

Windham Cable Advisory Board
Minutes of March 22, 2018

The meeting was held at the Cable Studio and was called to order at 7:02pm by Margaret Case Chair. Also present were members Leo Hart, Alan Shoemaker, Mary Griffin, Roger Hohenberger, Robert Coole and Barbara Coish. Kelly McLaughlin, Coordinator was also present as well as Ron Coish member of the public.

The meeting began with the Pledge of Allegiance.

The minutes of the meeting held on 11/09/2017 were approved as written. Alan Shoemaker, moved; Roger Hohenberger, second. 7-0 affirmative vote.

Margaret Case read 3 letters from Comcast – two dated 11/16/2017 and one dated 03/08/18. Each letter referred to changes in programming and channel changes.

Two checks have been received by the Town for quarterly franchise fees.

11/01/17 for \$ 79740.00

02/01/18 for \$ 76692.00

Year to date spending report of regular budget items was reviewed.

Kelly spoke to her report and her report to the Town in the Annual Report. Kelly highlighted the following:

1. Time to Cook with A.J produced by WCTV & AJ Townsend has won Second Place in the Alliance for Community Media Video Festival.
2. Moekel Pond special produced by WCTV & Dianna Fallon won First Place in the Alliance for Community Media Video Festival.
3. Covered the Election period with “Town Talk” Specials and “Windham Watch” candidate interviews with Mary Griffin.
4. Numerous community events were covered.

Coordinator’s Report is attached to these minutes.

Regarding equipment - new power strips are installed on the walls in the main studio and in studio B control rooms.

Equipment for hearing assistance devices in meeting rooms was discussed. Each unit costs \$595.00 plus installation of \$425.00. We need these for both Town Hall and the Planning Department Room. The total cost is \$1190. Total \$1615 with the installation. Motion by Leo Hart, second by Alan Shoemaker. Vote 6-1-0 with this amount coming from the regular equipment fund.

Video on Demand has been very popular. Example February 20 School Board was viewed 1000 times. There were 5586 total views in a 30 days period. Live stream only hit a peak of 16 one day.

Channel 22 is now the Education Channel. When Comcast has completed their work, the output from the high school will go through the main studio system.

Margaret put forth an idea of a possible scholarship for a high school graduate who is interested in going into community access or related areas with the use of Cable Special Funds. The members talked this idea over and wanted to find alternative methods of outreach to the community. The members are to think of possible ideas in which we can further reach out and we shall bring this topic up again in the future.

The next meeting will be on May 10.

The meeting adjourned at 8:05pm.

Submitted by,

Barbara Coish, Secretary

WCTV Coordinator's Report
November 9, 2017 - March 20, 2018

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

Channel 21: Public Access and Local Programming

WCTV Programs:

- Time for Animals
- Anna Marie's Euro Kitchen
- Master Visionary
- Windham Watch with Mary Griffin
- Town Talk

WCTV Special Coverage/Programs:

- Santa & Tree Lighting 2017
- Town Employees Holiday Message 2017
- Oral History Project (work in progress)
- 4th Grade Winter Concert
- Town & School Deliberative Sessions
- Women's Service Club of Windham Candidates Night

- PTA Candidates Night
- Windham Watch (Candidate Interview Specials)
- Town Talk (Election Specials)
- Daddy/Daughter Dance
- GBS Construction Update

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

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:

- New audio system installed in Studio B
- Electrical work completed in Studio A & B control rooms
- WCTV is seeking the approval to purchase hearing assistance devices in Studio B & Town Hall facilities for residents.
- We are continuing to look at the proficiency of WCTV's equipment to better serve the community and access users.

Kelly McLaughlin, WCTV Coordinator
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