

Sutton Community Television Board
Monthly Meeting Minutes
November 2, 2009

Attendees: Leo Lavin, James LeClaire, Dave Kiley, Pamela Nichols

Absent: N/A

7:30 p.m Meeting called to order by Chairman Leo Lavin.

1. Review and approve minutes from last meeting (09/08/09) with motion from Jim LeClaire to accept, Dave Kiley second. Vote 3-0-0.
2. Action Items from Last Meeting ~ no detailed discussion since October 5, 2009 meeting was cancelled.
3. Update/Discussion related to Education Station/School District

Education Station (SETV):

- Leo updated the network diagram and description and discussed connectivity to the school
- Audio issues at Town Meeting (held October 19, 2009) discussed. Only four microphones are available. Moderator needs to maintain control of meeting and have participants approach microphone.
- Web Event Database – in process.

4. Review/Discuss Coordinator's Report
Report distributed.

5. Discuss Purchases if needed.

6. Old/ New Business

Annual Report for the Fiscal Year ending June 30, 2009 due In January.
copies of previous reports submitted as well as sample of Grafton, MA.

Financial report distributed.

Cable Recording Assistant position TBD

7. Future work to assign and discuss ~ not addressed
Create mission statement.
Improve Regulation documents.

8:10 PM Meeting Adjourned

