



TOWN OF NORTON
Norton Cable Access Corporation
MINUTES

Date: December 12, 2012 Time: 12:00 PM

Location: Norton Cable Access Temporary Studio
Norton Crossing 184 West Main St

Members & Staff Present: Victor Rodriguez, Charlene Fisk, Jason Benjamin, Paul Driscoll

Members Not Present: Sue Morgado, Ray Cord

The meeting called to order at 12:17 PM.

Meeting Motions / Actions and Summary of Discussions:

Review of November Meeting Minutes

The Board in attendance reviewed the November meeting minutes. There were no adjustments or discussion by the Board.

Motion made by Victor Rodriguez to accept September meeting minutes as written.

Motion seconded by Paul Driscoll.

Motion approved unanimously.

Treasurer's Report

The Board reviewed the November Monthly Financial Report.

Cash position balance as of November 30, 2012 is \$259,781.91.

Motion was made by Victor Rodriguez accept the Treasurer's report as written.

Motion seconded by Paul Driscoll.

Motion approved unanimously without further discussion.

Victor informed the Board he used the \$1000.00 gift card to pay for Jason's cell phone. By taking this action, Jason's cell phone should be paid up for approximately 1 ½ years. Victor will send a copy of the invoice reflecting this action to Dave for the financial report.

Station Manager's Report

Items in the report:

- Event Coverage Summary
- Studio Construction Update
- Community Grant Update
- School Committee Live Update
- Norton Middle School TV Studio Update
- Comcast Quarterly Check

Event Coverage Summary

Thirteen events were covered during the month of December.

Studio Construction Update

Jason reported the construction has begun in the space upstairs. There are photos of the work attached to his report. Beginning the first week of January, we will move to a secondary temporary location on the first floor of the building in the suite next to the one we currently occupy. The area we currently occupy will become the entry vestibule and elevator area. With the demolition and construction ready to begin, we had to move to the secondary location.

Community Grant Update

Jason reports to date we have received four inquiries regarding the Community Grant. Inquiries are as follows: Town Clerk, Norton Senior Center, Nadja Varney and Michael Kramer from the Norton Middle School. As of this meeting, we have received completed Grant Paperwork from Michael Kramer at the Middle School and Lee Parker from Norton Public Library. The deadline for submission of Community Grant paperwork is December 31st.

School Committee Live Update.

The first live switched broadcast of the School Committee meeting was filmed two weeks ago in the auditorium. Jason reports the live fiber connection worked very well. Jason stated he received the fiber extension that was ordered however, due to the School Committees decision to meet in the upstairs library for all future meetings, he will have to run a coaxial extension to the second floor to continue to broadcast the meetings live.

Norton Middle School TV Studio Update

Jason met with Michael Kramer from the Middle School regarding enhancing the accessibility and quality of work output of his students. Michael has submitted a Community Grant request to add MAC computer workstations for this purpose. Jason has temporarily allowed Michael the use of four of Cable TV's iMacs for the next 90 days for a pilot program. Jason attached some pictures of the students working in the Technical Education classroom with the equipment.

Comcast Quarterly Check

Jason reports we received Comcast's quarterly check two weeks ago in the amount of \$70,800.00.

Old Business

The Board revisited the need for a School Replacement for the position vacated by Aimee Kolf.

New Business

Victor stated he would speak with the Superintendent the interested students in a potential Cable Club located in a technical classroom versus the students coming to the Cable studio. There was also a discussion of the bussing issue and perhaps an arrangement with Gatra to have a stop here for that purpose.

With no further business before the board, Victor Rodriguez made a motion to adjourn.
Paul Driscoll seconded the motion.

Meeting adjourned at 13:15 PM.

List of Documents and Other Exhibits used at Meeting:

- **Station Managers Report**
- **Treasurer's Report**

Minutes Approved by Committee on: _____.

Respectfully submitted,

Signatures:

Secretary _____
Charlene A. Fisk, Norton Cable Access Corp.

Chairperson _____
Victor Rodriguez, Norton Cable Access Corp.