

# BCTV COMMITTEE

## MINUTES

April 7, 2013

### Committee Members Present:

Derek Gould, Chair

Vicky Stone

Terri Wright

### Volunteers:

Tom Wright

Derek opened our meeting with upcoming events/meeting coverage. He also mentioned that beginning May 2nd through May 10th, he would be serving his 2 week Air National Guard duty and unavailable to assist with meeting coverage during that time.

### Meeting/Event Coverage

Tuesday, April 9 <sup>th</sup> – 6:30 PM - Web Design Class	<u>Terri</u>
Tuesday, April 16 <sup>th</sup> – 6:30 PM - BOS Meeting	<u>Terri &amp; Tom</u>
Thursday, April 18 <sup>th</sup> – 6:30 PM - Planning Board	<u>Vicky</u>
Tuesday, April 23 <sup>rd</sup> – 6:30 PM - Web Design Class	<u>Terri</u>
Wednesday, April 24 <sup>th</sup> – 7:00 PM - School Board Meeting	<u>Terri &amp; Tom</u>
Saturday, April 27 <sup>th</sup> – 6:30 PM – Charles S. Hatch Dinner	<u>All of Us</u>
Tuesday, April 30 <sup>th</sup> – 6:30 PM - Web Design Class	<u>Terri</u>
Thursday, May 2 <sup>nd</sup> – 7:00 PM – School Board Meeting	<u>Terri &amp; Tom</u>
Tuesday, May 7 <sup>th</sup> – 6:30 PM – BOS Meeting	<u>Terri &amp; Tom</u>
Thursday, May 9 <sup>th</sup> – 5:30 PM – Planning Board Meeting	
Vision Committee/Selectman meeting with Planning Board	<u>Vicky</u>
Thursday, May 9 <sup>th</sup> – 7:00 PM – School Board Votes on Budget	<u>Terri &amp; Tom</u>

\*\*\*\*\*

## Equipment:

Derek placed an order with Access AV for the following items:

15	SHURE	MX412/C	12" Gooseneck Cardioid Condenser Microphone	\$ 182.00	\$ 2,730.00
15	SHURE	A412B	Accessory base for Microflex® Gooseneck Microphones, 10' Attached XLR Cable	\$ 62.00	\$ 930.00
1	SHURE	NOTE	In this scenario the microphones would have to be attached to the base before each meeting then detached after the meeting for transportation purposes.		
1	WESTCOTT	WES-132	9x20ft Wrinkle Resistant Cotton Background - Green Screen Backdrop	\$ 132.00	\$ 132.00
1	WESTCOTT	WES-9014	Background Support System that includes; (2) 10ft Air-Cushioned Stands, (1) Three-Section Cross Bar and (1) Carry Case	\$ 205.00	\$ 205.00
1	IKAN	ID500-v2-KIT	ID500-v2 3-Point Light Kit (Includes three ID500 lights with bag and three light stands with bag)	\$ 1,489.00	\$ 1,489.00
2	SKB	3I-1914-8B-C	19" x 14 1/4" x 8" case with wheels and cubed foam configured to hold 8 gooseneck mics and bases	\$ 396.00	\$ 792.00
3	REMIN	TRI-KART 800	Kart-A-Bag cart with 300 pound capacity	\$ 179.00	\$ 537.00

**TOTAL COST:** \$ 6,815.00

He is uncertain of the delivery date on these items but said he had no problem accessing a P.O. from the Town's Accounting Department.

The Committee discussed the acquisition of additional equipment. Terri mentioned the need for another Cannon #105 camera for the Berwick meeting space. Several weeks ago, we had problems with the camera nearest the door. At this time, we are uncertain how or what exactly happened to it but it took several hours and a complete reboot to fix the problem.

Derek again brought up the idea of purchasing the brackets to hold our (2) cameras in the Town Hall meeting space. By putting the cameras up high where they cannot be hit, or touched, we would eliminate the possibility of damage or someone changing the settings. He said these brackets would cost approximately \$6000 but were robotic. This might eliminate the need for an additional camera.

Terri said she needed several more Compact Flash Cards for videotaping meetings and events. Derek told her to get a P.O. from the Town's Accounting Dept. and go to Access AV to pick them up.

