

TOWN OF NORTON

Norton Cable Access Corporation

MINUTES

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NORTON TOWN CLERK
2016 MAR 24 P 1: 22

Date: January 16, 2015 Time: 12:00PM

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

Members & Staff Present: Jason Benjamin, Michael Kramer, Victor Rodriguez, and Sue Morgado

Members Not Present: Ray Cord, Charlene Fisk, Paul Driscoll

The meeting called to order at 12:15 PM. (Victor Rodrigues)

Meeting Motions / Actions and Summary of Discussions:

Review of September Meeting Minutes

TBD

Treasurer's Report

TBD

Station Manager's Report

Items in the report:

- Summary of Event Coverage
- Town Hall Signage update
- High School TV/Media Club
- Norton High Internship
- Equipment Request, Emergency Management Agency

Summary of Event Coverage

Twenty One (21) events were covered December and January

Signage Progress

A quote is ready for the specified LED panels. Jason is in contact with the town manager for the construction of the frame and electrical work that needs to be completed before the sign is purchased.

Norton Media Center High School Club

Jason had a meeting with Karen Whisper (Tech Director, Norton Public Schools) we were informed that the school committee removed the line item for a TV/Media club at the High School. A collaboration between NHS and Norton Media will continue to be developed.

Norton High Internship Program

Jason has been in correspondence with Norton High School Guidance department to create a School to Career partnership. This would allow seniors to be apart of an internship with local businesses while they earn credits for school. This has been a very successful program and we look forward to hearing more about the schools partnership.

Equipment request

The town's emergency management agency requested to have a remote carousel server available for them to trigger in case of an emergency. Do to the expense of the equipment needed to perform this task it was agreed that it should be a shared expense with the town. Discussions will continue on the development of this project.

Old Business

Board Nominations (TBD)

By Laws Review (TBD)

New Business

Community Grant Update

No Grants to be reviewed

Town Signage Update

Jason is in contact with the town manager and making plans for the frame construction along with all the necessary electrical. A quote for the LED sign that meets all the approved requirements is all set.

Studio Calendar & Acceptable Use Policy

The idea of posting a calendar of available times for the shared space was reviewed. It was agreed that organizations should only be able to secure the shared space a week in advance. This will allow more groups to share the space and it will also help with the scheduling of the space.

An example of the current acceptable use policy was made available for review. We will continue to use the current policy that is signed by every group before using the space.

Norton Media Center High School TV/Media Club

Reviewed in the station manager's report. We will continue to make an effort to develop this program.

Field of Dreams Project

The discussion was to install all the necessary equipment at the town athletic fields which would allow the broadcasting of the games. It was agreed that each organization should go through the community grant process.

Project Library Revised

The process of archiving all the Studios media in some format was reviewed. Do to the expense and space needed for such an undertaking the station will **not** archive media . Currently media is posted and kept available for a sufficient amount of time for the public to make a copy or a request for a copy.

Open House

We quickly reviewed the great success of the open house. The idea for similar events in the future was discussed.

Landlord Reminder

Status (TBD)

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

Next meeting is scheduled for Friday, February 20 at noon.

Meeting adjourned at 12:55 PM.

List of Documents and Other Exhibits used at Meeting:

- **Station Managers Report**

Minutes Approved by Committee on: 9-20-15

Respectfully submitted,

Signatures:

Secretary


Michael Kramer, Norton Cable Access Corp.

Interim Chairperson


Victor Rodriguez, Norton Cable Access Corp.