Windham Cable Advisory Board

Meeting Minutes - September 10, 2020

The meeting was called to order by Chairman, Margaret Case at 7:00pm at the studio. Members also present were Bob Coole, Mary Griffin, Roger Hohenberger, Leo Hart and Barbara Coish. Kelly McLaughlin, Cable Coordinator was also present as was Ron Coish member of the public.

The meeting began with the Pledge of Allegiance. Roger Hohenberger, moved; Bob Coole , second to keep the status quo regarding officers of the Board. Vote unanimous. Margaret Case, Chair; Leo Hart, Vice Chair; Barbara Coish, Secretary.

The minutes of June 24, 2020 were approved as written. Leo Hart, moved; Bob Coole, second. Vote unanimous.

Margaret Case announced that the discrepancies in the financial report for the special funds has been rectified. There is now a balance of $329,601.68 in the special funds. As of this date, 73% of our budgeted regular funds have been spent. Dave Sullivan submitted a draft budget to the Chair for the Board to edit. We have increased the internet line item to $1800.00, which is the only change we are submitting. We have purchased new tables for the Community Development Department meeting room the cost of these in $1066.02.

In correspondence, it was noted that the Town received to the General Fund on June 3rd , the amount of $73,098.29 from franchise fees. Also, in three separate letters, we were informed of several channel changes. The Chair also read a letter from School Board Chair Shannon Ulery, thanking the Board for the investment in equipment at GBS and praising Kelly McLaughlin for the hours of televising the most recent meetings, which often ran very late. Ms. Ulery expressed the School Board’s gratitude and noted Kelly’s professionality in the work she does.

The meeting dates for future meetings was discussed. WCAB shall continue to met 5 times per year on the 2nd Thursday of January, March, May, September and November. The Chair will call the meeting, which may or may not fall upon the same month or week as previous due to other factors that might influence our meeting date.

Kelly presented her report, which will be attached to these minutes for informational purposes. She has covered all meetings during the COVI19 issue, which has kept her very busy often with very long and late nights. She and Mary prepared information on the 2020 candidates that was televised before the Primary Election.

The equipment that was to be repaired will be repaired and the insurance issue has been resolved. There will be 4 new cameras installed in Town Hall. If there is any amount due after insurance coverage it will come from special funds.

Kelly discussed a new Leightronix piece of equipment, that we may purchase in the near future. Presently, we use the Ultra Nexus to send programming out. The Nexus Blade will allow us to control all programming from the studio without having to carry copies from remote sites like GBS and upload that program manually. This equipment would allow us to control all 4 of our channels from the main studio control room. Kelly will present more information at the next meeting in November.

The meeting adjourned at 7:58pm.

Submitted by,

Barbara Coish