

**MEETING MINUTES
DCAT GOVERNANCE COMMITTEE
AUGUST 3, 2004**

MEMBERS PRESENT: Peter Brown, Kathy Kentner, Jerry Needell, David Langley, Tom Merrick

MEMBERS NOT PRESENT (EXCUSED): Paul Gasowski, George Kachadorian, Erika Mantz

ALSO PRESENT: Craig Stevens

- I. **Call to Order:** Chairperson Peter Brown called the meeting to order at 7:03 p.m.
- II. **Agenda Approval:** The agenda was approved with the additions of “documentation” under **Unfinished Business** and “budget” under **New Business**. Peter Brown also took this time to introduce Town Council (TC) member Jerry Needell to the committee as the TC representative
- III. **Approval of Minutes:** The July 12, 2004 minutes were approved 2-0-3 and the June 14, 2004 minutes were approved 2-0-3.
- IV. **DCAT Supervisor Report:** Craig Stevens reported receiving a check for \$500 from the Durham Rotary Club for the 4th of July video production. The actual cost of producing the video was approximately \$400. The video is now being aired on Channel 22. The new equipment is working out rather well and Craig continues to learn the finer points of operation. Two of his assistants are getting up to speed on operating the equipment, as well. Craig asked if we wanted to air the same programs over and over each week and Pete suggested that any new programs would be welcomed. Tom Merrick recommended that an equipment inventory be made and that town equipment be marked accordingly to separate it from school equipment. He also suggested a list of phone numbers for DCAT taping support or emergencies. Craig would like people to call him first and then refer to the phone list on the cork bulletin board in the equipment room. Jerry Needell suggested that we make use of the town list server to promote new programs on Channel 22. Craig is training his son, Aaron, to work some of the equipment and has cleared this with Todd Selig and Paul Beaudoin.
- V. **Reports and Comments of Members:** Paul Gasowski asked Kathy Kentner to tell us that the high school studio will probably be ready by mid September. Peter Brown made an apology to Paul Gasowski about comments made at the previous meeting about the “Good TV” program. It was not Peter’s intention to belittle the work Paul and his students have done for Channel 22. Peter was excited that someone new from the community had come forward with some original programming but he appreciates all the efforts by Paul and his students. “Good TV” sets a high standard and Pete hopes that people are not intimidated and understand that programs of various degrees of quality are acceptable for showing on Channel 22. David Langley toured the high school studio and was quite impressed. Craig Stevens interjected that he did not want access to the high school studio because it was Paul Gasowski’s responsibility and the studio would only be available with a qualified person on site. Tom Merrick cautioned about the backgrounds on the Channel 22 Community Bulletin Board becoming too busy. He also offered kudos to Craig for his help with the dredging presentation.
- VI. **Public Comments:** None.
- VII. **Unfinished Business:** Documentation- Tom wanted to know the status of approval of our current documents. Peter had not spoken with Todd. Tom gave a brief history on documentation for the benefit of Jerry Needell. Jerry was not sure if the TC needed to approve our documents. David didn’t think the TC should be burdened when they have so many more important things to deal with. Part of the problem is that DCAT does not have any RSA’s to operate under so the committee must make their own policies and guidelines. Members are invited to meet August 19 at 7 p.m. at Todd’s office to work on documentation. Duties will be assigned via email. The committee will also use the Bedford documents as a guide.
- VIII. **New Business:** Craig is asking for a new Apple computer as well as a weather station for reporting current conditions on Channel 22. The budget asks for less equipment than 2004 and a \$500 increase for salary. Tom suggested budgeting money for programming. An item was added to the budget as follows: Anticipation of programming from contributed funds at \$500/production

for six programs-\$3000. Tom said that any work done by the DCAT supervisor and his crew for the town which will not be aired on Channel 22 should be paid for by the respective department's budget, i.e. videotaping UNH student activities during rioting for the police department. The budget amount is \$26 000.00 and was approved 5-0.

IX. Next Meeting: The next meeting will be on September 7, 2004 at 7 p.m. at the Town Council Meeting Room.

X. Adjournment: The meeting adjourned at 8:30 p.m.