

Minutes of 12-9-15 WBPA-TV PEG Board Meeting
Town Hall WBPA-TV Studio

In attendance: Rich Simmarano, John Schlichte, Bill May, Shannon McInerny (Applicant for part-time Production Assistant)

The meeting convened at 6:30 PM, attendees were recognized, and a combination agenda and handout was distributed. As Carol Parker (Secretary) was not in attendance, John Schlichte agreed to take minutes for the meeting.

The minutes of the Nov. 12, 2015 PEG Board Meeting were read and accepted having been forwarded to the PEG Board by Carol Parker who was ill and unable to attend.

WBPA Accomplishments & Challenges Since 11/12/15 PEG Board Meeting were reviewed and discussed in relation to the handout listing a numerous sampling of new programs recorded and broadcasted or rebroadcasted:

December Sr. Moment, Sr. Belly Dancing, West Boylston Athletic Hall of Fame, Historical Society Tree Lighting, Board of Selectmen Meetings Broadcasted Live, 11-18 BOS Meeting posted to town YouTube, additional nature programs added – Geese/Goslings of West Boylston, Saving Sea Turtles

Numerous Bulletins & Public Hearing Notices were also reference.

Ventilation Temperature Controls Installed.

Hiring of new Access Coordinator – Bill May – Started Nov. 30, 2015

Update on Charter Contacts: Charter Public Access Department - Frank Schmidt is the new contact for any signal issues, outages of your channels, technical questions and/or advice on equipment

Challenges – Computer Software Concerns – Front Door Bulletin Display/Overload Scheduling

The status of continued recruitment efforts for WBPA Assistance was discussed.

Shannon McInerny, with a resume experience at Worcester State University in studio production & editing, who also toured WBPA-TV studios earlier in the day on 12-9-15, was available for questions regarding her experience and interests in working at WBPA-TV. As a result of discussions she **was offered a part-time vendor position at the rate of \$12.00 an hour**, which she later accepted.

Bill May, new WBPA-TV Access Coordinator, as of the Nov. meeting was available to discuss his interests in WBPA-TV operations as well as interview Shannon McInerny.

Ideas and plans for upcoming recording of meetings were discussed, including the possibility or resuming contacts with the Salter School for a cooking program.

Additional topics for discussion included:

restricting the availability of studio keys; purchasing spare rechargeable batteries and a spare camera card(s) as needed; and having printed information on the recent temperature

controls. Rich discussed his continued interest in arranging a DropBox site for file submissions. Requests for bulletins/recording/and broadcasts were discussed with it being noted that Trinity Church is submitting video that currently involves a time consuming reformatting. WBPA-TV is considering restarting assistance with the West Boylston Middle/High Producers Club on Wednesdays in January, subject to schedule availability by Shannon McInerny. Equipment at the Light Dept. is still in need of being reorganized or moved. Given the special circumstances/needs of WBPA-TV it was decided that Trevor Dillman could continue with a vendor rate of \$20.00 per hour, but that a future project rate rather than an hourly rate would be subject to reconsideration.

Assistance/Compensation Considerations were discussed in lieu of current WBPA-TV needs. Rich mentioned that the PEG Board had an existing policy of being able to pay PEG Board members at the rate of \$20.00 per hour should there be activities/projects needing their input.

It was agreed that Brittany Blaney could be available for additional consulting work to help Bill May become more familiar with WBPA-TV equipment and operations.

Finances

Rich requested that additional information be provided to him to document Charlie Greenough's resignation as PEG Coordinator, so that the Friends Account could be considered for transfer to the present WBPA/treasurer. John mentioned that he had contacted Charlie who had agreed to go to the bank to assist with the transfer. John also agreed to forward the meeting minutes and related resignation information to Rich, which he did shortly after the meeting.

The PEG Board members present approved future purchases of individual items up to a value of \$500.00 approved/made by PEG Coordinator, subject to reporting at the next PEG Board meeting.

It was decided that a new TV/computer monitor (approx. 30 inches) with USB capabilities to also show video files was needed to be purchased with an expected expenditure in the range of \$300.00 dollars.

PEG Board approved the potential of future project related vendor hiring, subject to Access Coordinator recommendations, PEG Coordinator approval, and subject to reporting at the next PEG Board meeting.

PEG Board Membership was discussed and the need for greater participation prompted the idea for John to discuss with the town administration the possibility of suggestions, including the possibility of having PEG Board Membership reviewed and having consideration for a set number of members to be considered for appointment to vacancies by the town administrator.

PEG Coordinator hours per week going forward were discussed related to responsibilities/extra responsibilities and time restrictions/availability. John mentioned contacting town administration regarding concerns having a negative impact on other personal, family, and household obligations.

The meeting adjourned at 8:30 PM.

Respectfully Submitted by John Schlichte