



# **Granite Town Media**

## **Advisory Committee**

### Meeting Minutes – Unapproved Draft

22 July 2021

**Present:** Dave Alcox (Zoom), Josh Breault (in person), Wade Campbell (in person), Kevin Federico (in person), Tim Finan (in person), Chris Gentry (in person), Chris Labonte (Zoom), Tom Schmidt (in person), Nathalie Watson (in person)

**Absent:** Jon Teger

**Guests:** Mike Thornton

#### **Call to Order:**

Meeting called to order 6:00 PM as a hybrid Zoom meeting. The governor has rescinded COVID-19 emergency status pertaining to public meetings.

#### **Manager Report**

- BoS audio issues – new microphone installed. Audio problem with new microphones was due to an incorrect equipment setting. Chris will update videographer checklist to minimize risk of future problems.
- Multiple AC, USB power and Ethernet jacks installed on the BoS table
- Headphone jacks installed on both end tables.
- HDMI video connection available at the BoS guest location to the large monitor
- Audio consultant evaluation of town hall auditorium is still several months out.
- Now that COVID restrictions have been eased the printer will be moved back to the lobby. Having the printer in the BoS meeting room has resulted in audio problems when staff needed to print documents during meetings.
- Chris will be attending the October [Alliance for Community Media – Northeast Region](#) conference and trade show

#### **GTMAC BoS presentation 7/12/21**

- Tim presented the GTM year in review to the BoS.

#### **Financials**

- Spending is on track, at 48% of budget for the year.
- Franchise fee is holding steady at about \$42,000 per quarter
- Revolving fund balance is currently \$308,000

#### **Long term planning**

- Chris presented 10 year capital plan.

- GTM would like to have a TV studio to encourage creation of public content. Estimated equipment cost is expected to be \$100,000. Location is TBD.
- GTM low power FM radio station. This consists of transmitter at town hall and largely automated equipment to broadcast audio portion to GTM programs and public service safety announcement. Estimated cost is \$30,000
- Ongoing scheduled replacement as equipment reaches end of life or obsolescence.
- Capital spending will vary over the years but budgeted to average \$40,000-\$50,000 yearly.

#### **GTMAC in-person meetings**

- 6:00 PM meeting time works well for committee members.
- The August meeting is canceled as some members will be on vacation.

#### **Videos**

- GTM will be covering the 56<sup>th</sup> annual Rotary swim meet this coming weekend.

#### **Policies and Procedures Discussion** – no update

#### **Meeting Minutes**

- 27 May 2021 Minutes approved as presented – Tom moved/ Nathalie 2<sup>nd</sup> AIF
- 24 June 20201 non-quorum notes approved as presented – Tom moved/Josh 2<sup>nd</sup> AIF

#### **Upcoming Meeting:**

23 September 2021 @6:00 PM BoS meeting room

#### **Adjourn:**

Meeting adjourned 7:28 PM.

Respectfully submitted: Tom Schmidt