



# TOWN OF NORTON

## Norton Cable Access Corporation

### MINUTES

Date: September 23, 2015 Time: 12:00PM

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

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

Members Not Present: none

The meeting called to order at 12:02 PM.

#### ***Meeting Motions / Actions and Summary of Discussions:***

##### **Review of June Meeting Minutes**

The Board reviewed September meeting minutes through e-mail, Minutes were accepted as written.

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

**Motion seconded by Sue Morgado.**

**Motion approved unanimously, without discussion.**

##### **Treasurer's Report**

Ray reviewed the profit/loss year comparison.

There will be a delay for the July & August financial reports due to medical reasons within the (Trusted Business Solutions). A plan is in place to continue all necessary financial obligations and record keeping. Jason will be provided the necessary checks to continue operations.

One question about the cleaning expense was raised. The high expense of cleaning was due to the move of the studio.

**Motion made by Sue Morgado to accept the Treasurer's Report dated June 30 2015**

**Motion seconded by Victor Rodrigues.**

**Motion approved unanimously, without discussion.**

## **Station Manager's Report**

### **Summary of Event Coverage**

Seventy (70) events were covered from July to September

### **Update on summer interns**

There were three interns that worked at the station over the summer. One student from Wheaton and two students from Norton High School. All three interns received valuable hands on training using the studio equipment.

### **Southeastern Regional Advisory**

Jason notified the board that he will be taking part in supporting Southeastern Regional Advisory committee. They are working towards developing accreditation for their Radio and Television program.

### **Website**

Jason informed the board of changes that were made to the web site to make it more mobile friendly. This addresses an earlier concern that the website was difficult to view from tablet and mobile devices.

### **Installation of Fiber at the high school (update)**

A live fiber line was installed and the high school and linked back to the middle school. This expansion provides the studio with live access to the high school. Cost \$3,237.00

### **Thank You Letters to the station**

Jason shared a thank you letter from Karen Winsper thanking the board for the NMC Spring grants. Also Barbara Kaplan the chair of the Norton Democratic Town Committee thanked Jason and the intern from Wheaton for the tour of the studio.

### **Elevator issue**

After Jason was stuck in the elevator this summer. The board was updated that the Norton Fire Department will be notified through 911 when the elevator is stuck. . Before this incident the elevator service agency was the only one notified if a call was made about a stuck elevator.

Motion To approve: Paul Driscoll

Seconded by : Ray Cord

## **Old Business**

### **Middle School Grant**

Mike gave a quick update on the progress of the 3d printer that were purchased with the Spring Grant money. Margo Bridges set up the 3d printer in the main rotunda of the middle school during, meet the teacher night. A sign thanking Norton Media for their generous donation w. Also, Mr Hayward told the parents about the generous grant that is supporting technology at the middle school

### **Fiber Expansion**

This was covered in the stations manager's report

### ***New Business***

#### **Chartley Halloween Parade Sponsorship**

It was agreed to give a \$600 donation to the Norton Park and Rec in support of the Chartley Halloween Parade.

Meeting Schedule was set for the upcoming year

Meeting time will start at 11:00am on the following dates

October 9th

November 13th

December 11th

January 8th **2016**

February 12th

March 11th

April 8th

May 13th

June 10th

### **The meeting moved to Executive Session for 15 minutes)**

#### **Sign Up date**

The board was notified that Keith from the Highway department will build the outside case for the sign. He is waiting for the delivery of the sign before construction. Ray and Jason are ordering the sign. There were questions about the sign location. The final location has all the electrical and it is back enough from the street so that it will not get damaged from plowing.

#### **Review By-Laws**

A sub committee was formed to review the by laws. It was agreed that all board members would get a copy of the existing by-laws for input. Charlene is in the process of gathering all the by-laws and scanning them into a digital format for the board.

#### **Sue Morgado Leaving the Board**

The board was notified that the next meeting maybe Sue's last meeting. Sue asked to bring Ellen Kane from Wheaton so we can meet her and answer any questions about being apart of the NMC board.

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

Next meeting is scheduled for Wednesday, October 9th 11am.

Meeting adjourned at 12:55 PM.

### **List of Documents and Other Exhibits used at Meeting:**

- **Station Manager's Report**

- **Thank You Letters**
- **Treasurer's Report**

Minutes Approved by Committee on: \_\_\_\_\_.

Respectfully submitted,

***Signatures:***

Secretary \_\_\_\_\_  
Mike Kramer, Norton Cable Access Corp.

Chairperson \_\_\_\_\_  
Charlene Fisk, Norton Cable Access Corp.