

Present : Board members Pauline Pelletier, Allan Berggren, Ron Landry, Joel Schneid, Nick Maynes
Call to Order by Chairperson Pauline Pelletier

OUTSTANDING MINUTES

Minutes from the last Board meeting were rendered unavailable.

BOARD ASSIGNMENTS FOR 2014 : All positions were reassigned: Chairperson Pauline Pelletier, Vice-Chair Rob Landry, Treasurer Joel Schneid, Secretary Nick Maynes

NON-PUBLIC SESSION (Personnel)

Executive Director Keith Druhl presented an overview of Management achievements for the calendar year 2013.

Druhl departed meeting room and his performance for 2013 was evaluated.

PUBLIC SESSION RESUMES

Motion for 3% compensation raise for Druhl by Berggren. Seconded by Pelletier. Passed unanimously. Maynes will prepare and present evaluation to Druhl.

Schneid will be presenting info / analysis to board regarding compensation and benefit options going forward including comparison to other PEG stations, 401K / retirement , and health insurance. Deadline for this project is September 2014.

Going off prepared agenda, Druhl reported activities since last meeting - period covered includes last weeks of 2013 and first months of 2014.

- * Press release and advertising in Eagle Times & ETicker acquire regarding channel 8 off-the-air and return with new channel 10 and Video on Demand services
- * Opened Google account - included info on channel 10. Druhl asked Board "friend" the page and tell others about it. Live - Work - Play blog opened.
- * School gave exclusive use of B & C room for one week for install. Implemented Channel 8 "shutdown" using broadcast of single info slide off improvised graphics feed.
- * Install of new systems proceeded initially with HB technicians over three days. Cornish Technologies came several times over several weeks as needed.
- * Channel 10 activation on Comcast side, took three days over several months with support from Engineers throughout the east coast via remote and CCTV staff. Final connect took some coordinated effort with City (Walter) because of Comcast internal delays.
- * Open House Workshop - overview of what CCTV has to offer along with portable camera training. Three students and three adults in attendance. Some continued training later.
- * Hosted workshop at CCTV with Public Access organizations in attendance - Springfield area, White River area. Demo of our (vintage) Carousel / Tighrope and discussion of use.
- * Attended two sessions at White River area Public Access station - new Tighrope features demo and another for training using of the Tighrope system. Other stations attended too. Springfield area and White River area - have decided to acquire system. Druhl said this is further vindication of our decision to acquire and then further renew our relationship with Tighrope.
- * Ernest Montenegro, sculptor of work in progress for Visitor Center Park, contacts CCTV about "someone" documenting progress. Events take place anytime day/night so we sought appropriate volunteer (retired? self employed?). Hani Boeck, a new volunteer, stepped forward. Her first session was interview of artist at CCTV.
- * Working with Zach Williams of city Planning and Development. Making videos for City website but will share material with CCTV viewers. Has own camera and using CCTV tripods, audio equipment and editing machine. CCTV loaned equipment on open-return basis (we call when return needed) in order to assist coordinating with his interview subjects erratic schedules.
- * Vinyl banners with Channel 10 and 8 logos ordered from Staples

FINANCIAL REPORTS - (handouts) JAN, FEB 2014

Berggren noted that Budget vs Actual Report was most useful to board - it was not available for either month in this month's packet. Druhl said this format and final budget will be available at next meeting.

GOALS & PROJECTS 2014

Druhl presented new / ongoing projects for 2014 (Handout)

- *Developing RFP for renovation of CCTV at City Hall.
- * Evaluate / acquire office & editing-computer upgrades
- *Evaluate / acquire AVCHD cameras
- *Continue: Internet/social media sites and hardcopy PR tools
- *Carousel - utilize new features (i.e. weather info)

Berggren said Executive Director secession info - password, key phone numbers, manuals -should be added to goals list. Druhl said this is in place but new system warrants update -- will be added to goals for 2014

DEPRECIATED EQUIPMENT SALES / TRANSFERS

After scouring the storage closet, some redundant , inoperable or sunset has been given to Calvary Baptist church. CCTV was assured the miscellanea will be put to good use. Calvary has been creating and submitting an average of 52 programs a year for the past 12 years using their own equipment. No seated CCTV Board of Directors or CCTV staff are members of the organization.

It was noted that a rebate/discount was given to CCTV by Tightrope on return of their 7 year old legacy server-appliance. The physical return of the device was completed by HB Communications.

SCHEDULING NEXT MEETING (Pelletier)

The next meeting is scheduled for May 8, 2014.

ADJOURNMENT OF MEETING

Motion to adjourn was made by Berggren; seconded by Maynes with majority concurring.

Minutes submitted by Keith Druhl