

**DCAT Governance Committee**  
**Meeting Minutes – Monday, March 1, 2004**  
**4:00 PM**  
**Durham Town Hall – Council Chambers**

The DCAT Governance Committee met at 4pm on 1 March 2004 at the Town Council meeting room.

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Members present were Peter Brown, Paul Gasowski, George Kachadorian and Tom Merrick. Also present was DCAT Supervisor Craig Stevens.

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The meeting began with a suggestion by Tom Merrick that we use a standing agenda, copies of which he handed out. Agenda items were added at this time including budget, website, equipment, and advertising. Website discussion ensued and it was suggested that any items intended for the website be clearly noted as such. □

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Tom Merrick produced a "cut and paste" hand out of our policy and guidelines from the website. Members not present will receive it as an attachment. We have revised these documents and need to get them posted on the website. Tom stated that we probably need policy and guidelines for the governance committee and volunteered to work with Pete on this continuous process.

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Paul mentioned the need for a written interlocal agreement between the town and school district and that this document would be evolving as it incorporates the towns of Lee and Madbury and their own access television.

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Discussion shifted to fees and some "what if" questions. Basically, we will probably have to set and adjust fees periodically but people will have to pay to use any DCAT equipment, no matter what.

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Craig made a comment about whether or not the DCAT equipment had to be in the town office and Paul wanted the record to reflect that the town's equipment was transferred from the school to the town's site after it was deemed secure. Access to the school studio will be handled by the school but access to the town's site is controlled by Craig.

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Paul and Pete discussed the March 24th training session. Pete is revising the Outreach letter and will update the committee before sending it out.

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The Community Bulletin Board can only be used by "not for profit" groups. Craig asked about allowing groups to underwrite programs. He has someone who wants to do so but could not get a decision since there was no quorum. He will ask the person if they would like to make a donation in exchange for recognition prior to a program.

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Tom handed out copies of the DCAT budget and wanted to know if the budget could be overspent. Craig said it could with approval from the business

manager. Craig handed out info about equipment he would like to purchase. Once again, there was no quorum so no approval was given.

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Tom suggested we look into some kind of attendance policy such as no more than 3 unexcused absences. □Pete wondered if the meeting date and time should be changed.

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The next meeting will be April 5th at 4pm at the town council meeting room.

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Tom Merrick's email: □[fbmmem@comcast.net](mailto:fbmmem@comcast.net)

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Respectfully submitted,

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Peter Brown