

**Windham Cable Advisory Board  
Minutes  
March 10, 2011**

Chairperson Margaret Case called the meeting to order at 7:07 p.m.

**Members present:** Margaret Case, Chair; Alan Shoemaker, Secretary; Barbara Coish; Nicole Merrill; and WCTV Coordinator Kelly McLaughlin.

**Excused:** Leo Hart, Donna Mauro, and Mary Griffin.

**Absent:** Roger Hohenberger

**Minutes:**

Barbara Coish moved to approve the minutes of the 1-13-2011 meeting. Seconded by Nicole Merrill. Approved unanimously.

**Financial:**

Expenditures were reviewed. Comcast's quarterly check to the Town in the amount of \$50,821.35 was received.

**Correspondence:**

- A 27 January letter was received from Comcast. It was an annual customer notification.
- A 25 Feb letter from Comcast on pricing structure was received and discussed.
- A 16 Feb e-mail was received from NHCCM concerning a schedule of workshop meetings.
- A 28 February e-mail was received from NHCCM vice-president Dottie Grover announcing the newly elected officers.
- A Notice of Public Hearing from the Town was received indicating that there will be a public hearing on 21 March at 7:15 p.m. for taking public input on right-of-way issues as well as other matters.

**Studio Coordinator's Report:**

See attached.

**Other business:**

Margaret Case requested Board approval for a new Canon XH A1S video camera and accessories for \$3,998. Barbara Coish moved for approval, Alan Shoemaker seconded. Approved unanimously.

Barbara Coish remarked that the two Studio Coordinator's Reports included in the annual Town report were very professionally accomplished.

**Adjournment:**

There being no further business, a motion to adjourn was made by Nicole Merrill and seconded by Barbara Coish. Approved unanimously. Meeting adjourned at 7:40 p.m.

Respectfully Submitted,

Alan Shoemaker  
Secretary

---

**WCTV Coordinator's Report**  
January 13, 2011 – March 10, 2011

WCTV is pleased to report that there are new programs being produced at the cable studio. We plan to produce new monthly episodes of our ongoing productions, as well as new monthly programs in the next few months. Also, all regular and special municipal meetings are recorded and broadcast to Windham residents.

**Programming:**

**WCTV Monthly Programs:**

*The Evie & Denise Show* – Produced March & April episodes

*Time for Animals* – Produced February & March episodes

*The Law & You* – Produced February & March episodes

*Wildlife Encounters* – Produced February & March episodes

**WCTV Special Coverage:**

*School District Deliberative Session*

*Town Deliberative Session*

*Candidates Night*

### **Bicycled Programs:**

*Art in Focus* – Provided 2 new shows (From NHCCM)  
*Around Town with Larry* – Provided 4 new shows (From Salem Community TV)  
*Business Connections* – Provided 1 new show (From Salem Community TV)  
*Capitol Access* – Provided 2 new shows (From Concord Community TV)  
*Chamber Today* – Provided 1 new show (From Salem Community TV)  
*Granite State Church* – Provided 8 new shows (From Salem, NH)  
*Granite State Outdoors* – Provided 2 new shows (From Concord Community TV)  
*Health Beat* – Provided 1 new show (From NHCCM)  
*NH Executive Session* – Provided 1 new show (From NH Executive Council)  
*NH Muscle Cars* – Provided 1 new show (From NHCCM)  
*Weird Thinking* – Provided 2 new shows (From NHCCM)

### **WCTV Upcoming Programs:**

*Book Beat* – Scheduled to air April 2011  
*Euro Kitchen* – Scheduled to air April 2011  
Fitness (Title TBD) – Scheduled to air April 2011  
*Town Talk* – Scheduled to air April 2011  
*Windham Watch* – Scheduled to air April 2011  
Yoga (Title TBD) – Scheduled to air April 2011

### **WCTV Original PSA's:**

Salem Animal Rescue League (SARL)  
Windham Police  
Windham Fire

### **Government Meetings:**

All meetings were taped. Meetings held in the Community Development Room were broadcast LIVE. All government meetings are also available to view online at <http://wctv.pegcentral.com>. Thank you to our dedicated volunteers who recorded the meetings.

### **Equipment:**

- The control room at the Community Development meeting room has been reconfigured and unused equipment has been removed. The control room is now more professional looking and more efficient for recording meetings. Special thank you to Tom Case for his technical assistance.
- A new Uninterrupted Power Supply (UPS) has been installed in the Community Development Control Room to provide back-up power to the equipment in the case of a power failure.
- The purchase of a second Canon XHA1 camcorder is being recommended for approval to the WCAB. This camera would be used primarily for on-location tapings and is compatible with existing equipment at WCTV.

- Lighting solutions for the Community Development Room are being researched and results will be presented to WCAB for future discussion.

### **Training/Outreach:**

- WCTV continues to offer FREE training to residents interested in TV production by appointment and with monthly workshop programs. A “Studio Production” workshop will be held Saturday, March 26<sup>th</sup> at 1:00PM at the Cable Studio. Interested residents are encouraged to register by contacting WCTV.
- WCTV was represented at the Windham Business Expo held at Windham High School in February. Our table provided a video demo of our programming as well as information on producing and volunteering at WCTV.
- WCTV is sharing programs with the New Hampshire Coalition for Community Media (NHCCM). Some WCTV programs have been downloaded and are airing on various community TV stations. Shows are selected based on the relevance to community interested at the discretion of each community station.
- WCTV was please to be featured in the Windham Independent Newspaper for our show “Wildlife Encounters.” The article and photos appeared on a full page of the February 17<sup>th</sup>, 2011 edition. Special thank you to Mary-Ann Horaj from the Windham Independent.
- I was able to attend the NHCCM “Live Streaming & Video on Demand” workshop on March 1, 2011. Various vendors presented their product features and pricing options. WCTV currently uses Leightronix’s “PEG Central” for our Video on Demand service, and will be looking into the possibilities of Live Streaming in the future.

**Kelly McLaughlin, WCTV Coordinator**

**Phone:** 603-434-0300

**Email:** [cable@windhamnewhampshire.com](mailto:cable@windhamnewhampshire.com)

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