



BCTV COMMITTEE MINUTES

April 3, 2019

PRESENT Lisa Huestis, Chair BCTV Coordinator – Terri Wright
Sandi Keys
Ralph Morang
Dick Moore

MINUTES September & December Minutes Approved

FINANCES - Ending January 31, 2019

BEGINNING BALANCE	\$162,208.81
REVENUE	\$ 78,053.31
EXPENSES	\$110,869.03
BALANCE	\$129,393.09

BCTV Budget

Ralph and Terri talked about the need for a MAC computer. Ralph and Liz are both familiar with MACS and feel they would be able to assist with editing. All the schools use MAC computers for editing and Terri mentioned it might be easier to get younger people involved.

Terri and Ralph will drive to the MAC Edge store in Portsmouth to price out equipment. Terri said she would recommend getting the protection plan. This way if anything goes wrong, we are covered. An update will be sent once we have a better idea of price. We have a limit of \$3000 but it was felt this might go higher.

NEW SPACE

Terri gave an update on relocation of control room.

The ceiling has been removed and the window is out. The room has been sheet rocked, taped and is ready for sanding. I ordered a mirrored window from TriState Glass which should be in next week.

Roland Cyr wired new outlets in the room. I ordered and picked up the cable items from Access AV for running audio and video, which has also been completed and checked by Access AV.

Painting – We have one quote from DLC for a \$1000. I contacted Dennis Dupruis and his brother Dale is supposed to give me a quote this week.

Telvue contract is signed and the new equipment has been shipped. They are waiting to hear from me on an install date. This will be after Access AV and Roland connect all items in the new room.

The lights are in. Access AV saved us quite a bit. Roland will install the lights and put a dimmer for lowering and raising the temperature/settings on lights. He will pull the wires for the cameras, sound, and upstairs feed along with the TV/Internet connection. We also added one more connection for a camera in the new studio.

Comcast and Telvue are in discussion about an install date when they both can be here at the same time. Right now, we are looking at the end of April.

Lisa has been in touch with the cleaners and they will clean the rug before we move everything over.

I need to order the curtain for the studio space. We will then need a couple of chairs and a small table.

NEW WEBSITE

Terri informed Members that she attended training on the new website and our information was migrated into the new site. She will need to check links and set up the pages, but is hoping by end of April, the site will go live. She asked members to check out other sites for ideas on what we should do.

<https://www.cctvcambridge.org/>

<http://www.massaccess.org/>

<https://acmi.tv/>

<https://www.brattleborotv.org/>

ALLIANCE FOR COMMUNITY MEDIA UPDATES RE: FCC RULES

The Committee was informed about the FCC rules. Terri talked about the scenarios presented.

She told us that she is working to secure BCTV for the future. With the installation of our new Telvue Telecast 2, we can stream our channel via the new website which Berwick hopes is completed by end of March. We can also stream this on YouTube and potentially other locations such as Facebook. If the channel becomes too expensive, this would be how BCTV might continue.

TelVue TeleCast 2 multi-rate IP streaming encoders let you operate your own 24/7 Internet channel with very little investment or effort. End users can watch the live streams on virtually any device, including Macs, PCs, or iPad tablets; iPhone or Android smartphones; or platforms like Roku® and AppleTV. Live streaming can also be selectively sent to YouTube Live and Facebook Live. 3 rates of Adaptive Bit Rate are included to provide a better viewing experience with low bandwidth or on mobile devices.

On top of that, she has been sending mass emails to non-profits and community groups that BCTV has filmed, asking for them to sign the Alliance for Community Media petition. Updates are sent to the Town Manager and Committee Chair. She has mentioned the FCC actions and what residents can do at Selectmen meeting referring to the website page. Postings are going up on the webpage and we receive updates from the ACM. Lastly, Terri asked Committee members to send letters to elected representatives.

COMMUNITY TELEVISION ASSOCIATION OF MAINE

The PEG Non-Discrimination Bill is LD1371. Terri created a PSA and a tri-fold handout to assist in the passage of this very important bill. She told the Committee that other members on the taskforce are focusing on contacting representatives on the EUT Committee. Some have been speaking at local meetings and events while Tony Vigue has given several interviews and written letters to the editors. Terri has also spoken at Selectmen and School Board meetings on this topic.

FILE MAINTENANCE/ARCHIVE PROCEDURES

Terri created an Excel spreadsheet which lists all the programs created by BCTV and residents. She explained that videos are saved to multiple locations and on multiple servers. The files listed show locations for all and include links to the Archive.org and the YouTube locations

Video folders which contain the original files before conversion, the converted file(s), pictures, slides, or other content used in production are getting zipped and saved to a Seagate Drive.

Ralph recommended we back up to an SSD drive. Terri said she understood what he was saying since she has had external drives crash as well. They discussed a RAID drive and Terri said she would look into this.

EQUIPMENT

Terri mentioned the power outages and that having a battery backup was a good idea. She said she would be purchasing one for the new space.

PERSONNEL/VOLUNTEER UPDATE

Terri told the Committee that Ryan Moore resigned on Wednesday, February 20, 2019. She had already written a job description and posted it on the FB page 2/27. It was also posted on the MMA site.

Liz McGranaghan – with the Berwick Winter Farmer’s – Interested in videotaping/editing/and has said she would like the slide show coordinator hours. She has extensive work with PowerPoint and photoshopping. Her training started on March 1st and she is picking up how to program, create templates, and we are setting her up with the Infovue Stick to assist in viewing what she creates before posting.

Kevin Gray – has agreed to fill in as the Broadcast Tech.

Richard Moore – contacted BCTV and he is interested in doing a series of shows on Berwick Veterans. He and I met, and he is going to speak with the Legion about this as well as line up the guests for the show. I asked him to wait until May – I thought a good roll out time might be just before the Memorial Day parade. This will give time to complete studio space.

On March 1st, Terri said she received an email from a Bobbi-Jo Hutchins regarding the Broadcast Tech Position. On March 7th Bobbi Jo came in for training and to see if she would like it the position. She did like it and has been hired as our new Broadcast Tech.

NMS CAREER DAY (April 11, 2019)

In the hope of adding to our volunteer base and getting kids involved, Terri registered for Career Day at NMS. Mr. Roberts said it is a popular event. Students sign up for the career(s) they are interested in. Blocks are 25 minutes and they do 4 blocks.

STREAMING/ONDEMAND HITS	DECEMBER	111	TOTAL STREAMING/ON DEMAND HITS IN 2018 - 3681
	JANUARY	182	
	FEBRUARY	169	
YOUTUBE HITS	DECEMBER	171	TOTAL YOUTUBE VIEWS IN 2018 - 2042
	JANUARY	176	
	FEBRUARY	105	

Other

Thank you card from Ann Vaughn

Adjournment

Next Meeting - JUNE 4TH – 6:00 PM