

TOWN OF NORTON

Norton Cable Access Corporation

MINUTES

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NORTON TOWN CLERK

2016 MAR 24 P 1:22

Date: May 10, 2015 Time: 12:42PM

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

Members & Staff Present: Jason Benjamin, Ray Cord, Charlene Fisk, and Michael Kramer,
Paul Driscoll, Sue Morgado

Members Not Present: Victor Rodriguez

The meeting called to order at 12:42 PM.

Meeting Motions / Actions and Summary of Discussions:

Review of April Meeting Minutes

Motion made by Sue Morgado to accept the April meeting minutes as written.
Motion seconded by Paul Discol.

Motion approved unanimously, without discussion.

Treasurer's Report

Passed, review next meeting.

Station Manager's Report

Items in the report:

- Summary of Event Coverage
- Wheaton Update,
 - Wheaton Intern
 - Film Studies program
 - Art Event coverage
- Athletic update
- Web Update
- Community bulletin board Update
- Equipment Update
- Library Update
- NHS News Program
- Town Meeting Streaming

Summary of Event Coverage

Thirty Two (32) events were covered to date.

Meeting with Wheaton Reps

Jason met with two Reps from Wheaton to make a plans for future collaboration. They are working on developing a partnership to work on projects such as filming the commencement.

An intern will begin working at the studio at the end of the semester. The plan is the begin to involve them in the development of documentaries and learning Final Cut Pro.

Jason also met with Patrick Johnson to discuss opportunities for a partnership between NMC and The Wheaton Films Studies program. This will allow NMC to broadcast work developed by Wheaton students and share their work with the community

Athletic update

NMC will continue to cover NYBS events along with Norton High Girls Softball home games. NMC will also be covering several NHS track meets this season.

Web Update

A production calendar has been added to the website. This will allow groups to book coverage and they will be able to see a confirmation on whether the event will have coverage.

Community Bulletin Board

NMC will begin to post municipal meeting on the community bulletin board.

After a brief discussion it was agreed to put a disclaimer stating that information is subject to change.

Equipment Update

The JVC camcorder came in which the board agreed to purchase last meeting. This equipment will expand the studios film capabilities.

Library Update

NMC will be collaborating with the Norton Public library to film a PSA that highlights programs they will be offering this summer.

NHS News Program

Jason continues to work with the NHS interns to develop a news program at the high school for next school year

Town Meeting Live Streaming

NMC live streamed the town meeting for the first time. The was met with an array of technical challenges that had to be solved. There was a lot of collaboration between the NPS tech department and NCM before the streaming could be achieved.

Do to so many technical hurdles of live streaming the need for fiber was discussed. Some different options were talked about between Paul and Ray to utilize the existing

fiber that is already in place. The development of the various options required more information before moving forward.

Old Business

Update on the Comcast Service

The necessary equipment is in place to resolve the audio issues

Bylaws

We will begin to review the bylaws and each member will report any concerns they have with each section/law. We agreed that this process will be broken up into small sections for review at a later meeting.

Community Grant

The grant is being posted on the NCM website. The Sun Chronicle was also requested to post the grant information. A plan is to devote one meeting in June to reviewing all the grant proposals.

New Business

Final Vote on Sign Project

After a brief discussion on the sign sizes available and a review of the different cost the board agreed to purchase a 3'-6"x 6' double sided sign at a cost of \$15,200
Motion to accept; Paul, seconded Sue

Budget Planning

(TBD)

Founder's Day Booth

NCM will participate in Founder's Day with a booth similar to last years booth. This is a great opportunity to connect with the community in person.

We decided to have two meetings next month. One meeting will be dedicated to grant applications and the other will be the board's monthly meeting.

June 10th Grant Meeting 12:00

June 17th Monthly meeting 12:00

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

Next meeting is scheduled for Wednesday June 10th 12:00.

Meeting adjourned at 1:50 PM.

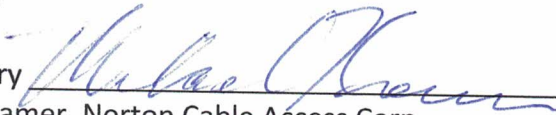
List of Documents and Other Exhibits used at Meeting:

- **Station Manager's Report**

Minutes Approved by Committee on: 6-17-15

Respectfully submitted,

Signatures:

Secretary 
Mike Kramer, Norton Cable Access Corp.

Chairperson 
Charlene A. Fisk, Norton Cable Access Corp.