



TOWN OF NORTON

Norton Cable Access Corporation

MINUTES

Date: February 28, 2014 Time: 12:00 PM

Location: Norton Cable Access Temporary Studio
Norton Crossing 184 West Main St – Suite 8 2nd Floor

Members & Staff Present: Victor Rodriguez, Sue Morgado, Jason Benjamin, Ray Cord, Paul Driscoll, Charlene Fisk

Members Not Present: None

The meeting called to order at 12:10 PM.

Meeting Motions / Actions and Summary of Discussions:

Review of January Meeting Minutes

The Board reviewed November minutes.

Motion made by Ray Cord to accept the November meeting minutes as written.

Motion seconded by Paul Driscoll.

Motion approved unanimously, without discussion.

Treasurer's Report

Ray Cord was unable to attend the meeting; however, the December Financial Report was electronically forwarded to the Board for their review.

Cash position balance as of January 31, 2014 is \$201,339.74.

Motion made by Charlene Fisk to accept the Treasurers report as presented.

Motion seconded by Sue Morgado.

Motion approved unanimously, without discussion.

Station Manager's Report

Items in the report:

- Summary of Event Coverage
- Special Town Meeting
- Studio Renovation Update
- Show Production
- Lease Update

Engineering Update
Community Outreach

Summary of Event Coverage

Twenty-seven (27) events were covered month to date.

Special Town Meeting

The Special Town Meeting held on February 24th was broadcast live from the Norton Middle School. This was the first live broadcast since the head end was relocated upstairs in the new studio location. The live fiber connection was balanced and consistent during the entire meeting.

Studio Renovation Update

The Infinity Cyclorama Wall installation is complete and painted. The elevator is also installed and functional. The elevator is locally inspected, but still requires inspection by the State prior to use.

The building owner reports we should receive the final Certificate of Occupancy by March 24th. This would allow us to plan the Open House event for the end of April.

Show Production

Jason reports there are two new shows that will launch shortly.

The first is a local sports talk show called “Lancer Nation Live”. Javik Blake, a Norton Middle School student who has done local sports announcing for Norton Cable in the past, will produce the show.

The second is the re-launch of “The Wrap with Aimee & Clara”, a lifestyle talk show. Norton Cable produced this show for 2 years, prior to the start of the studio relocation and renovation project.

Jason states he has put out a call for aspiring show producers and anticipates seeing many in-studio produced broadcasts in the near future.

Lease Update

Jason and the building owner met several weeks ago to discuss the invoice that charged us half rate for the months of November and December for the new studio space. During this time, we were still in the downstairs temporary location and did not have access or we able to occupy the new studio area. Jason reports we had a verbal agreement with the building owner to pay \$500.00 per month for the temporary location space until the renovations were complete and occupancy of the new studio was approved.

Engineering Update

The funds approved at the last meeting for the Head-End upgrade have been sent to Comcast. This will fund the installation of the digital encoding distribution system. The construction is scheduled to begin within the next 60-90 days.

Community Outreach Update

The Media Center hosted a craft fair, which was attended by over 150 Norton residents. The Mom's group was able to raise money from the proceeds of the Bake Sale to benefit the Norton Food Pantry. The Media Center is hosting the Mom's group weekly meetings on Thursday Mornings from 10 to noon.

Jason conducted a Studio Tour for the local Cub Scouts, which was also attended by the Scout's friends and families.

The Black Knights Football League has also used the studio.

The first training workshop was held in the new studio last Friday. Twenty-one students attended. The training included the history and concepts of applied Stop-motion Animation. Students were setup into three groups at the DSLR stations and they replicated a classic animation using building blocks.

The next workshop is scheduled for March 27th and will feature a Non-linear editing class for beginners.

Jason met recently with Aaron Sumner, who is the AV teacher at the Norton High School. The Superintendent has requested that he produce a weekly school news show to be broadcast on the Smartboards in every classroom. Jason showed him the studio equipment and offered the use of the studio for him and his AV students for filming the weekly broadcast.

Old Business

There was no other old business brought forth at this time.

New Business

Next month's meeting will be March 28, 2014 at Noon.

With no further business before the board, Ray Cord made a motion to adjourn.

Sue Morgado seconded the motion.

Meeting adjourned at 12:56 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.