## Spacing

At this time, we have almost outgrown the closet where we are currently situated. Derek asked if there were other locations we could think of that might work.

Terri said she and Tom had also thought about this dilemma and threw out the cafeteria/gymnasium at the old Estabrook-Doran School. We would have to build walls and construct an enclosed area. Derek said he had also thought about the stage area in the Town Hall. Again, we would have to construct an enclosed area with locked doors to safeguard equipment. However, in this instance, we would not have to move our server and could still use the equipment we have to cover Selectman and Planning Board meetings.

Under the Franchise Agreement, it is allowable to use some of our money for spacing needs. We also spoke about making our current space larger by eliminating the small closet area beside our room. Terri asked what was behind that room since it did not appear to go back as far as our current space does. Tom said he thought it might be utility area (wires/pipes, etc.).

Derek said if we did anything, he would like Access AV to come down and lay out a space for us. They have experience in putting together control rooms and studios for small to large towns and cities.

## **AC**

Terri asked about the air conditioning unit for our room which Derek mentioned months earlier. Derek said when he and Melissa met with the contractor last year, he believed it was all set to go in this spring. There is a unit out back now but Derek did not know if they would tie into that or add another unit. He will locate the email and try to find out when this will occur. While we have had a cool spring, it will start getting warmer and we are concerned the equipment will overheat.

## **Video Issues**

Vick asked Derek if there were problems with the equipment or the video feed during the last Selectman's meeting. She noticed many skips/jumps during airing. Derek believed this had to do with the cable and not with our equipment.

Vicky then mentioned she had several people in town ask when the April 2nd, Selectmen's meeting would be up on PegCentral. She asked how long it takes to go up on our server and then to PegCentral. Derek told us that PegCentral had changed formats. He actually has to go in and give permission for the process to continue. Previously, when he loaded something on the server, it went to PegCentral without further action from him.

Terri asked about the March 21st School Board meeting. It appears to get cut off after only about 45 minutes. Derek said he loaded it up but did not look at how much time was on the card. He is uncertain if it is with the loading process or if something happened when we were videotaping.

Terri mentioned she would like to learn how to load meetings/events on the server and then to PegCentral. With (2) people trained in the process, she hopes it will mean faster turnaround time. Derek said it would take some time for him to train us. He suggested a Saturday training for everyone wishing to learn. Derek said with only (1) computer able to access the Leightronix Server

and PegCentral, it makes it difficult to share. He mentioned purchasing another computer and asked if it should be an Apple or PC. Terri asked if she could download the Leightronix system program on her computer so she could accomplish these tasks without the purchase of another computer right away. Derek believed this would be possible and said he would look at the system information to check our licensing agreement.

## **Advertising**

Terri said she had spoken with parents at the school. They wished something had been sent home through the schools telling them where they could access the School Board meetings. She asked the Committee if it might not be a good idea to send information through the schools informing parents where they could access meetings. Her goals were to increase use of PegCentral and BCTV as a source for local information.

Vicky suggested that we wait until the fall when school starts up again. Since the School Board does not typically meet over the summer, we could send information home at the beginning of the year when all of the notices go out. She asked if this was something the school should do. Terri said she believed it should be through our Committee. This will enable us to promote our Website and our information.

Tom said we should have a sign board with our information when we videotape off site events and meetings. He told the Committee when he is videotaping School Board meetings, we are constantly asked who we are and where they can access the video. Derek told the Committee he wanted to wait until we have our logo before we spend too much on signs. Vicky told Tom the Committee had discussed promoting BCTV through hats and business cards but really wanted to wait until we had our logo. Derek said if we wanted to get the foam board and write something out, that would be fine.

Terri and Tom then mentioned to the Committee that they had seen another Community TV station put information at the end of a meeting on when it would be aired again. Is this something we can do? Derek said we could but it was time consuming and required changing every airing with the information.

## **Website**

Terri said the website class was going well and she is now putting together information on how we began. She asked the Committee when they were established. Derek said on his paperwork, the first meeting was held January 19, 2011 and included himself, Vicky, Brian Cincotta, Don Bald, and Marcia Elton. She told the Committee she would write up something and send it to them for review.

Next meeting April 21st, at 3:30 PM