

**MEETING MINUTES**  
**DCAT GOVERNANCE COMMITTEE**  
**Sept. 6, 2005**

**MEMBERS PRESENT:** Erika Mantz, Paul Gasowski, Julian Smith, David Langley, Craig Stevens, Peter Brown, Kathy Kentner, Tom Merrick, George Kachadorian

**EXCUSED:** Carol Camp

- I. **CALL TO ORDER:** Peter Brown called the meeting to order at 7:10 p.m.
- II. **AGENDA APPROVAL:** Unanimously approved with addition of discussion of Contract, Form 1.1.
- III. **APPROVAL OF MINUTES:** June minutes approved (Erika abstained); July minutes amended to show Carol Camp as excused; August minutes approved (by Kathy, Dave Julian, Paul; others abstained).
- IV. **DCAT SUPERVISOR REPORT:** Craig reported that he and Pete met to discuss Durham Day. He will provide people and camcorders to let public shoot own video that day. Met with Laura from DPL to discuss items she would like to see on DCAT bulletin board (weekly e-mail is too detailed and long); process is working better. Craig also reported he is working with Mike Lynch from DPW to shoot video at Craig Supply Site (for EPA, DCAT, archival footage, etc.) to document project. Julian added that DPL trustees are moving towards using land across from Jackson Landing as a site for a new DPL. Julian suggested doing a video tour of the site; something taxpayers should know about. Paul suggested Craig find out whether there is grant money DPW could use to help fund video. Craig reported that he has trained a new worker; a UNH work study from last year is coming back. Volunteer Richard going back to Florida in October. Craig received the "Choices Matter" video from Erika. He raised the issue of contract editing work; Pip will probably come back; she may know a second person as well.
- V. **REPORTS AND COMMENTS OF MEMBERS:** Peter: Received a call from Councilor Diana Carroll about wanting more UNH info on DCAT (i.e. free tuition for senior citizens). Erika will follow up on the senior citizen discount. Reported that he looked into Bedford, Merrimack and Concord... all have franchise fees, staff, etc. Suggested DCAT check on when contract is up. Noted Verizon and other phone companies are trying to come in and provide cable; say they aren't under rules/contract. NH Coalition for Community Sept. 13 at 10 a.m. Chris Kies' video will air Sept. 18 at 7 p.m. (done with \$7,000 UNH grant); suggested Craig run footage from last year's Durham Day. Paul: He is going to re-air middle school concert done in spring 2002 on commemorating Sept. 11 (will probably do annually). He is also trying to get footage ready of student who recorded in NYC with father, who is a firefighter. He also returned DCAT computers; school is converting to digital. Tom asked again about video coming out of school being dark; Paul said that pipe is copper and issues are still being worked out. Will be going digital and opening the line to UNH. Craig said he noticed that it is darker, but can be

watched. Paul said part of it might be doing it on VHS. Tom offered to include info about middle school to town for list serv.

**VI. PUBLIC COMMENT:** None

**VII. OLD BUSINESS:**

**A. Programming guidelines:** Peter clarified that 6/7/05 document is the latest. Document that says "Web site" is the current document that is online. Tabled to next meeting.

**B. Contract:** Was revised to keep town free from lawsuit as follows:

**DCAT Channel 22  
CONTRACT (Form 1.4)**

- 1) I certify that I have read and agree to abide by the access rules of DCAT, Durham Cable Access Television.
- 2) I certify that I have obtained all necessary legal rights and clearances from any and all persons featured in the program and for copyrighted material, and have permission to broadcast video and audio of said persons and any such copyrighted material over the cable system
- 3) I agree to provide the name, address and phone number for any sponsor, person, or organization which has contributed toward the production. I further agree to identify said sponsor, person, or organization, as well as, the producer at the opening and/or conclusion of the program.
- 4) I agree to submit a program outline, script, or videotape for review at least five business days before the program is scheduled for broadcast. I understand and agree that DCAT may reject any or all video or audio portion of the material I submit if it is deemed to be prohibited by DCAT access rules
- 5) I assume full responsibility as the producer and/or program originator/sponsor for the program to be broadcast on DCAT. I agree to indemnify and hold harmless DCAT, its officers, employees, volunteers, the Town of Durham, and the cable provider for any and all claims made in association with the material supplied by me for access programming. I further assume all liability including attorney's fees, for claims alleging violation of copyright, trademark, patent, literary rights, dramatic rights, rights of privacy, and libel/slander laws. I acknowledge that DCAT reserves the right to participate in any action arising from the broadcast of the program and my counsel will fully cooperate with DCAT attorney(s).
- 6) I agree to hold harmless and release DCAT from any claim which may arise from the broadcasting of the program, or any mistakes, omissions, interruptions, delays, errors, or defects in the transmission of the program.
- 7) I agree to provide promotional items to help create an audience for my program. Such promotional items may include but are not limited to: a 30-second promotion for broadcast, a news press release, and/or copy for the DCAT Bulletin Board,
- 8) I understand and agree that each statement in this contract is not considered a personal agreement between me and any DCAT Committee Member, employee,

or volunteer, past or present. Any claims which can be or have been made against such individuals are waived in this contract.

- 9) I understand that this contract and any associated attachments will be maintained in DCAT's files for a period of two years and be made available for inspection to any interested parties.

Applicant Signature \_\_\_\_\_

Guardian Name \_\_\_\_\_

Guardian Signature \_\_\_\_\_

Phone \_\_\_\_\_ Date \_\_\_\_\_

**VIII. NEW BUSINESS:**

**A. DCAT participation at Durham Day:** Peter wants items about how to air program, how to contact us, bulletin board, etc. Peter will be there about 2:30 p.m., Julian will be backup, Dave and Tom will probably be there to help, Craig will be there, Paul unsure, Erika and Kathy will not be there. Someone will work table and suggest what people can record. Paul asked what will be done with the footage. May invite people to come in and edit footage.

**B. Choices Matter video:** Video will air several times. Discussed having a panel discussion after the video with Peter as the moderator. George suggested setting up a feasibility committee to look at doing a panel discussion, separate from video.

IX. **NEXT MEETING:** Oct. 4, 2005, 7 p.m.

X. **ADJOURNMENT:** 9:31 p.m.