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TOWN OF NORTON Norton Media Center

MINUTES

Date: February 20, 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, Paul Driscoll and Ray Cord

Members Not Present: Charlene Fisk, Sue Morgado

The meeting called to order at 12:05 PM. (Victor Rodrigues)

Meeting Motions / Actions and Summary of Discussions:

Review of January Meeting Minutes

Please Note: A correction was made in January's minutes with regards to the town's request for equipment. The request was **NOT** made by the town, it was made by a Norton Media board member.

Treasurer's Report

The cash position as of January 31, 2015 is \$136,206.81

Noted changes from previous expenses;

- Filming cost increase- explanation is there are more production be filmed. This was viewed as a positive increase in expense.
- Also noted the cost is a flat rate.
- Other increases; cleaning, rent and utilities. These were anticipated increases do to the new space.

Motion to accept (Victor Rodrigues) Seconded (Paul Driscoll)

Station Manager's Report

Items in the report:

Summary of Event Coverage
High School and Wheaton College internship
Equipment Request

Summary of Event Coverage

Fifteen (15) events were covered January to February

Norton High & Wheaton College Internship Program

The collaboration between Norton High School and Norton Media continues to grow. This semester two high interns will be working with Jason at the Norton Media Center. The plan is to have these students learn the necessary skills to produce a news program and bring these skills back to the High School.

Wheaton College has also requested to send an intern to the media center this Summer and Fall.

Equipment request

A request to purchase an additional field camera and other necessary equipment for public use was brought forward by Jason. This was again viewed as a very positive sign that Norton Media is developing a great relationship with the community. After a brief discussion it was agreed to allow the station manager to buy all the necessary equipment needed for this request, the amount will not exceed \$5,000.

Old Business

By Laws Review **(TBD)**

New Business

Community Grant Update

We will begin to make request for grant applications for the Spring 2015.

Town Signage Update

We decided to contact various sign vendors to learn more about the sign enclosure material options. A brief discussion about the material that will be used for the enclosure prompted the idea of contacting sign vendors. Final design and construction will come at a later date.

Norton Media Center High School TV/Media Club

To continue the development of the High Schools TV/Media program we will review some options for transportation, starting time for club meetings and the schools policies on having the club meet at Norton Media Studio.

Emergency Posting Carousel

The request for a carousel server that will allow remote posting by selected town management was discussed. Jason did some research and explained how the server would be used and in addition gave the board an estimated price for the necessary equipment. The board decided to review the recommended equipment (Carousel 330) and continue the discussion at the next meeting.

Equipment /Connection for live broadcast from the High School

A review of the fiber connection from the High School to the Studio was discussed. The map of all the connections and number of strands was not available at the time the meeting. Various options were talked about how to make it possible to do live broadcast from the high school. An alternative to the fiber method was brought forward which is using a wireless system. The development of this project will continue at a later date. We need more information about what is in place and what is exactly is needed to have a live broadcast from the high school.

Station Web Site

It was brought to the board's attention that the stations web site does not function 100% on Apple mobile devices. Jason explained the options and what the results would be to make the current web site more compatible with Apple mobile devices. Because the site would have to lower the quality of what it is currently providing we decided to continue with the current web site format.

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

Next meeting is scheduled for Friday, March 20th at noon.

Meeting adjourned at 1:10 PM.

List of Documents and Other Exhibits used at Meeting:


- Station Managers Report
- Treasurer's Report

Minutes Approved by Committee on: 4-70-15

Respectfully submitted,

Signatures:

Secretary 
Michael Kramer, Norton Cable Access Corp.

Interim Chairperson 
Victor Rodriguez, Norton Cable Access Corp.