



BCTV COMMITTEE MINUTES

September 12, 2017

5:30 PM

Attendance: Lisa Huestis, Chair,
Sandi Keys, Ryan Moore & Judy Burgess
Terri Wright, Coordinator

Minutes July 2017 Accepted
No meeting in August

Finances

Beginning Balance August:	\$ 82,131.09
Comcast Franchise Fee - 6 mos	\$ 30,406.82
Expenditures:	\$ (4,228.44)
Ending Balance:	\$ 99,606.46

Access AV charges for checking wire to auditorium, fixing robotic camera and checking on audio – estimate: \$1330. They spent less than 1 ½ hours here – Terri believes this will be much less

Capital Improvement Recommendations

- Projector (This is something the Committee has discussed on several occasions. It will offer viewers a better experience when presentations are made, we can also use it for the auditorium if we get it portable).

Access AV: The PHZ10 is a lighter and brighter, more portable laser projector that costs quite a bit less than the FHZ57. You are looking at about \$2,900 for the PHZ10.

The Committee discussed the drop-down system which would be placed in the meeting room. All agreed this may be something we want to hold off on right now. Let's see how the system is used before we invest too much in something we may not use very often.

Lisa asked if Terri could do up a Capital Improvements budget with items listed and prices for the Committee to review in November. The following were recommendations to add to that list:

- New desktop computer for Control Room – We purchased the current computer in 2013 and I recommend we use this for our studio space configuration. The new computer will be used as the power horse for our broadcast station. I also recommend we install Microsoft Windows 10 – our current model has Windows 8 and the technician said this may cause problems with our Datavideo switcher and the server.
- New monitors for Control room (2) – These two will connect to the Datavideo switcher and the Telvue Server.
One will broadcast the meeting and record it while the other is used simply to display the (3) cameras in meeting room and the (1) switch for upstairs which is now connected.
- A new Back-up Drive. The current Seagate drive is 88% full. This new drive will be connected directly to the monitor that plays Channel 22 and will record meetings and events that we produce here. This will be the safety backup for our Server. If set correctly, it will back up automatically after each show.

ACM Northeast Conference

November 1st thru 3rd in Cape Cod (Cost \$255 *Early Booking*) Hotel Cost \$129/night *Early Booking*
 Some of the breakout sessions include Traditional/Digital Set Design, Building a New or Updating Your Community Media Center, Drones, Quadcopters, UAV's: What to Buy, Safe Operation, Licensing, Regulation, Filling the Void: Providing Local News as a Public Service.

The Committee approved cost of conference, hotel room and travel expenses for Terri to attend.

Projects

Event	Date	Downloaded /Converted	Edited	Station	On-Demand	FB	Website Page
Recreation Footage	Multiple Days	X	Video for Rec program completed / need to interview Kim for PSA on Scholarship Fund				
Seacoast Trail Riders Dirt Bike Enduro Race	8/13 & 8/14	X	X	X	X	X	X
Hazardous Waste Clean Up Day	8/17/2017	Created / Added					
Slides for Water Dept. Tour	8/17/2017	Created/Added / Removed					
School Bus PSA	8/28/20017	Downloaded PSA from Connect site					
Many Faces of Berwick – Ted Stickney	8/21/17	X	In Process				
Window Replacement in Town Hall	Ongoing	X	In Process				
School's Open House / Hussey & Knowlton	8/30/2017	X	In Process				
Interview with Farmer's Market Coordinator	?						
Little Harbor Window Tour	9/15/17						
Self Defense Classes For Women	9/16, 9/18, & 9/23	Rather than tape class – Terri taped the instructor talking about class – use as PSA					
Amy's Walk	9/23						
Truck & Tractor Pull	9/23 & 9/24						
Legion Recognition Dinner	9/23						

School Board Meetings:

Ryan assisted Terri to set up the sound equipment and test all the microphones. All are in good working order. Ryan discussed the fact he may not be able to do all of the meetings because of transportation issues. Terri spoke with Ryan about delivering the equipment to the HS. She wants to be certain he meets everyone that may help.

Terri still wants to research more on whether we can tap into the system at the HS for broadcast through our server. She did speak with Steve at the Open House on the 30th and resent the email originally sent on 8/14/2017 which he says he doesn't remember seeing.

