

LCTV Director's Meeting
April 16, 2009

29 Sheepscot Road
5:30

Attendance:

Damariscotta	Karen O'Bryan, Laurel Cooley, Ann Pinkham
Newcastle	Art Mayers,
Nobleboro	John Emerson, Barbara Johnson, Bobby Whear
Waldoboro	Charlotte Davenport, Alan Lowe
Wiscasset	Sean Rafter, Jack Swanton
Bristol	Nancy Hanna
Station Manager	Mary Ellen Crowley

Martha Frink is away, but she sent some thoughts for the meeting before she left.

1) I encourage Mary Ellen to post our new date on the Community Bulletin Board. LCTV should use this, too. I will notify Newcastle Town Office in case anyone there wants to attend - especially in light of our recent victory at town meeting.

2) At the Board Meeting, which I cannot attend since it will be on the 16th, I wanted to bring up the discussion of recording our own meetings to put on channel 7. This was suggested by Tony Vigue of CTAM... I think it would be great to set an example for Newcastle's public meetings as well as help develop support from our audience. My email discussion with Tony arose from my emailing him some questions about the general practice of towns giving "what %" of franchise fees. His answer was specific and he steered me to many resources - many of which most of you probably were aware.

3) A fundraising idea that would cost LCTV very little, if anything. I mentioned this to Mary Ellen already.

The LCTV Bee...a spelling bee for adults only. Participants pay to enter competition. Say \$10 or \$25 - you decide. Hold this at the studio. Tape it. Winner gets half of \$\$\$ entry fees? Or a dictionary from the bookstore or a decent pen from Supplies Unlimited, or even a quart of honey - bees like honey! ...you decide. It could be any time of year. Next month? We need cash now...

4) The studio looks great. I peeked. And Great job, Nobleboro!

-Martha

Declare quorum

A motion passed to accept the secretary's April 16, 2009 minutes as sent.

Comments by the Public

No public present.

Treasurer's Report

The computer that has Quick Books on it is down so there is no official treasurer's report.

Karen gave Mary Ellen a check for \$6,489.50 for the franchise fees from the Damariscotta Select board. It was moved that Nancy apprentice to become treasurer of LCTV. Bristol gets \$15,039 in franchise fees.

Station Manager's Report:

Website

- * Policies and Procedures content was added.
- * A "Production Services" button was created with a "fill in the blanks" email form for requesting equipment and reserving the studio. Page also has a calendar that shows reservations.
- * A collage of pictures of LCTV people and one Buddha Baby replace the snow scene.
- * A schedule of classes has been posted on the Training and Classes page.

Classes:

Alan, Jack, Bill and I met on April 4 to discuss and plan classes.

Alan is teaching Field which will consist of two, two hour classes which, when completed, will grant certification so that people can borrow the field equipment.

* Bill is teaching two, two hour classes on Final Cut Express which, when completed, will grant certification so people can reserve the iMac for editing. Bill and I also discussed setting up folders for people and setting a maximum use of 4GB per person. If they exceed that, they have to download the work to a DVD or their own hard drive (strongly advised). We have 140GB of hard drive, so, technically, we could have as many as 35 projects at full capacity. On Bill's advice, I bought more memory for the iMac, which cost \$89.00.

* Jack is teaching studio production. Studio Production I - Studio Crew is one, two hour class for certification in studio crew. Studio Production II - Basic Technical Direction (TD) is one, two hour class in how to use the switcher, insert graphics, operate audio mixer, etc. for certification in basic TD. Jack envisions separate classes in how to build the pre-modes and advanced TD.

Classes begin April 25 and are scheduled through May. Depending on demand, we will continue to offer classes every month.

I think we have to be firm about people becoming formally certified before they can borrow equipment. They either have to take the classes or demonstrate proficiency. No more, "I have a lecture I want to tape next Tuesday; can you show me how to use a camera?"

Laurel sent out a press release on the classes, I have sent out emails to organizations that are already involved with us and I spoke to some people I thought might be interested. Editing classes are already full. See "Training and Classes" and the calendar on the website (under "Production Services") for more info.

*New Shows: *

The latest find is "The Wood Whisperer", a four part show in which Marc Spagnuola instructs on how to build a steamer trunk. I don't woodwork, but I enjoy this show!

For more info on shows, please see TV Schedule on the website.

Technical Difficulties:

No power failures of late, but did have two computers bite the dust; the computer that ran the Adobe Premier editing software and the computer I use for QuickBooks. Nancy brought the former into Computer Connections in Bristol who determined that the motherboard was fried. The office computer is displaying the same symptoms. Both computers are several years old.

I backed-up the office computer on March 12 onto a CD, so I only have to restore a months worth of work. Art brought in two computers; one runs Windows 98, which won't run QuickBooks 2008. The other runs XP, but it doesn't have the system requirements. I'll give it a try, but...

Just in case anyone has a computer they aren't using, here are the system requirements for QuickBooks 2008:

Windows XP:

- * **at least 1.8 GHz processor, 2.0 GHz recommended
- * At least 256 MB RAM for a single user; 512 MB recommended
- * 1 GB of disk space (additional space required for data files)

*Windows Vista:

- * At least 2.0 GHz processor
- * At least 512 MB of RAM; 1 GB recommended
- * 1 GB of disk space (additional space required for data files)

We can buy a brand new Dell for \$409.00.

