

Town Meeting Television

TRUSTEES MINUTES - April 13 2023

3 - 3:40 p.m.

Present: Helen Riehle, Matthew Smith, Dawn Hill-Fleury

Staff: Jordan Mitchell + Lauren-Glenn Davitian

1. Action Agenda

[Town Meeting TV Financials March](#) - Approved.

[Review Minutes - March](#) - Approved as presented.

2. Town Meeting TV Update

Town Meeting TV - We are looking to expand our staff, currently hiring for a Director of Production/CCTV Productions, and a Technical Associate. Our [Under The Dome](#) programming is coming back this spring, spearheaded by Bobby and Emily to lead interviews with elected officials. We are working with staff at the Richard Kemp Center to decide on technical upgrades for their hybrid event system per the Digital Capacity Grant we received last summer. We have plans to order and install that equipment at the end of the month, and then to provide staff training on how to use the technology.

Archives - We are continuing to digitize our collection at a steady rate to ensure preservation of materials. We are working with Bobby on an application at the Mascoma Bank for a donation that would expand our digital infrastructure and storage capacity. We are also planning on applying for a NEH grant where funding could pilot high quality digitization, provide planning and research for a state-wide archive, and pilot a statewide archive platform. Jordan attended a [VAMP](#) advisory group meeting with Orly Yadin/VTIFF and archivists across the state to contribute to conversation around where a small archival collection of media can no longer be supported, what are the options of what might happen to it.

3. [Contract Renewal 2023 - 2026](#) - Approved unanimously.

Overview: The annual CCTV Contract Budget is detailed in the FY Town Meeting TV Budget approved by the Trustees annually, in order to carry out the Scope of Services described here.

1. Coverage of Programs and Events	Units Delivered (2023 proposed)	Description	
Base Contract Meeting Coverage	300	Based on the formula as outlined in the Trust Agreement. All municipalities (save Colchester/St George) will have a minimum of 3 mtgs/month Extra meetings will be added to communities with higher cable subscriber rates. See Trust Formula for details.	Burlington 6/mo South Burlington 6/mo Williston 3/mo Essex 3/mo Essex Junction 3/mo Winooski 3/mo Colchester 1/mo
Additional Meeting Coverage (paid to Trustees)	72	Amount paid directly to Trustees for additional meeting coverage. (This does not include CCTV contract with Burlington or other municipalities)	Burl NPAs 6/mo
Live at 5:25	115	Provides regular content, engagement and training opportunities	
Election	85	Forums and election night results show	March Town Meeting April Annual Meeting August Primaries November General Elections
Vermont Legislative Coverage	10	Special series or studio programming, focused on Chitt County legislators	
Regional	10	Coverage of Events sponsored by Regional Govt Bodies - CCTA, CCRPC, Lake Champlain Cmte etc	
National	20	Appearances and Press Conferences of our Washington Delegation	
Vermont	10	Appearances and Press Conferences of Governor or Other Statewide Officials	
General	200	Programs that are proposed by community and fit programming priorities and mission. Will continue to cover events in each community at least one per month	

		and as requested by community members or municipal officials.	
Political Party	10	Programs as requested by major political parties - caucuses and reorg meetings. As part of opening the doors to local govt.	
Comm Producer Production Support	190	Mtgs, special events, studio and field productions that fit our programming guidelines and mission.	
Total Program Units	1022	Each program unit can be averaged to about 5 hours of person time from Admin to Archiving.	
2. Production & Education Support			
Contributed (VMX)	250	Bringing programming from around the state to our viewers	
Educational events	20	Tours, group visits, workshops	
Special Events	15	Hosted events that expand the mission.	
Excerpted Programming	90	Making the most of already recorded content.	municipal updates, excerpts of election programs, clips for TV and social media distribution
Total Programs	375		
Total Production Contract	1397		

4. **Operating Policies** - Ask the Trustees to review and agree on process for reviewing at upcoming meeting. No clear direction emerged from this meeting but agreement from those attending to complete the survey.

