Windham Cable Advisory Board

Meeting of November 3, 2022

The WCAB met at the cable studio at 7pm on Thursday, November 3, 2022. Meeting was called to order at 7:02pm. Members present were Margaret Case (Chair), Leo Hart (Vice Chair), Bob Coole, Tom Nolan; Barbara Coish and Roger Hohenberger were excused. Also present was Coordinator, Kelly McLaughlin.

The meeting began with the Pledge of Allegiance.

New board member, Tom Nolan, was welcomed to his first meeting as an official Board member.

The meeting minutes from March 29, 2022 were reviewed. Motion to approve made by Bob Coole, seconded by Tom Nolan; Vote 4-0.

The Election of Officers was brought up and decided to postpone until the next meeting when more members will be present to vote. Motion made to postpone by Bob Coole, seconded by Tom Nolan; Vote 4-0.

Comcast correspondence letters were reviewed and read. Letter info included was 7/29/22 channel change announcements; 5/26/22 channel change announcements; 10/10/22 emergency procedures. Two quarterly Comcast checks were received for $73,552.65 and $72,653.63.

An amendment to the Comcast Franchise was discussed regarding the upgrade to one HD channel and extending the contract for an additional 2 years. Board members asked where the HD channel will appear to customers and what the channel number would be. (Margaret Case will forward these questions to Comcast representative). Also discussed was that there is no additional cost to WCTV anticipated because equipment is ready for HD broadcasting.

Financial reports provided by the Town and the Spending report provided by the Coordinator were reviewed. No action needed.

The 2023 Budget proposal was reviewed. A slight increase in the Service Agreement line item was the only major change noted. Motion to approved and bring to Selectmen the proposed 2023 Budget was made by Bob Coole, seconded by Leo Hart; Vote 4-0.

Kelly presented her Coordinator’s report (attached to end of minutes). WCTV updates included events from March to November 2022, Videographer updates, ClearTouch screen for meetings, Meeting room upgrades. Discussion for new equipment needed for the WCTV studio was discussed. Upgrades suggested for purchase include a new TriCaster for the studio. Motion to approve purchase not to exceed $6500 for equipment was made by Bob Coole, seconded by Tom Nolan; Vote 4-0.

Other business discussed included providing training and information for ClearTouch users and Town Board members for more efficient use.

Motion to adjourn was made at 8:35pm by Bob Coole, seconded by Leo Hard; Vote 4-0.

Minutes Respectfully Submitted by,

Kelly McLaughlin

WCTV Coordinator’s Report

March 29, 2022 – November 3, 2022

**I would like to take this opportunity to pay respect to our beloved, Mary Griffin, who passed away on June 14, 2022. Mary was a member of the Windham Cable Advisory Board and also a host and producer of the longest running program on WCTV, “Windham Watch.” Her personality on camera was captivating and she always made her guests feel comfortable chatting with her about any issue. The list of her accomplishments and service to the State of NH and Town of Windham are almost endless. She will truly be missed.**

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:

* + Easter Egg Hunt
  + WHS Spring Dance Performances
  + WHS, WMS, WCS Spring Band and Choir Concerts
  + African American Committee Dedication Ceremony
  + Memorial Day Parade and Ceremony
  + Strawberry Fest
  + GBS Spring Concerts
  + WHS Graduation
  + 8th Grade Promotion Ceremony
  + Summer Concerts Series
  + Senior Picnic
  + Town Day/Fireworks
  + Election Coverage and LIVE Results
  + Fire Dept Open House
  + Harvest Fest
  + Women’s Service Club of Windham CANDIDATES NIGHT
  + Community Connection (Special series hosted by Cheryl Haas)

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.

News and Updates:

* + - Two additional videographers have been hired for taping of Board meetings. We would like to welcome Darrell Halen and Peter Donovan to WCTV!
    - Tom Nolan has been sworn in as a member of the WCAB!
    - The installation of the new ClearTouch screen/computer has been completed in the Community Development Department meeting room. An additional monitor that mirrors the ClearTouch image is also mounted on the other side of the room.
    - Other upgrades to the CDD meeting room includes new chair covers, painting the room, and new blinds for the windows.
    - Two new editing computers have been purchased for the purpose of editing videos by the coordinator and volunteers who want to work on projects. The new computers are PC based and run Adobe Premier Video Editing.
    - Seeking approval for the purchase of a TriCaster Mini for use in the main Studio. We had a different TriCaster that was damaged from a lightning strike and was repaired. However, it still has some glitching and some of the ports on the back panel are not functioning. My recommendation is to use this different model TriCaster that we have been successful in other locations, and it less costly to purchase this than a new version or repairs of the previous model.

Kelly McLaughlin 603-434-0300  
WCTV Coordinator [kelly@wctv21.com](mailto:kelly@wctv21.com)