



TOWN OF NORTON

Norton Cable Access Corporation

MINUTES

Date: June 19, 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 12:00PM.

Meeting Motions / Actions and Summary of Discussions:

Review of May Meeting Minutes

The Board reviewed May minutes.

**Motion made by Sue Morgado to accept the May meeting minutes as written.
Motion seconded by Ray Cord.**

Motion approved unanimously, without discussion.

Treasurer's Report

Ray Cord distributed the April and May Financial Report to the Board for their review.

Cash position balance as of May 31, 2014 \$146,682.09.

Ray noted that the Profit & Loss Previous Year Comparison shows net income percentage change of -208%. This is mainly due to moving expenses incurred with the new studio.

**Motion made by Paul Driscoll to accept the Treasurers report as presented.
Motion seconded by Sue Morgado.**

Motion approved unanimously, without discussion.

Annual Budget review is scheduled for September.

Station Manager's Report

Items in the report:

- Summary of Event Coverage
- Middle School Field Trip
- Wheaton Explo Field Trip
- Founder's Day Plans
- Library PSA
- Radiant Upgrade Status
- Occupancy Status

Summary of Event Coverage

Thirty-two (27) events were covered month to date.

Middle School Field Trip

Jason reports last Thursday, the Media Center hosted 10 students from the Middle School from Mr. Kramer's Tech Ed program. This was an all-day field trip where the students learned about engineering, production, and media theory. The students also completed a hands-on project, which involved the production of a video time capsule. Two of the students in the group will volunteer at the studio and will assist at the Norton Media Center booth on Founders Day.

Wheaton Explo Field Trip

The Wheaton College Explo Program will have a field trip to the Studio next month to tape a new student news program.

Founders Day Program

Norton Media Access has a booth for the Founders Day Event. We will have branded water bottles, t-shirts, and pens available for the public. We also will have a raffle for an iPad Mini. This will enable us to collect names and email addresses for future outreach efforts. We have the tent, tables, and signage but could use a truck for transportation of these items and our mounted studio monitor to the site. A refrigerator to keep the water cool would also be a help.

Norton Public Library PSA

Yesterday, the PSA for the Summer Offerings at the Library was taped.

Radiant Upgrade Status

The Radiant is installed. We now are digital over fiber to Comcast on all three channels. We are also broadcasting in stereo.

Occupancy Status

The Permanent Certificate of Occupancy has been received from the town. The listed occupancy on the permit is 50. We need to have this increased to at least 200.

Old Business

Municipal Wi-Fi Project

There are no new updates at this time.

Electronic Signboard Project

There is nothing new to report.

New Business

Grant Request Awards

The Board received two grant requests.

- Norton Public Library - \$ 5,583.00
- Norton Middle School - \$ 2,460.00

The total amount of all grants requested \$ 8,043.00

The total amount of grant monies available \$13,000.00

Motion: To award the current Community Grant Money as follows:

\$ 5,583.00 to the Norton Public Library

\$ 2,460.00 to the Norton Middle School Lancer Tech Studio

Motion by Sue Morgado.

Motion seconded by Ray Cord.

Motion approved with one abstention and without further discussion.

High School Media Club

Jason discussed the start of a Media Club for the High School that would be held at the studio. Dr. Baeta supported the idea. This would allow for the students coming from the Lancer Tech Studio at the Middle School to continue during their High School years. The High School does not have any tech media program available for students.

Monies not expended in this round of Community Grants will be used to help the Media Club get up and running.

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

Meeting adjourned at 13:03 PM.

List of Documents and Other Exhibits used at Meeting:

- Station Managers Report
- Treasurer's Reports