**Windham Cable Advisory Board**

**Minutes June 10, 2021**

The Cable Advisory Board met at the cable studio on Thursday June 10, 2021. The meeting was called to order by Chair Margaret Case at 7:05pm. Members also present were Barbara Coish and Bob Coole. Members excused were Leo Hart, Mary Griffin and Roger Hohenberger. Kelly McLaughlin, Cable Coordinator and Ron Coish member of the public were also present.

Motion to approve the minutes of 12/3/20 was made by Bob Coole. Second Margaret Case. Vote positive 3-0.

The financial report shows that we have expended 45.4% of the budget to date which is on track. The $22,000 annual check from Comcast for the Special Funds was received in May and deposited in the Trust Funds.

The only correspondence from Comcast was regarding a programming deletion.

The Coordinator’s report noted that many meetings were covered and more events are now being covered like the Easter Egg Hunt and Memorial Day Parade. The sum of $37,609.20 was removed from the Special Funds to cover the cost of the previously approved new equipment that will allow programming on all four channels to come from the studio. The entire report will be attached to these minutes for informational purposes.

Video on demand (VOD), remains very popular averaging 300+ clicks in one month. Live Streaming is utilized most during high interest meetings; The highest live streaming day recently was May 3rd.

The repairs on the cameras for Town Hall still remains delayed. Kelly checks on these issues weekly. This work is covered by insurance.

The next WCAB meeting will be in September.

Bob Coole, moved; Barbara Coish, second to adjourned at 7:45pm. Vote 3-0.

Minutes submitted by Barbara Coish

**WCTV Coordinator’s Report**

**December 3, 2020 – June 10, 2021**

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.
    - Town public meetings air LIVE on WCTV Channel 20 unless posted otherwise
    - LIVE Stream & Video on Demand services are available online

Channel 21: Public Access and Local Programming.

* + - Channel 21 includes original locally produced programs from Windham and surrounding communities.

Channel 22: Education

* + - School public meetings air LIVE on WCTV Channel 22 unless posted otherwise.
    - LIVE Stream & Video on Demand services are available online

WCTV Programs:

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

WCTV Special Coverage/Programs:

* + Town and School Budget Hearings
  + Town and School Deliberative Sessions
  + Town Holiday Message
  + PTA Candidates Night
  + Live Election Coverage
  + Easter Egg Hunt
  + Memorial Day Parade

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](mailto: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 equipment previously approved by the Board has arrived and been installed. One of the items (Nexus), controlling playback, scheduling, recording, and managing the bulletin board and slides, is most noted.
    - There are still some cameras (for Town Hall and Studio) and controller out for repair/replacement and are expected soon.

Kelly McLaughlin, WCTV Coordinator

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