

MCCI Board Meeting: 3/28/12

Present: Staff-- OwenW, CindyT Board— CKelley, MikM, AnneH, DonnaF,
Absent-- DeanG, MikeL

Started meeting at 6:15 PM

I. Minutes: Reviewed 2/29/12 minutes DECISION: approved with a modification

II. Treasurer/Business Report:

No update to account balances/reconciliations; Brick House hired a bookkeeper.

Draft budget—was handed out last time, comparison made between assigning 15 vs. 20 hrs. per week for Tech Coord.

III. MCTV Business

Staff reports

Equipment/technology—Owen gave a report—handout from Dean not available. 16 people came in, 4-5 were Quick Shots, and 19 instances of borrowing equipment in last month. Be clear with people about getting jpegs, name and contact info and title of PSAs. *(Note made later in meeting after Owen had to leave: need to discuss Quick Shot service; it was to be more self-serve.)*

Outreach—Cindy gave a report: update on press, Quick Shots, survey (let board know we need them to set a time for analyzing the survey results, clarified the target group, getting more producers to crew.

Ideas from Board:

Producers group—restart?

Let public and producers know list of events we are looking to have covered

Kelley offered his, AJ and Ethan's time, Donna offered her time.

Technical—met with Craig at ACTV and was invited to Hidden Tech Conference, met Dan Tucker, Xana Technologies who offered a media server for editing package, \$4,000 not including \$1,200 workstation improvements, including: networked uberdrive, video files will move very fast across a network (our hub is really basic, it's a switch, did not anticipate having to move big files across the network), eliminating desktop hard drives, edit video through Final Cut without dragging it and dropping it, eventually uploading it from your home. Can sit at any machine to do your work. Good for 3 computers. If you want something more than 3 computers would have to upgrade. If we bought this technology could do it at 10% off. Recommended a new router. Gut old cables and install new. Willing to throw in a lot of stuff.

Mik says editing is clunky but functioning, should prioritize fixing broadcast rack. Are we going to go with Adobe Premier vs. Final Cut? Right thing to do, but is it a priority right now?

Michael Kesten: Gave \$2,000 estimate on fixing broadcast rack.

C. Kelley has a friend, Dave May, wouldn't charge for labor, who would fix the rack and do some of the other work.

Board likes the idea of doing this. Mik advises to not take action now because we don't have a budget in front of us. He is giving board a week to respond to this quote. Need to talk with Dan Tucker about the analog component.

IV. MCCI Business:

Can't do a budget until we get feedback from staff about how much time they need to do their jobs.

Need to reforecast budget.

Rewrite the job descriptions? Sounds as though staff is doing different tasks than hired to do.

Owen now—the amount of projects he has now has him booked fully.

How many hours does Owen need realistically? Is budgeted for 20.

How many hours does Dean's position require?

Have to keep the station open 30 hours, but have more producers coming in, better to be open 40 hours.

Outreach (Cindy) is budgeted for 15 hours a week.

Tech (Owen) was budgeted for 15 hours per week.

Admin (Dean) was to pick up what tech was left over after Owen's 15 hours in addition to his other job duties.

Need to schedule reviews for staff.

Anne will seek a template to create the review

Tues., April 10—noon Owen, 1 PM Cindy

Donna would feel more comfortable with a time study, hours should be used in the most efficient way.

Mik: Motion to give Owen an extra 10 hours per week until his review—to total 30 hours per week. Kelley seconded it.

Vote: Approved unanimously for 2 weeks until Board can assess what is needed ongoing.

Board wants a summary: what are my job responsibilities, and how much time does each responsibility take.

What are ways to streamline the Quick Shot?

What are ways to limit our production work but still welcome the community

Cindy: Contact other access facilities and find out what member policies they have
\$115,000—E'hampton, Northfield and Bernardston, Shelburne Falls, So. Hadley,
Hatfield

go to Wikipedia state of Mass—towns with same number of people

Need to know how much \$ we have in the bank—more important to double floor space
than memory

Not bankrupt ourselves to buy building and fix it up and then not be able to buy new
equipment

Capital grant upcoming--

VI. Upcoming events committed to by MCTV

Not discussed

VII. Other events proposed by producers

Not discussed

VIII. Other items

Not discussed

IX. Reminders

Next board meeting:

April 25 is Mik's birthday, he doesn't want to meet then. *Next all-board meeting date
not selected.*

Sub comm. meet in 2 weeks: 5 PM, Weds. April 11th

8:11 PM ended meeting