

Minutes of DCAT Meeting
June 30, 2003
4:00 PM
Durham Town Hall-Council Chambers

Members present were:

Peter Brown

Katie Paine

Paul Gasowski

Erika Mantz

Clayton Tolson

Frank Windsor

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Also in attendance was Todd Selig, Durham Town Manager.

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The committee voted to have a revolving secretary, with each member taking a turn based on a schedule to be made by Peter Brown. Peter Brown volunteered to be the first secretary. Todd Selig told all present what was required for accurate minutes.

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Paul Gasowski spoke about current and future video production training. DCAT has hired two people and they are undergoing training. Future class dates will be determined by pace of construction at the high school/town hall. The committee voted to allow any DCAT committee member to be reimbursed by the town for any fees paid for DCAT sponsored video training.

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Access to and security for DCAT equipment was discussed. It was decided that DCAT supervisor Craig Stevens develop personnel lists and procedures for access. It was also decided that the room housing DCAT equipment at the Town Hall be locked as needed.

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Future programming includes Durham's 4th of July celebration, Durham Days and the Gundalow's voyage to Durham. Erika Mantz will research the possibility of having certain UNH lectures videotaped for play on DCAT. The 2004 Presidential candidates in NH were also discussed for airing.

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New business included the following:

- Creating policy and guidelines for the town and school with regard to equipment/facilities. Action by Paul/Craig

- what impact Lee and Madbury will have on school facilities when they get their access channels up and running

- recruiting two people to fill out the committee. Michael Bicks and Kathy Kettner were mentioned as possibilities

- Paul Gasowski emphasized the need to communicate with each other. Peter Brown would update everyone's e-mail addresses with the town. He also asked that all DCAT committee members "reply to all" when answering e-mail from a DCAT member

- the next meeting will be August 4th at 4pm at the Town Council chamber

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Respectfully submitted,

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Peter Brown