

## GATCom regular meeting (Government Access Television Access Commission)

Minutes for March 23, 2021

*This meeting was held by teleconference. YouTube recording:*

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

Also present: Pua Ford (coordinator & clerk)

1. **Call to Order** – Bahner called the meeting to order at 7:34 pm. Matt Schwartz was welcomed as a new member to the commission, and each person present introduced themselves to him.

### 2. **Approve November 24, 2020 minutes**

Ford noted that she erroneously wrote “September 22, 2020 minutes” on the agenda. Commission accepted that the intention is to review the November minutes.

*Motion to approve the minutes for November 24, 2020 (Bahner/Hill).*

*Discussion:* A summary of decisions made in November was described for Schwartz’s understanding.

*Vote to approve:* Bahner, Hill, Hynes, Nwangwu

*Abstain:* Schwartz

*Motion approved.*

3. **Coordinator Reports:** Ford reviewed the written reports and described her review of bid proposals for the Center Gym public address system. Bahner and Nwangwu offered to look at these and offer their opinions.

### 4. **Business**

#### a. *Small purchase reimbursements*

*Motion to approve reimbursement of expenses of \$79.95 total (Bahner/Schwartz).*

*Discussion:* Ford bought access to a pre-recorded workshop offered by the Alliance for Community Media, part of their 2020 virtual conference. She also purchased a memory card and replacement microphone covers from B&H PhotoVideo, NYC. Woodbridge normally uses PO Requests for purchases over \$200; B&H requires Purchase Orders for purchases from our Town account.

*Vote to approve unanimous.*

*Motion approved.*

#### b. *Recommendations for year-end purchases and Cable Advisory Council grant application.*

General discussion and brainstorming: Even if Town Hall reopens, live attendance at meetings is uncertain, so planning ahead for more virtual or hybrid meetings is an overall goal. Items mentioned:

- 1-2 more laptop computers for other (to be recruited) WGATV staff to stream and record meetings from home, in case of bad weather or another lockdown
- Webcams & microphones for other departments that might want them for their own meetings

- Cell-phone holders (to lend or get reimbursed) for commission members who use their smartphones—awkward fumbling has been observed on some meetings
- Adobe Premiere Elements 2021, an update from the 2019 version now on the department's desktop computer
- Adobe Creative Cloud license if staff can be recruited to take over some editing work (removing any chatter before Coming to Order and after Adjournment, explanatory titles, end credits) – This is a subscription service, might be part of a CAC grant, like the technical support contracts
- Should we stream meetings to Facebook Live as well as YouTube? – Betsy Yagla is administrator of the Town's FB page. Hynes believes streaming to as many platforms as possible is a good goal. FB offers alerts of Events that some people might pick up more easily than from YouTube. Ford will consult with Yagla about how this might work or not. When streaming is done from the NewTek Tricaster TC1, streams can be sent simultaneously to YouTube and Facebook.

c. *ACM Northeast Video Festival (Nor'easters)*: Ford did not submit our short pieces (PSAs and interviews of Woodbridge businesses, town department heads) to the national Hometown Media Awards as she had intended. The entry fees for the regional contest are lower and she may have time to pay attention to this when the contest opens later this year. Hill and Bahner expressed interest in judging again. If we are still meeting virtually, Ford imagined setting up a watch party.

5. *Motion to adjourn at 8:34pm (Bahner/Hill/Nwangwu)*  
*Approval unanimous; meeting adjourned.*

Respectfully submitted,  
Pua Ford

**Next scheduled meetings:**

Tuesday, April 27

Tuesday, May 25

Tuesday, June 22

Tuesday, July 27

Tuesday, August 24

Tuesday, September 28

Tuesday, October 26

Tuesday, November 23

Tuesday, **December 4** (if needed, to approve 2022-23 operating budget proposal)

Tuesday January 25, 2022