As for the computer that ran the Adobe Premier editing system, I don't think we want to replace that. The software we have is an old version that won't operate on a new computer and the software for the new version is over \$700.00. Besides which, I think it makes sense to teach one editing program that is also affordable for the average person to install at home (\$125.00 for Final Cut Express software). I propose that we buy another iMac so we have two editing suites available, but this isn't anything we need right now, as I don't have people lining up for editing. The satellite rebroadcasts stopped due to a corroded connection on the cable leading from the dish to the building. Our regular satellite people over in Chelsea couldn't take care of us for days, so I found a local person in Bremen who had us up and running the next day. He also grounded the dish and adjusted it for best signal. His prices are reasonable. Yeah!

_ *Stuff:*_

The copier Art supplied us with last month is working just fine. Found very inexpensive black ink cartridges - two for \$20. Art also secured exit signs that light up - these need to be installed over the doors. Any volunteers? Art also brought in several stackable cushioned chairs that match the paint in the studio perfectly! Thank you, Art!

_ *The Public:*_

The outreach Martha and Laurel have been doing has resulted in a few emails and calls from people who want us to cover their event. I reply with an explanation of how public access works and an offer to train and/or lend equipment for taping. One person, Amy Winston from the Lincoln County Economic Development Office, took me up on the offer. She trained and borrowed a camera for taping a "training the trainers" session on composting in the schools at Great Salt Bay last night.

I hope people realize that TV production is not for everyone; only a handful of people have the time and interest to learn the ropes and then tape and edit events or produce a studio show. That said, the outreach is vital - every person involved in our communities need to know we exist and why we exist. Peter Sirois, the producer of Maine Social Justice, didn't know about public access until five or six years ago. He says, "I noticed that the major networks seemed no longer interested in the truth, but rather in following the beat of the corporate drummer. With the advent of the digital age and access television, I realized that we, the people, could once again have a voice. I am amazed at the latitude which local access stations allow programming. This is truly a tribute to the old-fashioned value of real democracy. With access TV, Democracy is not just a word thrown around on Memorial Day, but a way of life for 365 days a year."

~ Mary Ellen

Mary Ellen signed Martha up as a user for the Bulletin Board and sent her instructions so that she can create her own slides. She will practice by posting our meetings. Anyone else who is interested can contact Mary Ellen for instructions.

Board Vacancies:

Wiscasset, Newcastle, and Waldoboro need one director.

Bristol needs two directors.

Tech Committee Report:

Members: Sean, Jack, Alan, Art, and Nancy

The TC is now back to full strength, as Sean Rafter has returned home from the south. Gee, I never really thought of him as a snowbird.

The Broadcast Pix switcher has been mostly installed. A software update to the Break Out Box and a few final connections (through appropriate adapters) still need to be made. It should be ready some time this month.

A 12 input audio mixer (that has four balanced mic inputs) has been made available to LCTV. A new power supply for it is being ordered.

The week of April 18th, Jack will be at the National Association of Broadcasters (NAB) annual convention in Las Vegas (see <http://www.nabshow.com/>). He will be meeting with Andrew Sarks, one of the co-founders of Tightrope, the company that made our video server. Streaming options and upgrading to two-channel operation are on the agenda. He will also see APC, the makers of our now defunct UPS, to see if there is a way to expedite getting these units back on line. If there are any other audio or video corporations, he should be sure to visit, please let him know.

Public Relations: Laurel Cooley

Meetings Attended:

I attended the first 2009 Pumpkin Festival planning committee meeting. Festival footage is available. The Discovery Channel's produced festival DVD may be available for secondary use. I promoted use of LCTV bulletin board for volunteers needed. The committee is looking for volunteer photographers/videographers.

I made a brief LCTV presentation to attendees at the second meeting of the Lincoln County 250th Anniversary planning committee, which will be re-configured as a steering committee by the County Commissioners. Attendees received print copies of our new brochure. Jay Robbins and Mary Ellen Barnes, planning committee coordinators, requested and received a brochure pdf, which will be distributed to their email list. Mary Ellen Barnes may contact LCTV to receive a studio tour in April.

"LCTV Gets the Message Out" Brochure:

Copies of the brochure will be available at the studio. I have also attached a pdf of the brochure to this report. Please consider using the electronic version whenever possible.

Correspondence:

I recently teamed with Molly Winchenbach, Wiscasset High School Music Director, to promote a USM Chamber Singers--Wiscasset High School Madrigal Choir concert in Wiscasset. I sent a follow-up promotional letter and a brochure to Molly, referencing Jack Swanton's February meeting with Rob Cronk, involved in technical education at Wiscasset High School.

Logo Contest:

I have developed logo contest materials, including a press release, contest rules, entry form, flyer, and letter to classroom teachers. Technical, jury, award or non-award, and launch/deadline date details need to be finalized and approved by the board. Recommended launch: Fall 2009

Old Business:

Charlotte informed the members about the annual public access conventions. She stated that they are worthwhile attending. She said to go online to find out when and where these conventions are. Alan spoke about the value of the conventions.

Charlotte said that she would create a pdf on the sponsorship program that will be posted on the website. "Run of Station" will be used to determine length and time of sponsorships.

We need to organize volunteer work days at the studio to clean up building and grounds.

This needs to be done before the dedication in June.

Barb, Sean, and John volunteered to be the Clean-up Committee.

New Business:

The need for a second station (Government) is rapidly becoming a reality. Mary Ellen said that between Damariscotta, Waldoboro, and Wiscasset select board meetings and other government functions at their offices, many hours of station time is being used. That bumps other local programming in those times.

Art will get a plaque for all the years that Mitchell served the board. He started in November of 1989. He served as treasurer for many years as well as being a director.

Dedication and open house is planned for June.

The meeting was adjourned at 7:15PM.

The next meeting is scheduled for **Thursday, May14, 2009 at 5:30PM at the LCTV studio at 29 Sheepscot Road. *Hope to see you all then.***

Respectfully submitted,
Karen O'Bryan, LCTV Secretary