



TOWN OF NORTON

Norton Cable Access Corp.
(Committee)

MINUTES

Date: 9-8-11- Time: 1:00pm

Location: Norton Cable Access Studio

Members & Staff Present: Gretchen Stalters, Sue Morgado, Jason Benjamin, Kathy Zawasky, Victor Rodriguez

The meeting was called to order at: 1pm

Minutes from the July 2011 Meeting were reviewed and approved.

Treasurer's report reviewed and approved. Cash position Balance is \$253,017.74

Accountant Dave Pineiro to come to the next meeting to review this presentation of treasurer's report-away for this meeting.

Meeting Motions / Actions and Summary of Discussions:

Station Manager report: see attached

Gretchen asked Jason to call newspaper to inform public on updates to the NCAC website and also put the new updates on the channels.

Equipment request from Jason: Discussed best option to buy new cameras the studio needs. Board agrees to get 2 new cameras to be used just for "in house" taping and the 3 older cameras will be used for outdoor/portable taping. Gretchen made a motion to spend up to \$12,000 to purchase 2 cameras. Sue seconded and rest of Board approved.

Football game taping: Jason spoke to Athletic Coordinator and Booster club and will start taping home games soon- waiting for them to be held here at NHS due to the track project.

Board discussed ideas on ways to let the public know about having the cameras we purchased that are to be available for people to make their own videos or jut video tape town/school events.

Board discussed issue with Jason regarding the recent Hurricane and communication with Charlene Fisk. We are going to provide a "screen captured training" which will make training easy and available for any staff change. This will most likely be the Fire Chief, Police Chief, Communications Director who will have access to this so they can put up announcements esp. in Emergency situations. Sue Morgado spoke about this software program and the benefits of it. Gretchen makes a motion to pay up to \$500 to purchase "Captivate" software. Sue thinks it will cost about \$300. She and Jason will discuss and make the purchase for NCAC.

Acceptable use policy will be made up by Jason. Victor will send out an email to Town Manager, Fire and Police Chiefs and Communications Director about our plan to get this. Training will then be done by Jason.

Old business: Inquired about a Verizon bill that was in collections. Jason said a bill was not paid over the summer since mail was delivered to the NHS and he did not have access to the building. Board discussed this problem. Jason should arrange for mail pick up over long periods. Also sometimes mail intended for NCAC sometimes gets put in a wrong mailbox at the school. Jason to discuss this with NHS Office staff, plan to get mail timely over the summer or get a PO mailbox.

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New Business:

Victor did some inquiring after some issues with inability to get in touch with Jason the past couple of months on a few occasions. A phone will be purchased by NCAC for Jason. He should have this especially in cases of Emergency since he will not have his personal phone number available to all.

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- *Next meeting Oct. 13, 2011 1pm at Norton Cable Studio*
- *Motion to adjourn by Gretchen seconded by Sue*
- *Meeting adjourned at 2:20 pm*

List of Documents and Other Exhibits used at Meeting:


- **Station Managers Report**
- **Treasurers report**
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Minutes Approved by Committee on: 10/14/11
Respectfully submitted,

Signatures:



Gretchen Stalters, Norton Cable Access Secretary



Victor Rodriguez , Norton Cable Chairman