



BCTV COMMITTEE MINUTES

July 11, 2017

5:00 PM

In Attendance: Chair, Lisa Huestis, Sandi Keys, Ryan Moore, and Interim Coordinator, Terri Wright

Minutes June 2017 Minutes approved

Finances

Terri went over to Police Dept. Storage area and brought back (2) portable computer tables that raise and lower for the office space. Lisa mentioned we might be able to use the room dividers for a future studio space for BCTV. Terri needs to speak with Robert about getting these over to the office area and then getting them put together.

The snake has been returned along with the cord that was not working. Access AV will bill us for these items. Terri has not heard from Access AV yet but will follow up on this during the week. She mentioned that we should get Access AV to come out and fix the wiring for upstairs and see if they have information/training on the Datavideo switcher.

Coordinator Update

Projects

Event	Date	Downloaded /Converted	Edited	Station	On-Demand	FB	Website Page
NHS Graduation	6/2/17	X	X	X	X	X	X
Legion Car Show	6/4/17	X	X	X	X	X	X
Smoke Stack Removal	6/8/17	X					
MSAD Vote	6/8/17	X	X	X	X	X	X
Hackmatack Playhouse BHS	6/10/17	X	X	X	X	X	X
BPL Author Talk	6/10/17	X	X	X	X	X	X
Ross Bachelder Re-make	6/17/17	X	X	Waiting on Ross Bachelder to approve			
Berwick for Lifetime Community Forum	6/27/17	X	X	x	X	X	X
Berwick Recreation Promo Video for Scholarships	7/6/17						
PSA for Marijuana	7/11/217						
PSA for Adopt A spot							

Berwick Youth Baseball – Sandi asked if anyone had checked into a contact with the Berwick baseball. Just as we were leaving the meeting, baseball showed up and Terri had a conversation with them about PSA’s and videotaping games.

The following were downloaded from Governmental Archives and Connect Site – They have already added to Programming

1. National Science Foundation – Episode 3, 6, 8, 10, 12, 16, & 17 – ranging in time from 30 – 60 min.
2. The Folklorist (Very Professional Story Teller) – Season 1, Episodes 1, 2, 3, 4, 5, 6, 7, 8, 10, & 11
3. The Pros & Cons of the Electoral College
4. Darlene Carmen presents Dog Shows & Training

5. The Story & Legacy of the Weeks Act – The Creation of the National Forest Service
6. The Car Guy Channel Episode 117
7. Too Late for Tears 1949
8. McClintock – John Wayne Film

Franchise Agreement – Negotiations begin July 11th at the Town Hall. Tony Vigue will be negotiating.

Other

On 6/27/17 Terri visited the PEG Station in North Conway, NH. She explained to the Committee that they have 1 Channel, are a 501(C) 3 and serve Conway, Albany, and Bartlett, NH along with Fryeburg, ME. They receive 2.5% Franchise Fees. They also solicit revenue from local businesses who sponsor sporting events. The Videographer makes \$100/video taken and \$13/hour for administrative, running station. Their Board consists of representatives from ea. Town (4 although currently only 3 sitting) and (2) At-Large members. They meet 1/year. Have 1 Production Manager, 1 Office Administrator/Sports announcer, 5 videographers, 3 editors and 1 live producer. [Click Here](#) to view website.

Terri met with Charles Paige from Telvue on July 5th. He spent 3-4 hours giving all kinds of information on the system we are using along with connecting to alternative videos available through the Connect site. He also picked up the Leightronix equipment that was supposed to be taken when we installed the new Telvue. They will send us a copy of the items on the Leightronix drives to see if we have a back-up of these items. If we do not, they will load onto the Connect site and she can then download to the backup drive.

We talked about the Tricaster which is not being used. This item should be held onto for future use. Charles told her that this was a great system and could be used at the HS for the Board meetings. We can use it for a studio space as well.

Recommendations made were:

- Contact Athletic Dept. for listing of game dates to be broadcast on the slide show. Perhaps we can even find someone to keep one of the cameras for taping games.
- Contact Music Dept. to see if they have anything they would like to add to the slide show.
- The Tickers for Police/fire/Town/School do not need to be different. They can be the same.
- Do an Adult Ed PSA Class where students make their own PSA's for broadcasting on BCTV. This could be open to adults and their kids as well.
- Set up a monthly address from Town Manager & Superintendent.
- Do a PSA Day for Non-Profits. They can come in and create their own PSA for broadcasting all year.
- Create some tips for videotaping sports – He said most of this is found on the internet.
- He suggested wireless lapel microphones for offsite videotaping. Berwick Library events / interviews, etc.
- Send sites to Ryan Moore for these.

They then looked at the equipment in the closet. Charles felt the lighting we already had was great and would be useful on offsite shoots as well as for a studio. We already have the bags for carrying to another location. He also looked at the cameras and said these were excellent.

He recommended we purchase several sets of headphones for the cameras to ensure sound quality.

Meetings going forward

Lisa asked Terri to speak with Eric Nelson from Access AV - for recommendations on a small studio space and station.

Terri showed the Committee information received at negotiations for the reduced price on Comcast if families have children receiving reduced or free lunches at the schools. She will contact Comcast to see if BCTV can post the PSA informing residents of this special deal. She was also asked to get extra copies of the flyer for schools.

Lisa asked after we get going should we offer scholarships for cable install – no contract. Can us a hold on getting people involved with BCTV editing and or taping

NEW Business

Sandi asked about increasing the hours for the Coordinator. She wants to make sure there is enough in budget. She asked us to review this for the next meeting. Terri said she wants to hold off for now on changing the hours. The Town of Berwick has advertised for this position at 25 hours/week which may lead to full time once contract is negotiated.

Lisa recommended to get more wireless Lapel microphones – (2) – (The Committee voted and approved.)

Sandi made the motion to allow Coordinator to spend up to \$2000 – staying within the budget for small incidentals (a vote was taken and approved)

Recommendation to meet bi-monthly at beginning of year review and perhaps stretch to quarterly.

Adjournment