

**MEETING MINUTES**  
**DCAT GOVERNANCE COMMITTEE**  
**Dec. 7, 2004**

**MEMBERS PRESENT:** Tom Merrick, George Kachadorian, Jerry Needell, David Langley, Kathy Kentner

**ALSO PRESENT:** Craig Stevens (DCAT coordinator)

**MEMBERS NOT PRESENT (EXCUSED):** Paul Gasowski, Erika Mantz, Peter Brown

**Call to Order:** Interim Chairperson Tom Merrick called the meeting to order at 7:05 p.m.

- I. Agenda Approval:** Agenda approved.
- II. Approval of Minutes:** From November meeting, approved unanimously.
- III. DCAT Supervisor Report:** Craig reported that he was awaiting time sheets from the person who worked on the video requested by the Police Department and that he would submit appropriate charges to the Police Department, so funds are properly addressed in both their budget and DCAT's. Additionally, Craig requested the committee examine policies regarding fees charged for copies stating that converting from one format to another requires more labor time and coordination of resources than merely copying VHS tape to tape. The committee discussed the issue and it was suggested that the current \$10 fee for copies be restricted to VHS to VHS copying. Any requests for copies that require conversion be charged out at \$20. Craig also raised another issue regarding supplying copies of programs, meetings etc. Specifically, copies requested, not picked up, and subsequently not paid for. The committee determined that an order form be used and that payment required in advance. George volunteered to work up a draft form for the next meeting. Jerry made a motion to have George work up a draft form for requesting copies of tapes and that fees for copies in VHS format be \$10 each and copies in any other format or format conversion be \$20 each. Motion was seconded by Kathy. Motion was approved unanimously.
- IV. Reports and Comments of Members:** Dave mentioned that he and Paul along with a couple other people were working on developing some programming to help establish criterion for the public use of the studio space at the high school.
- V. Public Comment:** None.
- VI. Unfinished Business:** None
- VII. New Business:** The group discussed the guidelines for sponsorship, and worked toward defining rules and regulations for sponsoring programs.
- VIII. Next Meeting:** Jan. 4, 2004, at 7 p.m. in Town Council chambers.
- IX. Meeting was adjourned at 9:30 p.m.**