Videographers:

Ryan Carr taped at the Hussey School Open House while Terri worked at the Knowlton School. Goal here is footage for use in a variety of venues.

1. School is open / PSA and short film to start the year.
2. Buses PSA – up and running on Aug. 28th.
3. Events at schools opening/closing etc.

Jody Puffer met with the Coordinator for 2 days of training. She has been given business cards with her name but our information, and Terri ordered a BCTV shirt for her to wear when taping. She may not be able to do all games but has offered to do as many as she can.

Editors:

Seth Wright has offered to learn more about editing. Terri brought home the BCTV laptop computer for him to use and learn on. This will be pro-bono since he is a family member.

James Bellissimo has offered to edit some of the football games if we get them from his friend. He is doing the outreach and communications and has offered to edit if needed. First game went up on BCTV 9/6/2017

Datavideo Switcher

The Coordinator researched and watched videos on this switcher. It appears we need to have it hooked up to a computer in order to load the images and music we may want for the meetings. Access AV Techs gave me some good options for the switcher. We loaded a new program which can make up slides, have scrolling on bottom or top of screen, etc. Terri will check this program out. The technician also showed how we can get music behind the slides before meetings start.

Emergency Tickers

Fire, Police and the Town have all been set up. We are waiting for the school to send the name of a person they would like to appoint. Goal is for residents to know this will only be used for emergency situations – road closures, fires, Amber alerts, parking bans, weather situations such as flooding or hurricane warnings, water problems – etc. We see the schools utilizing it for school closures and delays, busing problems, and situations that require evacuations. BCTV has used it several times for the Town – road closures along with the phone and internet down at Town Hall and Fire Station.

Wireless Microphones

We now have 2 Wireless microphones for videotaping the Many Faces of Berwick along with other locally produced programming. These were used for taping the Many Faces of Berwick. We did have problems with interference from one of the microphones.

Beth O'Connor – State Representative

Terri has not heard back from Beth at this time. She will again reach out to see if we can meet to do a short interview.

Adult Education

Brenda Gagne and the Coordinator met regarding posting slides or short videos on classes and programs she would like to highlight. We are also discussing a PSA class for non-profits in the spring. Terri has begun writing some of the material and will put together a short class for creating their own PSA.

Berwick Historical Society

The Coordinator met with Ron Vigue on 9/1/2017 regarding Historical Society events and opportunities for BCTV to help promote meetings and events. We also spoke about getting photos from the archives for the film on the downtown area. Ron was very open to this and has several events he thought might work. The first is a yard sale they will be holding. The second is the concert they will be hosting in November. I need to reach out to Don Young for information on this.

Policies

Recommendation that the Committee change the policy for Committee Reports to the Selectmen.

Add: The Committee and/or Coordinator will deliver a report to the Selectmen on a monthly basis.

Recommendation that the Committee set meetings for the year

Add: The Committee will meet bi-monthly on the 2nd Tuesday of the month at 5:30 PM in the Selectmen meeting area. Cancellations due to weather will be decided day of meeting and posted to the BCTV webpage as soon as decision is made.

Handbooks

Terri emailed a copy of the BCTV Videographers Handbook. This is a work in progress. She has placed a copy with each of our cameras. This quick informational piece reviews the set up and breakdown of camera and tripod.

Forms Updated

- Equipment Loan Form
- Announcement Request Form
- Guidelines for Submitting an Announcement
- Press Release Form

Forms that need updating:

- Sponsor Application
- User Application
- Talent Release

Negotiations

We still have heard nothing from Comcast. Terri did email Bryan Christiansen regarding the PSA for reduced Comcast hookups but have had no response.

Analytics & Programming Breakdown

Programming

JUNE 61% = Locally Produced and Meetings
35 % = Alternative Programming (movies / connect)
4% = Pegmedia and fillers (cartoons/psa's)

JULY 51% = Locally Produced & Meetings
38% = Alternative Programming (movies / connect)
11% = Pegmedia (Maine Access Stations), cartoons & psa's

AUG 50% = Locally Produced & Meetings
46% = Alternative Programming (movies / connect)
4% = Fillers (PSA's / cartoons / short films)

Analytics - # of Users in On-Demand/Streaming

- 70 Users in June
- 169 Users in July
- 400 Users in Aug