

STURBRIDGE CABLE ADVISORY COMMITTEE  
MINUTES OF 5/21/13

John Clancey called the meeting of the Cable Advisory Committee to order at 4:33 p.m. The following members were also present: Steve Greenberg, Kadion Phillips, Bruce Butcher, Don Fairbrother and Steve Tieri (Jeff Bonja was not present).

ACCEPTANCE OF MINUTES John Clancey made a motion to accept the minutes of 4/09/13. Kadion Phillips seconded the motion. The motion was approved by a vote of 4-0.

PRODUCTION COORDINATOR'S REPORT All town government meetings are being covered. The pay has been increased to camera operators from \$35 to \$45 per meeting for meetings that run four hours or more.

We have two new camera operators in training and another who is home from college.

The Tightrope system is working well as is the Video On Demand.

Steve Greenberg and Bruce worked to troubleshoot the VOD so that those with tablets can access.

Bruce continues to take care of the daily programming on channels 11 and 12, supervise and train the camera operators.

Bruce gave Steve Sandberg another training session on the three camera remote system and he worked a BOS meeting.

Steve and Bruce had a meeting with the Second Chance Animal Shelter in Brookfield. The shelter is owned by husband and wife team that Bruce met when he recorded a show featuring them at WESO. They are extremely knowledgeable, enthusiastic and articulate. With them, we plan to start a series of "animal/pet" related shows. The topics are endless. This new show should be very popular, bringing entertainment and expert knowledge to the residents of Sturbridge. As advised, Bruce purchased some new equipment. Purchases included a high resolution Sony Camcorder, a portable light kit, a wireless lavalier microphone system, audio adapters and a small audio mixer.

We now have a fairly complete set-up for Town Meeting (June 3rd) and remote shoots in general.

Also, for the Tantasqua Media classes, Bruce purchased a boom pole and shock mount.

Most of the components for the fiber install have come in. Bruce is waiting for a few more.

Lists of original programming on SCTV:

Meg's Minutes, Gourmet Grannies, Senior Center Seminars, WESO occasional programs of interest, WESO Guest interviews with Bob Briere Sturbridge Historical and WESO Politics as Usual with Dick Vaughan. Coming soon: Second Chance Animal Shelter program.

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FINANCE SUMMARY:

Q4 Opening Balance (January 26, 2013): \$75,412.25

Q4 Total Income: \$81,429.60

Total Period Available Balance: \$156,841.85

Total Q4 Expenses: \$24,073.23

Q4 Closing Balance (April 26, 2013): \$132,768.62

Available Balance as of April 27, 2014: \$128,526.12

Charter Contract period is April 27, 2010 through April 26, 2015

Charter Income planned escalation at 2.5% per year

Charter Ops Funding is 2.5% of their annual income per the contract

Annual expenses reflect Charter contract years (April 27th through April 26th of each year)

Labor expenses are escalated by 3% per year, except for 2011 which is escalated by 1% for the year

Non-labor operational expenses are escalated by 5% per year

**Contract Year 3 Expenses:**

Labor Subtotal: \$62,106

Operational Expenses Subtotal: \$2,173

One-Time Expenses Subtotal: \$47,823

**Contract Year 4 Expenses:**

Labor Subtotal: \$72,825

Operational Expenses Subtotal: \$14,931

One-Time Expenses Subtotal: \$13,982

**Contract Year 5 Expenses:**

Labor Subtotal: \$75,010

Operational Expenses Subtotal: \$16,339

One-Time Expenses Subtotal: \$14,641

Future Purchases primarily for Center Office Building fiber optic cable connection: \$2,671.00

Recent Purchases (all invoiced after April 27, 2013): \$6,041.00

**NEW BUSINESS:**

The discussion was had, and agreed by all, that we will remain in the current committee positions for the next year.

We will need to consider a replacement for the financial portion of the committee reports.

The next meeting was scheduled for 4:30 p.m., July 2, 2013, in the second floor conference room of the Town Hall.

On a motion made by John Clancey, seconded by Steve Greenberg, and voted 4-0 the meeting adjourned at 5:30# p.m.