

GATCom special meeting (Government Access Television Access Commission)

Minutes for 04/14/2020

This meeting was held by teleconference. It was noted in the course of the meeting that on both YouTube and channel 79, the Zoom window went black after a document was shared to those attending, and only one voice was audible on the YouTube recording.

Present: Theresa Bahner, Tobenna Nwangwu, Mary Hill, Aldon Hynes

Also present: Pua Ford (coordinator & clerk), Mica Cardozo (BOS liaison)

1. **Call to Order** – Bahner called the meeting to order at 7:34pm.

2. **Approve September 24, 2019 and November 26, 2019 minutes**

*Motion to approve the minutes for September 23, 2019 and November 26, 2019
(Bahner/Nwangwu).*

Discussion: none.

Vote to approve unanimous.

Motion approved.

3. **Coordinator Reports:** Ford reviewed what she had heard about changes in the annual budget process in consideration of the current pandemic.

Because Orange seems to be in competition with Woodbridge for Amity students trained in video, Ford researched pay rates of the other Area 2 town-specific organizations; the commission may want to create a firm pay schedule for WGATV. Bahner emphasized a need for set goals and six-month review for any hires; in her experience, parents of the students hired as pool lifeguards do not object to background searches or federal tax forms.

The audio project in the gym, for which Woodbridge received a CAC grant last September, needs to be reviewed by the building maintenance staff in change of setting up meetings and hearings in the gym. Ford believes the project includes too much equipment for the 2-5 times/year that it would be needed. The funds are encumbered for the project; there is no known deadline to expend them.

Ford reviewed nonprofits that help provide content for channel 79: Creative Commons, Free Music Archive, Internet Archive, CT Public News Service.

4. **Business**

- a. *Equipment expenses.* One of the older, smaller camcorders had to be sent for repair. There are sufficient funds for the repair and for possibly purchasing another manageably-sized camcorder before the end of the fiscal year.

*Motion to reimburse the coordinator \$483.80 for equipment repair and to approve possible purchase of a Sony HXR-MC88 for no more than \$1,289.00
(Bahner/Hill).*

Discussion: A camcorder less heavy than the newer Sony HXR-NX100 would be good to have on hand. When meetings conflict and a student can only arrive just before start time, Ford usually has to set up equipment beforehand. The older Sony HXR-NX30 models should not be repaired if there is another malfunction.

Vote to approve unanimous.

Motion approved.

- b. *CAC grant for 2019-2020.* The application for a new grant is not due until 07/15/20. Ford proposes to use this year's grant for service contracts on both the TelVue

Hypercaster (3 years) & the NewTek TC1 and any conference expenses beyond the approved budget line. In the past, we have also used this for 50% of our budgeted personnel expenses. The commission will have a chance to review a final application.

- c. *Production/camera operator pay schedule.* Because we are now in competition with Orange's OGAT for high school students, Ford wants to consider offering better pay for camera operators. Bahner believes that Woodbridge offers more than money for the opportunity to work for the Town: work experience (including the process of filling out required IRS documents, direct deposit), future recommendations, training on particular equipment in a real work setting. Besides payment considerations, we should also have a firm schedule (e.g., after first 6 months or x number of assignments) for review of a person's progress before any new step in pay is proposed.

Ford related an instance working with another HS student from the video production class, whose parent refused to sign off on the I-9 form on advice from an accountant. Under those circumstances, Woodbridge could not hire him for further work; he was later hired by OGAT. With new Town policies on hiring, a candidate must also have a background check by our police department; if a candidate is under 18 years of age, they must sign off on confidentiality. Bahner has not had difficulty hiring pool life guards under these circumstances.

Ford will put together a draft schedule of responsibilities and step levels for the commission to review. This might need review by the Town's Personnel Committee as well.

- d. *Other budget considerations.* None discussed.

- 5. *Motion to adjourn at 8:40pm (Hynes/Bahner)*
Approval unanimous; meeting adjourned.

Respectfully submitted,
Pua Ford

Next scheduled meetings:

Tuesday, May 26, 2020
Tuesday, June 23, 2020