



## BCTV COMMITTEE MEETING MINUTES

June 13, 2017

**In Attendance** - Lisa Huestis, Chair, Sandi Keys and Terri Wright, Interim Coordinator

### **Minutes May 2017**

**Finances** - CTAM and ACM renewals

#### Expenses May/June

- 1 Case of copy paper
- 64 GB USB Drive – to move large files between computers
- Trash can for office
- Pens for office
- Keyboard Tray for Control Room
- Wheeled cart
- Card Stock paper for BCTV signs
- Laminating Sheets to cover signs on cases
- Dots to label items – microphones and cords

#### Access AV

- 2 cords (50 & 100 ft.) for connecting microphones
- 1 (new) lapel microphone for interviews and BPL speakers.
- Dropped off snake cords used for SAD 60 meetings for repair and dropped cord off for lapel microphone on board desk.

**Purchases going forward** – Recommendations to set amount for office expenditures that do not require approval.

Sandi asked to have committee – approve purchases up to \$2000 - - Lisa reminded the Committee that we need to keep in mind budgetary restraints. A vote was not taken because there was no quorum. Item held over for July meeting

- Storage containers – cords / connectors / media cards / etc.
- Hooks – to hang cords / electrical & media
- Small table or shelf – 21 ½ “ by 32” will fit in where storage shelves were. Add a one more storage drawer and we could have a small desk / However a table would work as well.
- Tape / tape dispenser, scissors (2),
- DVD Discs & Containers
- Labels for DVD’s
- 64 GB Media Cards / (2) = checked on these – out of stock

**Access AV** – Terri spoke to them about a visit where they can show us more on how to use the Datavideo switcher. After a lengthy discussion, it appears we have a workhorse but not something that is able to do everything we thought. They will also let us know where the cord for the upstairs room is located so we can do a remote feed from the auditorium.

## Coordinator Update

### Projects

Event	Date	Downloaded /Converted	Edited	Station	On-Demand	FB	Website Page
BPL Author Talk	5/3/17	X	X	X	X	X	X
Rec Master Plan	5/15/17	X	X	X	X	X	x
Envision Berwick River Walk Invasive Species / BPL Rosie the Dog	5/20/17	X					
NMS Spring Concert	5/22/17	X	X	X	X	X	X
Knowlton School Concert	5/23/17	X	X	X	X	X	x
NHS Spring Concert	5/24/17	X	X	X	X	X	X
Memorial Day Service	5/29/17	X	X	X	X	X	x
NHS Graduation	6/2/17	X	Started				
Legion Car Show	6/4/17	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						
BPL Author Talk	6/10/17						
Ross Bachelder Re-make	6/17/17						

**Monthly Story Time with BPL** – Terri reached out to the Librarian and we have put this segment on hold for now.

Lisa asked why Terri did this. Terri told the Committee with all the videotaping and editing along with learning the new station, she felt this was something she could not continue at this time. She would like to pick it up again once things have slowed.

**Dept. Head Interviews** – Terri is researching alternatives to the video that Timothy created. She mentioned she is looking at fun ways to involve all in each department – rather than a single person.

**Control Room** – This room has been cleaned – all equipment wiped down and floor washed. Terri also cleaned the storage area and had maintenance replace 2 ceiling tiles above equipment.

She also mentioned that Ryan had offered to help by looking at the sound equipment and how it might be utilized for future needs.

**NEW CloudCast** – Terri told the Committee that we did sign the contract with the first 6 months free. Our billing should occur sometime the end of November or beginning of December. I connected the Town's tech person with the Telvue tech people because there were questions I could not answer. Followed up on the 6<sup>th</sup> of June with email to check on status. Our new On-Demand site is up and running great.

**Training** – Hypercaster / Connect – Ryan and I both attended the Hypercaster Training. Terri said she feels more confident in software and is still learning nuances. She will continue to review training videos and has connected with the Salesperson Charles for specific training on adding music behind the slides.

Terri met with Ryan and has created the instructions for setting up for a meeting – this along with instructions for other items will be in Control room in a 3-ring binder. I will also put a listing of all items in this, sign out sheets for borrowing equipment, and other items we use on a regular basis. She also created a spreadsheet with all the passwords for the systems used. She gave a copy of the passwords to Lisa to be held in a locked area.

**Datavideo / Setting up for a meeting** – Terri met with Ryan on 6/8/17 to review and photograph steps involved with setting up for a meeting, moving the cameras, sound, and sending the programming back to schedule. In review, this does have the capability of producing slides we can use for the meetings.

**Analytics** – Terri has set up the Google Analytics but it still needs some tweaking. According to Telvue we can get information from this site about how many hits and for how long on each video. We can also get how much programming time in a month, how many hours of a certain show, along with other information that will help when we give reports.

**Filing** – Terri found no actual filing but she did find paperwork that was stored in the desk. She has begun putting together the items we need immediately (Forms mostly) and continue from there with purchases & manuals, etc.

**Auditorium** – The auditorium is not wired to new Hypercaster. This was discovered when Terri attempted to do a live feed for the Smoke stack. She will discuss with Access AV to see what cost would be. – Sandi asked about whether this was installed. Terri explained that we wired before Hypercaster.

**Franchise Agreement** – This was covered on the 1<sup>st</sup>.

**Meetings going forward / Calendar** – Recommendations – Change Coordinator hours to increase – we have money and things are getting done.

## **Other**

**Ryan Carr** – New Videographer – taped at Legion Car Show and the BPL Author talk on 6/10/17. Will be paid \$30/videotape

**Video-Editor** – Terri talked with a woman from Berwick and gave her my information. Her son attended Husson College for video-editing. He may be interested in earning a little money while attending college.

## **Adjournment**