



# TOWN OF NORTON

**Norton Cable Access Corp.**  
(Committee)

## MINUTES

Date: 12-5-11- Time: 4:00pm

Location: Norton Cable Access Studio

Members & Staff Present: Gretchen Stalters, Sue Morgado, Jason Benjamin, Kathy Zawasky, Victor Rodriguez, Charlene Fisk, Ray Cord, Aimee Kolf (part of meeting)

The meeting was called to order at: 4pm

Guest- Dr. Ronald Crutcher, President of Wheaton College present. He came to let the Board know that Wheaton would not be able to build a studio in one of the buildings they have on Campus and lease the space to us due to Financial constraints.

The Board will have to start looking into other options once again.

Minutes from the November 2011 Meeting were reviewed and Approved by entire Board.

Treasurer's report reviewed and approved. Cash position Balance is \$249,045.52

Board reviewed all our monthly charges. Verizon charge will be looked into by Jason. Ray Cord inquired about this and questioned why so high. Sue made a motion to approve treasurer's report and Charlene seconded, all approved.

### *Meeting Motions / Actions and Summary of Discussions:*

#### ***Station Manager report(see attached report)***

Jason to spec. out another Tricaster since one we only have 1 which is portable to all locations. It is expensive but in case this breaks down we may want to have another one. The Board thinks this is important to consider.

Town Meeting Invoice- Norton Cable never received our portion of the bill from the sound system company from past Town Meeting that was live. The Town paid their portion- we only got notice recently that we did not pay our portion. A check to be made out today to pay this.

Purchase of a DVD copier- Board discussed this a lot- pros and cons of getting one and decided to put this idea on hold. All programs are archived for 2 months for residents to view or download and save on their own if they choose.

#### ***Old business:***

New studio update-Wheaton location proposal no longer possible due to finance issues at the College.

Board discussed with new members locations we had looked at in the past. WE need 3000 sq ft. Ray went to Norfolk Cable News Studio and told us what they pay and what it looked like. Jason to get some potential sites again lined up so the Board can do a review of them.

Networking Layer 3 system- Jason working on this and contacted the company to begin the process. He will be in touch with the school when dates are set up for them to come into the schools.

Community Grant Proposals- reviewed library proposal. Victor made a motion and Sue seconded that Norton Public Library should receive the \$13,000 grant to purchase equipment they would like to get to improve the Library. Entire Board agreed. Victor to compose letter and speak to Library Director and set up meeting to present a check at their Board meeting in Jan. 2012.

This Grant application is on Google docs. and Norton Cable website for people to download.

***New Business:***

Jason did the Annual Report for the Town.

Next meeting we will go over our Mission Statement/Goal and review of policies and procedures and Board Elections.

Board decided to change the date for Station Managers Annual Review from Jan. to June.

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- ***Next meeting Jan. 27, 2012 12:30pm at Norton Cable Studio***
- ***Motion to adjourn by Gretchen seconded by Sue***
- ***Meeting adjourned at 5:40pm***

**List of Documents and Other Exhibits used at Meeting:**

- **Station Managers Report**
- **Treasurers report**
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Minutes Approved by Committee on: 1/27/12  
Respectfully submitted,

***Signatures:***

  
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Gretchen Stalters, Norton Cable Access Secretary

  
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Victor Rodriguez, Norton Cable Chairman