

MEETING MINUTES
DCAT GOVERNANCE COMMITTEE
Feb. 1, 2005

MEMBERS PRESENT: Paul Gasowski, Erika Mantz, Tom Merrick, George Kachadorian, Jerry Needell, David Langley, Kathy Kentner

MEMBERS NOT PRESENT (EXCUSED): Peter Brown

- I. Call to Order:** Chairperson Peter Brown called the meeting to order at 7:04 p.m.
- II. Agenda Approval:** Agenda approved.
- III. Approval of Minutes** from January meeting.
- IV. DCAT Supervisor Report:** As Craig could not attend the meeting, info from his e-mail was read into the record: I have hired two new students to run meetings with reference checks left to do on at least one more. One is a student at McIntosh College, so she will be straight part time at \$9 per hour. The other student is a freshman at UNH and should be around for a while. Both are interested in doing work beyond regular meetings. The other item I was going to talk about was the tape I received from Granite Planet Productions. I think it is a high quality production and we are lucky to get our hands on it. It looks as though they are going to try and release at least one a month.
- V. Reports and Comments of Members:** George talked about a new program he has started production on and submitted the revised Duplication Request Form. Paul reported on the meeting with DBA. Said it will be a nice opportunity for UNH, ORCSD and DCAT to cooperate. The school studio could host some of the work and students could do segments and help from time to time. School studio update: it should be ready soon. Electricians are looking at wiring the dimmer board and curved sections are holding up the curtain track. Paul is looking to upgrade to digital recording for better quality of programs. Jerry mentioned that a possible use of the Craig property building for a library has been discussed. Could be interesting for DCAT to chronicle the site mitigation and development. Erika is working with Video Services at UNH to get additional programming. She also shared that Durham: It's Where U Live is taking on the Durham Community Exchange. She is looking for ideas on how to promote DCAT in the supplement. Committee discussed combination production with Durham: It's Where U Live and the Durham Business Assoc. Paul recommended a team approach, but said someone needs to take the lead. He recommended Erika, himself, Dave, someone from DBA and someone from UNH Video Services.
- VI. Public Comment:** None.
- VII. Unfinished Business**
 - A. Sponsorship: Discussion accepted referencing FCC and PBS web articles. George will incorporate.
- VIII. New Business**
 - A. **Monthly programming report:** Jerry said he is not sure what the Town Council is looking for in a report. He will follow up with Peter Smith for clarification, and then get guidance from Craig as to what can be done.
 - B. **Weekly programming promotion:** discussed getting information on the Foster's TV page, and the town Web site. Also can use Todd's e-mail list. Paul said he will start having students write something short about their

productions that can be used for promotion. Tom raised the issue of having more consistent timing. Paul will talk with Craig about starting Thursday and Sunday programming at 7 p.m. Dave recommended putting a slate in between programs promoting the next. Dave and George are working on a generic DCAT graphic.

- C. **Producer guidelines:** Tom will e-mail to people for review.
- D. **Candidates forum:** Jerry brought up Town Manager Todd Selig's e-mail asking DCAT to consider sponsoring this year's candidates forum. In the past, it has been hosted by Durham Mainstreet. After much discussion, it was moved that DCAT would sponsor this year's Town Council candidates forum and Dave would chair a subcommittee to produce the show. Vote was all in favor with Paul abstaining.

- IX. **Next Meeting:** March 1, 2005, at 7 p.m. in Town Council chambers.
- X. **Meeting was adjourned at 9:42 p.m.**