**Windham Cable Advisory Board**

**Minutes of December 2, 2021**

The Cable Advisory Board met at the cable studio at 7pm on December 2, 2021. Chairman Margaret Case called the meeting to order at 7:02pm. Members also present were Leo Hart, Bob Coole and Barbara Coish. Mary Griffin and Roger Hohenberger were excused. In addition, Kelly McLaughlin, Cable Coordinator and volunteers Tom Nolan and Tom Case were in attendance. Ron Coish, member of the public sat in and listened.

The meeting began with the Pledge of Allegiance. The previous minutes of September 9, 2021 were approved. Bob Coole, moved; Leo Hart, second. Vote affirmative 4-0.

The spending report shows that 83% of the budget has been spent.

The quarterly check from Comcast to the Town was received. The amount of the check is $72915.21. The Special Funds account has a balance of $309905.07.

There were several pieces of communication from Comcast. Mostly these communications covered channel changes and changes in costs of service. Notice of these would have appeared in the billing received by subscribers.

A member of the attendees asked if we can ask Comcast what it would take to send our signal out from the studio in HD. We have the equipment necessary for this. What must be done to accomplish this in in the hands of Comcast. The Chair will follow up on this.

The Coordinator’s report was circulated. In addition to public meetings being cablecast LIVE, special programming was done for the Nesmith Library 150th Celebration, Fire Department Open House, Harvest Fest and WHS internet safety Presentation. WCTV continues to encourage people to volunteer, whether for programming or cablecasting meetings. The report will be attached to these minutes for informational purposes.

Video on Demand, VOD continues to have strong usage with a high percentage of views being of previous School Board Meetings. Live streaming had 63 views between 10/1-12/1, 2021 on Channels 20 and 22.

Equipment was discussed. Kelly presented quotes on the camera and accessories needed to live stream a program remotely, such as Harvest Fest. Leo Hart moved; Bob Coole; second to purchase this equipment with the cost not to exceed $7500.00. This purchase will come from the current budget. Vote affirmative 4-0.

Bob Coole was presented with this year’s Appreciation Award. Photos will be shared in the paper and media soon.

The meeting adjourned at 7:55pm. Cookies and drinks were served and thank you gifts shared.

Submitted by, Barbara Coish

WCTV Coordinator’s Report

September 9, 2021 – December 2, 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 Special Coverage/Programs:

* + Nesmith Library 150th Celebration
	+ Fire Department Open House
	+ Harvest Fest
	+ WHS Internet Safety Presentation

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.

Kelly McLaughlin, WCTV Coordinator

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