**Windham Cable Advisory Board**

**Minutes of December 3, 2020**

The meeting was called to order at 7:02 by Chair Margaret Case. Members also present were Leo Hart, Bob Coole, Roger Hohenberger, Mary Griffin and Barbara Coish. Kelly McLaughlin, WCTV Coordinator was in attendance as was Ron Coish, member of the public.

The previous minutes of September 10, 2020 were approved as written. Bob Coole, moved; Leo Hart, second. Vote affirmative 6-0.

The Financial Report was reviewed. At this point $16,136.74 remains in the operating budget with new Board Room tables, live stream equipment and listening devices for GBS showing as items of note. The Special Funds Account had a balance on December 1, 2020 of $330,029.52.

There was no correspondence received since out last meeting.

Kelly presented her Coordinator’s Report, which will be attached to these minutes for clarity. She reported that all meetings continue to be televised, Mary Griffin conducted interviews with candidates for office, equipment repairs and replacement are underway at Town Hall and the Cable Studio and as always Training/Outreach continue without interruption.

Kelly presented the information about the UltraNEXUS-HD Blade. This is a new piece of equipment that would replace our 10 year old NEXUS. The equipment is our playback system that controls what programs are recorded and what programs go out. This equipment will be set up for our specific needs. There will be 6 connections for programming to go in and 4 connections for programming to go out to each of our channels 20,21,22,30. This equipment will be perfectly compatible with our present equipment.

Bob Coole, moved; Leo Hart, second to request approval to purchase the UltraNEXUS-HD Blade with the funds not to exceed $40,000 to come from the Special Funds. Vote affirmative 5-0-1. Roger Hohenberger abstained because he will be voting on the request as a Selectman.

The meeting adjourned at 7:30pm.

After adjournment the Board presented Kelly with a gift basket of goodies in honor of her serving as Cable Coordinator for 10 years. Congratulations, Kelly!

Submitted by,

Barbara Coish

**WCTV Coordinator’s Report**

**September 10, 2020 – December 3, 2020**

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](http://www.wctv.viebit.com)

Channel 21: Public Access and Local Programming. Channel 21 includes original locally produced programs from Windham and surrounding communities.

WCTV Programs:

* + Community Connection
	+ Windham Watch with Mary Griffin
	+ Town Talk
	+ Time for Animals

WCTV Special Coverage/Programs:

* + Windham Watch: 2020 Election Candidates Interviews
	+ Town and School Budget Hearings

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:

* + - Equipment replacement and repairs are underway due to the damages occurred in Town Hall and Cable Studio (approved by Board of Selectmen and WCAB).

Kelly McLaughlin, WCTV Coordinator

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