5. **Advocacy Update:** CCTV is working with Vermont Access Network to advocate for continued “one time bridge funding” of \$1 million to offset the decline in cable revenue across the state. This has made its way through the House and is being considered this week by the Senate Appropriations. VAN is working with Rep.

Avram Patt (D-Worcester) to update a short form bill H.458. [Here is a draft of the bill and here is a short briefing.](#)

6. Contract Evaluation - Asked Trustees to complete. Asked them if they'd like to compile the results and discuss with us or discuss the raw results together.

Matt asked for prior survey results: **2013 Results are found here:**

<https://docs.google.com/spreadsheets/d/XXXXXXXXXXXXXXXXXXXXXXXXXXXX>

7. Newsletter Signups: If you do not receive the weekly enews and would like to sign up here: <https://cctv.app.neoncrm.com/np/clients/cctv/survey.jsp?surveyId=1&>

Adjourn: 3:40 p.m.

MEMO FROM MEGHAN O'ROURKE

Contract Dashboard EOY

We have completed one month beyond the quarter of the fiscal programming year. Town Meeting TV dashboard of programs is available here for your review. [Town Meeting TV Contract Analysis FY23](#)

Town Meeting TV Staffing

We are continuing to review applicants for the Town Meeting TV Co-Director of Productions position. The search is expected to continue into April.

Town Meeting TV Update

In addition to the regular slate of municipal programming each month, we continue to focus on other ways to meet community coverage needs. The legislative season is underway and we have begun inviting organizations and community members to use the studio facilities to convene conversations on items of importance to them in the legislature for our Under the Dome season. Do you know an organization or citizen's group you would like us to share this invitation with?

Contract Update

CCTV Co-Director, Meghan O'Rourke and Town Meeting TV Director, Jordan Mitchell have reviewed and prepared a new CCTV/Trustees contract. We have added language to clarify support for hybrid meeting coverage and language to clarify the archival relationship between CCTV and the Trustees. I am attaching both the final draft and the marked up comparison document for your review. At the April meeting you may choose to add comments for revision of the Contract as prepared or approve it with amendments, or wait to approve it with changes at the May meeting.

As part of this process, we recommend the Trustees continue reviewing and amending the Town Meeting TV Operating Policies that are a supporting document to the Contract. Please review both the Contract and the Operating policies. We will carry the Operating policies discussion on to the May meeting.

[CCTV + Town Meeting TV Trustees Management Contract 2023-2026 - DRAFT](#)

[Comparison of CCTV Channel 17 Contract 2019-2022 - FINAL & CCTV + Town Meeting TV Trustees Management Contract 2023-2026 - DRAFT](#)

[Town Meeting TV Operating Policies DRAFT 2023](#)

Contract Evaluation

Thank you to those who have taken time to fill out the contract evaluation. If you have not, or if your municipal representative has not, please encourage them to do so. From the responses so far, we appreciate both your support and recognize that there may be room to improve in how we serve the Trustees and community needs. We look forward to discussing this with you at future meetings.

<https://docs.google.com/forms/d/e/XXXXXXXXXXXXXXXXXXXXXXX>

2023 Meeting Schedule

Meeting Dates	Topics
2nd Thursday at 3 p.m.	
1/12	Legislative and Election Update
2/9/23	General Update

3/16/23 (3rd Thursday!)	Audit Review with Todd Wimette
4/13/23	Town Meeting TV Contract Review
5/11/23	Joint Meeting w/ CCTV Board?
6/8/23	Budget Discussion
7/13/23	DEI Update from CCTV
8/10/23	Budget Review
9/14/23	Budget Finalize
10/12/23	Fiscal Year Review
11/9/23	
12/14/23	

Newsletter Signups

Town Meeting TV works in a variety of formats to open the doors to local democracy. Our regular weekly newsletter is a great way to stay connected to the programming. If you are not signed up already please consider doing so now.

<https://cctv.app.neoncrm.com/np/clients/cctv/survey.jsp?surveyId=1&>