

**Windham Cable Advisory Board
Minutes of August 8, 2024**

The meeting was called to order at 7pm in the Cable studio by Vice Chair Leo Hart. Members also present were Tom Nolan, Dan Pascarella, Roger Hohenberger, Bob Coole and Barbara Coish. Kelly McLaughlin, Cable Coordinator was also present.

The meeting began with the Pledge of Allegiance and a moment of silence in memory of Margaret Case, who served many years as our Cable Chair. Vice Chair Leo Hart sat Dan Pascarella for Margaret Case. We will tell the Selectmen, that we wish to elevate Dan Pascarella to a full time member and we are now in need of a new alternate member. Dan will make out the form for Administration.

New officers were elected. The proposed slate was Leo Hart, Chair; Tom Nolan, Vice Chair; Barbara Coish, Secretary. Roger Hohenberger, moved; Bob Coole, second. The vote was affirmative 6-0.

A copy of the Comcast check from 12/31/23 was circulated. The amount of the check was \$67,660.67. Kelly will request copies of checks that have been received in 2024.

Other correspondence from Comcast involved programming changes.

WCTV-HD will be coming soon. Comcast must take one channel from us and then we can cablecast in HD on one channel at a time. The equipment for HD is all set and in place. Windham Cable is now on Channels 6-8-16-and 22.

We have a new videographer Jared Smith, who is working out very well and will have his duties expanded.

The spending budget to date was supplied. We have a bottom line budget, therefore we are in good shape to the end of the year.

The Finance Department has supplied us with a proposed budget for 2025. The only increase is in line items connected to benefits and salaries which are Town authorized.

Kelly supplied her report from 12/19/2023 to 8/8/2024. We had not met for several months mostly due to the illness of Margaret Case. Her report covered a multitude of accomplishments over that span of time. Kelly's Coordinator report is attached to these minutes for clarification.

The previous minutes of December 19, 2023 were read and approved. Bob Coole moved; Roger Hohenberger, second. Vote affirmative 6-0.

The next meeting will be on November 21, 2024.

The meeting adjourned at 7:35pm, Bob Coole, moved; Dan Pascarella, second. affirmative 6-0.

Minutes submitted by,
Barbara Coish

WCTV Coordinator's Report December 19, 2023 – August 8, 2024

It is with great sadness that Margaret Case, passed away on Thursday, May 30, 2024. Margaret lived in Windham for over 50 years serving and volunteering in many ways, including being the chair of the Windham Cable Advisory Board. She will be greatly missed by all of us here at Windham Community Television.

Government Channel:

- **WCTV Government Channel is Comcast Channel 6.**
- 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 unless posted otherwise.
- LIVE Stream & Video on Demand services are available online.

Public Access Channel:

- **WCTV Public Access Channel is Comcast Channel 8.**
- Channel 8 includes original locally produced programs from Windham and surrounding communities.

Education Channel:

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

Community Bulletin Board:

- **WCTV Community Bulletin Board is Comcast Channel 16.**
- The WCTV community bulletin board provides a weekly program schedule and community announcements. If you would like an announcement posted, email cable@wctv21.com

WCTV Special Coverage/Programs:

- Town Deliberative Session
- School Deliberative Session
- Candidates Night
- Election Coverage
- Annual Easter Egg Hunt

- Memorial Day Parade
- Town Day

WCTV Updates:

- The new cameras and TriCaster have been installed in the Community Development meeting room and all staff have been trained.
- WCTV welcomes a new Videographer, Jared Smith, who has started covering meetings as of May.

Training/Outreach:

- WCTV offers FREE training to any resident or non-profit group of Windham interested in producing their own TV show or volunteering 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 the event to reserve coverage.

Kelly McLaughlin
WCTV Coordinator

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