 8 p.m.

Respectfully Submitted,

Alan Shoemaker
Secretary

WCTV
Windham Community Television

WCTV Coordinator's Report
November 14, 2013 – March 13, 2014

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 Administrative Office, 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.

- WCTV was requested to film the Windham Economic Committee WEDC meetings. WEDC meetings will air LIVE on Channel 20 on the second Friday of every month. The video will replay on Channel 20 and be made available online.

Channel 21: Public Access and Local Programming

WCTV Programs:

Hypnosis for Better Living
 Time for Animals
 Wildlife Encounters
 Spotlight on Schools
 Windham Update
 Windham Watch
 Baking with Angelina
 Your Medicine

WCTV Special Coverage/Programs:

Windham Wolverines Football & Cheer Grade 5 Season & Playoffs
 Senior's Christmas Party
 Santa Visits Windham LIVE
 Town & School Deliberative Session
 Windham Watch Candidate Interview Specials
 Windham Women's Club "Candidates Night"
 Win Dem's "Annual Ballot Information Night"
 Town Warrant Article Specials
 LIVE Election Coverage
 Public Forum Specials

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

- WCTV presented 2014 Awards at Board of Selectmen meeting January 27. Recipients were Tom Nicoli and Megan Peabody. Tom received a "Program Recognition Award" for his TV show "Hypnosis for Better Living." Megan received a "Volunteer Appreciation Award" and currently hosts two programs produced by WCTV.

- 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 high school and college students who are interested in television production. 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.

Equipment

- WCTV is seeking the approval from the WCAB to purchase three new robotic studio cameras for the Cable Studio and necessary components.
- Additional audio/video improvements to the Cable Studio and Town Hall. Suggested areas for possible future purchases and improvements include audio/video, and lighting equipment.
- We are continuing to look at the proficiency of WCTV's current equipment to better serve the community and access users.

Kelly Yucupicio, WCTV Coordinator
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