

**Windham Cable Advisory Board  
Minutes  
January 13, 2011**

Chairperson Margaret Case called the meeting to order at 7:04 p.m.

**Members present:** Margaret Case, Chair; Leo H Hart, Vice Chair; Alan Shoemaker, Secretary; Barbara Coish, Nicole Merrill, Donna Mauro (Alt.), sitting for Mary Griffin. Studio Coordinator Kelly McLaughlin.

**Excused:** Mary Griffin, Roger Hohenberger, and Bruce Breton.

**Guest:** Robert Coole.

**Minutes:**

Leo Hart moved to approve the minutes of the 9-22-2010 meeting.

Seconded by Nicole Merrill. Approved unanimously.

Note: The November 11, 2010 meeting was not held due to it being a holiday.

**Financial:**

Bottom line: \$13,229.46 remains from last year's overall budget. This was left as a result of not having a coordinator for some time.

**Correspondence:**

- Letter received from Comcast to announce expansion of digital service (BET Channel) requiring digital box.
- Letter received from Comcast to announce the upgrade of the on-screen Cable Guide.
- Note received from Anastacia Barr providing an update on her new position.
- The Town received a check from Comcast for \$51,134.22

**Studio Coordinator's Report:**

See attached.

**WCTV Operating Policies and Procedures:**

The WCTV Policies and Procedures draft was reviewed by the Board members and Dave Sullivan. Several minor changes were suggested and made. Nicole Merrill made a motion to approve the P&P as corrected, and

forward it on to the Board of Selectmen. Seconded by Donna Mauro.  
Approved unanimously.

**Other business:**

Bob Coole remarked that in his opinion the Video on demand is “fantastic.”  
The Board expressed appreciation for his sentiments.

**Adjournment:**

There being no further business, a motion to adjourn was made by Leo Hart  
and seconded by Nicole Merrill. Approved unanimously. Meeting  
adjourned at 8:12 p.m.

Respectfully Submitted,

Alan Shoemaker  
Secretary

WCTV Coordinator’s Report  
October 25, 2010 - November 18, 2010

My first few weeks in this position have been a transitional period for me.  
My first week consisted of meeting town employees, learning equipment,  
training with the previous coordinator, as well as understanding the policies  
and procedures of WCTV. I have been working on scheduling volunteers  
for board meetings as well as starting to pick up on shows that were put on  
hold during the time the position was vacant. I look forward to gaining more  
volunteers at the station, as well as producing more local programs for  
Windham residents.

Programming:

Evie & Denise Show - 2 New Shows to run November & December

Windham Watch - Completed candidate tapings in October; Set to tape a new episode with Mary Griffin before the end of November  
Time for Animals - Set to tape next episode December 7th  
Santa Visits Windham – Set to tape LIVE December 11th in the studio

Through the partnership with the NH Coalition of Media, we have also received new episodes of Capitol Access, Keys to Parenting, and Focus on the Flu that are currently airing on channel 21. We have also been provided with new episodes of Around Town with Larry, a local program produced in Salem.

#### Government Meetings:

All meetings were taped. Meetings in the Community Development Room broadcast LIVE.

All government meetings are also available to view online at <http://wctv.pegcentral.com> within a few days after the meeting. Thank you to our dedicated volunteers who tape these meetings.

#### Equipment:

A new Tricaster is to be installed at the Community Development Room. LIVE meetings will now have opening graphic and the ability to put lower graphics on throughout the program. Using the Tricaster will streamline the way we tape LIVE meetings.

#### Training/Outreach:

I am pleased to offer free training in television production to any interested resident of Windham. Residents have the opportunity to participate in or produce original programming for WCTV. Please contact the station to learn more.

Kelly McLaughlin, WCTV Coordinator  
Phone: 603-434-0300  
Email: [cable@windhamnewhampshire](mailto:cable@windhamnewhampshire)  
Website: [www.WCTV21.com](http://www.WCTV21.com)

WCTV Coordinator's Report  
November 18, 2010 – January 13, 2011

The 2010 holiday season was very busy for WCTV. We broadcasted many special programs such as holiday concerts and the annual tree lighting festivities. We have also produced many in-house shows airing on Channel 21. I look forward to creating a few new programs in the next couple months, as well as reviving some old shows that have not been in production for many months.

Programming:

Current Shows:

The Evie & Denise Show – Recording monthly shows. Completed December and January programs.

Windham Watch – Recording monthly shows. Completed December and January programs.

Time for Animals – Recording monthly shows. Completed December and January programs.

Town Talk – First episode will be recorded on February 15th with David Sullivan.

Windham Community Band Holiday Performance – Recorded in December, this program aired through the first 2 weeks of January.

New Shows:

The Law & You – Hosted by Anthony DiFruscia this monthly show will discuss topics with varied guests and specialties. Production will begin on January 20th.

Zoo Creatures – In partnership with Derek Small from Granite State Zoo this monthly show will feature zoo animals and information. Production will begin on January 18th.

Windham on Broadway – In partnership with the Windham Actors Guild, this performance will be recorded January 14th to be broadcast in February.

Through the partnership with the NH Coalition for Community Media, we have also received new episodes of Capitol Access, Granite State Outdoors, and Granite State Baptist Church. These shows are currently airing on

channel 21. We have also been provided with new episodes of Around Town and Business Connections, 2 local programs produced in Salem.

Also, in collaboration with the Windham Fire Department, we have produced 3 new public service announcements. I am looking forward to producing more with the Fire and Police department as well as local organizations that may be interested.

#### Government Meetings:

All meetings were recorded. Meetings in the Community Development Room broadcast LIVE.

All government meetings are also available to view online at <http://wctv.pegcentral.com> within 24-48 hours after the meeting. Thank you to our dedicated volunteers who attend and record these meetings.

#### Equipment:

A portable light was purchased for use with the Canon XHA1 camcorder for field shoots. This light will be helpful for outdoor and indoor shoots with poor lighting. A new table was also purchased for use in the Community Development control room for a more efficient set up. We are also currently looking into new lighting options for the Community Development Room and Cable Studio for future discussion.

#### Training/Outreach:

Free training in television production to any interested resident of Windham is offered by appointment. Residents have the opportunity to participate in or produce original programming for WCTV. WCTV has also launched a 2011 "Television Production Workshop Series" to be held once a month on Saturdays in the WCTV Cable Studio. The series includes topics such as "Camera Basics," "Advanced Camera Techniques," "Studio Production," and "Video Editing." The workshops are open to residents of Windham who are interested in learning about video and television production. The first workshop will be on "Camera Basics" and will take place Saturday, January 22, 2011. Registration is required. For more information, please contact WCTV. All training and workshop information has been forwarded to the local newspapers, and has been advertised on Channel 21 and Channel 30.

WCTV has also made itself more visible online through the use of the website, [www.WCTV21.com](http://www.WCTV21.com) and facebook. We have posted short videos, public service announcements, and photos of local events and productions. The feedback has been positive and we hope to increase the number of residents interested in television production and volunteers for public meetings and public access shows.

Kelly McLaughlin, WCTV Coordinator

Phone: 603-434-0300

Email: [cable@windhamnewhampshire](mailto:cable@windhamnewhampshire)

Website: [www.WCTV21.com](http://www.WCTV21.com)