



BCTV COMMITTEE AGENDA

January 14, 2014

Derek opened the meeting with a request to step down as Committee Chair. He explained that between his job and family, he has not had time to dedicate to the station or to the work being done. He feels a Chair should be more involved and believes one of the other members should step forward. He will, however, remain on the Committee.

The Committee accepted his resignation and no further action was taken.

Terri then recommended we again ask for Lisa Huestis to be appointed to the Committee.

Station

Vicky asked what is going on with the station. Is it working? Terri explained that she had spoken with Leightronix and everything on their end appears fine. She further explained that we are unable to record so we have nothing to play back. She believes that when the system started whistling and howling, the problems started. Derek believes we may have experienced a power surge or some other problem with the system.

Vicky asked if we can notify the public by placing information on our webpage. Terri said she would take care of this. Everyone agreed we should have Access AV come down to look over the system and see what is wrong. Terri will make this call and Tom offered to come down to let them in.

Meetings were skipped due to the fact we cannot record anything. If and when the system comes back online, Terri will email Committee members.

Meeting Coverage

- January 16th, Planning Board Meeting – 6:30 PM
- January 16th, School Board Meeting – 7PM _____
- January 21st, Selectmen Meeting – 6:30 PM _____
- January 23rd, School Board Meeting – 6:30 PM _____
- January 30th, School Board Meeting – 6:30 PM _____
- February 4th, Selectmen Meeting – 6:30 PM _____
- February 6th, Planning Board Meeting – 6:30 PM _____
- February 6th, School Board Meeting – 6:30 PM _____

New Volunteers

Cindy Bistoury introduced herself and offered to speak with students at the high school on an individual basis. As an employee in the school, she has a greater chance of success in recruiting students. Cindy has a video/film degree and has created videos. She has a 17 year old son who is also interested in volunteering. Previously, she volunteered for Portsmouth community station.

BCTV Projects

Completed

PSA: Vision Committee Farmers' Market

Ongoing

Berwick Firemen's Day

Veteran's Day Ceremony

Budget

Revenue/Expense / Oct. & December – The Committee discussed the robotic camera purchase.

When Terri calls Access AV to come in and look at the system, perhaps they could also work up a quote on the robotic cameras – where to install, etc.

Derek mentioned he really likes the budget sheet that Maureen created. It shows all.

BCTV Operational Plan – Hiring a Coordinator

Terri asked the Committee if we should use the same application as the Town. Derek expressed concern over whether the application might be confusing since it says Town of Berwick. Lisa then said it is a generic form and should be fine.

Vicky felt we didn't need an application form, resumes are fine and should be sent to the station.

We then talked about hours and how we could track what the Coordinator was doing. Vicky said we cannot tell where they are or how many hours they work. This person will be working a flexible schedule. If things are not getting done, or there are problems, we would then meet with them.

Vicky mentioned we should have a 3 month and 6 month review to go over progress, etc. Derek said it is normal to have a one year review as well.

We again discussed that this position needs to be salary. The Committee would state what needs to be accomplished, and then it is the Coordinator's job to carry out the tasks involved. This person will need to cover meetings as well.

Cindy mentioned that most people in this field are used to irregular hours and understand what the position consists of. She suggested we advertise on New England Film. Com. Derek asked Cindy to create a job description for this position. She declined stating she is not familiar with our station or with the requirements involved. She also suggested we post it at UNH.

Vicky wants to base the position on 20 hours per week and \$20/hour. \$400/week

The Committee felt that we will need good clear communication – this should include what the Coordinator has completed and anything they need help with. Lisa said we could ask for a weekly work log on work accomplished.

We need to write the job description / and determine an evaluation procedure

Next meeting - - - February 11th at 6:30 pm