

CLAREMONT COMMUNITY TELEVISION, INC.
BOARD OF DIRECTORS MEETING
THURSDAY JULY 16, 2015

MINUTES

Present: Joel Schneid, Allan Berggren, Nick Maynes, Pauline Pelletier, Ron Landry
Absent: Amy Richardson

CALL TO ORDER / (SCHNEID)

BOARD GOVERNANCE ISSUES (DRUHL)

According to Boards and Commissions Coordinator as of 7-15-15, Nick Maynes has been reappointed by City Council. He now needs to be sworn-in immediately. Joel Schneid needs to be reappointed by School Board. Prior to the start of the 7/15 School Board Meeting, Supt McGoodwin assured me that this would be an agenda item added to the meeting.

MINUTES OF MAY 18, 2015 MEETING (SCHNEID) Sentence construction errors discovered. Document approved with corrections. 1st Schneid, 2nd Pelletier. Accepted - with corrections - by unanimous vote.

EXECUTIVE DIRECTOR REPORT (DRUHL)

(There was a confidential discussion regarding a contractor issue.)

Recent requests for our “direct services” in last 40 days have been for a variety of organizations and events such as City Budget and finance, Stevens HS graduation and class day, 2015 Alumni Day Parade, 8th Grade completion acknowledgement, Tech Center “Iron Man” cooking competition, Claremont Adult High School graduation and River Valley Community College commencement. For these events, CCTV services have included but were not limited to: special cable installation, multiple camera configuration, location video switching and live broadcast testing and support. Post-production editing was a direct service provided by CCTV for several event recordings.

Continuing to encourage the online use of CCTV programming, we’ve provided either direct links to Tightrope VOD files or by transcoding specific programs to our YouTube “ bridge “ ; doing so speculatively or by request of an organization or individual. The YouTube version is particularly useful, we’ve discovered, when embedding a show on Facebook or on a webpage.

Example: River Valley Community College graduation was recorded by CCTV volunteer and broadcast on channel 8 for four weeks following the event. The college received requests from students for access / copy of the program from students. The broadcast of the event could be experienced locally by Comcast cable viewers on CCTV 8 beginning four days after the event and repeat viewing for another four weeks. The video-on-demand (VOD) version was available on the CCTV website. Soon after, CCTV converted the VOD file and posted on our YouTube bridge site in order that the college could easily embed the YouTube version on their website or provide a link to our CCTV server version. The original high-quality broadcast version of the graduation will live on in an additional form as the college purchased and distributed DVD copies to VIPs, students or others.

Tightrope announced upcoming software update which will include an improved public webpage interface. Very clean look, nice big thumbnails of latest video, big text overall. Improved display on mobile devices.

To keep abreast of local bookkeeping resources, over the last year we've met with Anita Engel, Barbara Richards and ADP Payroll services. This informal survey provided useful provisional data. Upcoming is meeting with CPA Karen Kayen about retirement plan definitions for non-profit organizations and discussion on best-practice procedures for our financial reporting.

Having public workshop in August: using video on social and business media websites. Mindy Wood teaching. She is former CCTV employee and web content producer and owner of website Purposely Simple. Ad in E-Ticker and Facebook.

Hospital Marketing department creating a number of videos this summer by interns attending Emerson College. Including is info on upcoming Critical Care facility – and topic videos such as are how to know a situation that requires an emergency room visit vs a critical care facility visit.

We are having a meeting with the Comcast government affairs director and whatever non-profits we can muster Southwestern Services and Pathways regarding Comcast Essentials – for families using school lunch program - \$9 / month internet and \$130 pc.

Our Bulletin Board system now gives current temperature and weather conditions in attractive graphic on our two bulletin boards.

Both channel broadcast systems – channel 8 and 10 - and our video on demand system has been operating exceptionally well with all browsers. We have also been actively adding content – both text and video - to our Facebook page.

Discussion about minutes – best for board to have some day(s) before the following meeting. Concern about meeting length – Druhl to put length for each agenda item – meeting at 1 hour max. Report accepted 1st Pelletier, 2nd Landry and unanimous consent.

2014 EXECUTIVE DIRECTOR PERFORMANCE REVIEW (SCHNEID) non-public

Board will complete the process at the next meeting when retirement plan options are presented.

FINANCIAL REPORT (DRUHL)

As of April, our Consolidation report is no longer being done manually will improved accuracy and time for preparation.

Accepted 1st Landry, 2nd Schneid, unanimous consent.

SCHEDULE NEXT MEETING (SCHNEID)

The next meeting will be on August 26th 2015 at 2:00PM

ADJOURNMENT (SCHNEID)