

## MCCI Board Meeting: 1/25/12

**I. Board vote:** MIKE LANGNECHT will facilitate the meeting

**II. Board vote:** Minutes approved

**III. Treasurer/Business Report:** No report

**IV. Staff reports:**

A. Outreach—Cindy gave a report; see attached.

School sports—Booster Club—parents—talk to coaches

Field Hockey, Baseball, Softball (a lot of people would be interested in that, in playoff games)

--Pay license fee for championship games sanctioned MIAA games

--Obstacles: time constraint, editing

--Donna could help people come down here and get equipment, could help teach other parents

--Jonathan Chappell—A/V instructor

--Get students involved—get students to do play-by-play—hooked up through John

--Parents' organizational meeting at the beginning of the season

--Basketball easier—one take

DECISION: Cindy will talk to Jonathan Chappell

B. Technical—Owen gave a report; see attached.

1. Vimeo--people can download—we can embed the player in other places—we can upload 5 gigs a week—you can watch programming we create on demand online—but not non-local programming. We can't turn down stuff people hand us, but we can advise them how to produce it.

2. Studio cameras--Old cameras we have work intermittently due to plugging and unplugging—cost \$ to fix—should we repair old cameras that aren't HD or make digital conversion—all the video outputs are broken--Can we broadcast in HD? No. Need new cameras for the studio but they are making HD cameras--can do a single camera hot seat now--need to fully assess cameras.

DECISION: Repair cameras.

**V. Business:**

A. Annual Report—Mike Langnecht will get info from Anne Harding.

UPDATE: Anne Harding met with Dean to get him info.

## B. Personnel—

1. Staff--direct deposit is a possibility; benefits after 3 mo. probation
2. Board--ANNE HARDING is stepping down as Board President—board officers needed but no one volunteered

DECISION—Will not accept letter of resignation at this time, need to talk with Anne.

C. EDIC—will be meeting more frequently to try to resolve the Cumberland Farms bldg. issue

## D. Station Policy Change--presented by Mik

1. Staff computers are for staff use only, and cannot be used by community producers for any reason unless the staff person who uses the machine specifies it is ok, on a per-use basis, for short-term use that one day, only.
2. Community producers should only be in the studio / offices if they are editing video, borrowing equipment or taking a training. All use of the MCTV facilities by community producers must be singularly for the production of video for MCTV. (ie; MCTV is not a "hang out".)
3. Community producers and MCCI board members cannot initiate or participate in any station-critical projects without staff oversight, with direct supervision by the staff person most associated with the project. This does not include community events. Board members or community producers wishing to initiate a station-critical project must submit a plan proposal, complete with diagrams (if applicable), cost estimates, and timeline of completion, to the staff person most likely to be associated with the project. The project must be approved by the staff person, and once approved must be overseen by the staff person, who will either be directly involved and leading the project, or reported to on a frequent basis as the project develops. If the cost estimate of the project is in excess of \$1,000, or the staff person is unsure the project has merit or is timely, the board must also approve the project.
4. All equipment / supply purchases must be initiated by staff members, not board members. Board members may suggest purchases, but the staff person most associated with the type of purchase must agree with it, and be the one to initiate (or request, if the price exceeds policy amounts). Board members may directly request any purchases without staff approval at any board meeting with a quorum.
5. Only MCTV-related equipment and supplies may be stored on the premises. Board member, staff person or community producer personal effects may not be stored on the premises while they are not there. Items temporarily stored on premises while the owner is present may be done so within reason, and with staff approval.

DECISION: Accepted new policy with caveat that when we have more room we will make computers available to the member-producers.

E. MCTV Viewer Survey—proposed by Mik, drafted by Cindy  
Reviewed goals for survey, format, distribution, data input, timeline.

DECISION: MCTV will conduct survey in 2012 (no specific timeline made), will send via mail and place in Reporter; Donna and other board members will tally results.

F. Streaming

See tech report above.

G. Storage

DECISION: Need to talk with landlord about basement. (Who is doing that?)

H. Digitizing Archival Footage

I. Cameras—if we don't get to broadcast in HD, we don't get HD studio equipment  
We are buying small Canon handheld cameras with sd cards.

**VI. Upcoming events committed to by MCTV**

**VII. Other events proposed by producers**

**VIII. Other items**

**IX. Reminders**

Next board meeting:

Who can meet on Weds., Feb 22, 2012, 6 PM—sch. vacation week?

Cindy has a finance comm. mtg.

DECISION: (what did board decide?)