

December 15, 2022

MEMO TO: Town Meeting TV Trustees

FROM: Meghan O'Rourke, Channel Director, Town Meeting TV

12/15/22 at 3:30 p.m.

Meeting link:

<https://us02web.zoom.us/j/XXXXXX?XXXXXX>

Action Agenda

[Town Meeting TV Financials - November](#)

Check the assumption about the net loss and capital budget.

Kevin motions to accept Dawn 2nds.

[Review Minutes - November](#)

Helen R moves and Dawn 2nds. All in favor

Next Meeting: 2nd meeting on Thursdays at 3:00 p.m.

Town Meeting TV Update

Welcome back Kevin Lumpkin - Kevin is now joining us again as the rep from Burlington since he has moved there and left his trustee position in Winooski.

Financials formal reserve policy is a good idea - will be reviewing the financial policies.

Mission Revision

Digital Capacity Grant - Accessibility Report

Program Contract Dashboard (EOY)

Channel Outage Report

Holiday Party Invitation

Newsletter Signups

Financials

<u>Town Mtg TV Financials</u>	11/30/22	BUDGET	% BUDGET TO ACTUAL
Revenue (\$)	109,997	695,898	16%
Expense	108,631	740,121	15%
Net	1,366	(44,223)	-246%
Per Month	54,316	61,677	88%
Capital Budget Expenses	9,116	144,071	6%
Current Cash	213,986		
Current Receivables (Cablecos + Munis)	122,056		
Current Assets	336,042		
Current Liabilities	40,671		
Current Ratio	8.3		
Months of Operation	5.4		
Assets + Liabilities	295,371		

Mission Revision

Over the course of FY22, archivist, Jordan Mitchell engaged in a Preservation Assessment with the Northeast Document Conservation Center (NEDCC) As part of this work we are proposing a revision to CCTV and the Town Meeting TV mission statements to more accurately reflect the importance of the archives in the work we do.

Accepted: **Town Meeting TV** is a trusted producer, educational and equipment resource, and community archive of video providing access to local government and facilitating engagement in local democracy. Town Meeting TV is Chittenden County's regional government access TV channel overseen by municipally appointed representatives from Burlington, South Burlington, Essex, Essex Junction, Williston, Winooski, Colchester, and St. George. Town Meeting TV programs are made available on Comcast 1087, Burlington Telecom 17 & 217, as well as at www.CH17.TV

Digital Capacity Grant

CCTV was awarded a grant from the VT Arts Council to support the set up of hybrid systems at 3 locations in the community. These will be used to produce cultural

programs and test accessibility workflows. In November, we will be inviting staff and community members to join us for accessibility study circles. Town Meeting TV will undertake this work as part of its commitment to Opening the Doors to local government.

Date	Time	Topic
11/17/22	1-2:30	Why Accessibility? Who is impacted and how? Accessible Workplace and events
12/1/22	1-2:30	Accessible Communications, Social Media and Event Planning
12/8	1-2:30	Website Design Tips and Tricks
12/15	1-2:30	Video Accessibility and Captioning

Contract Dashboard EOY

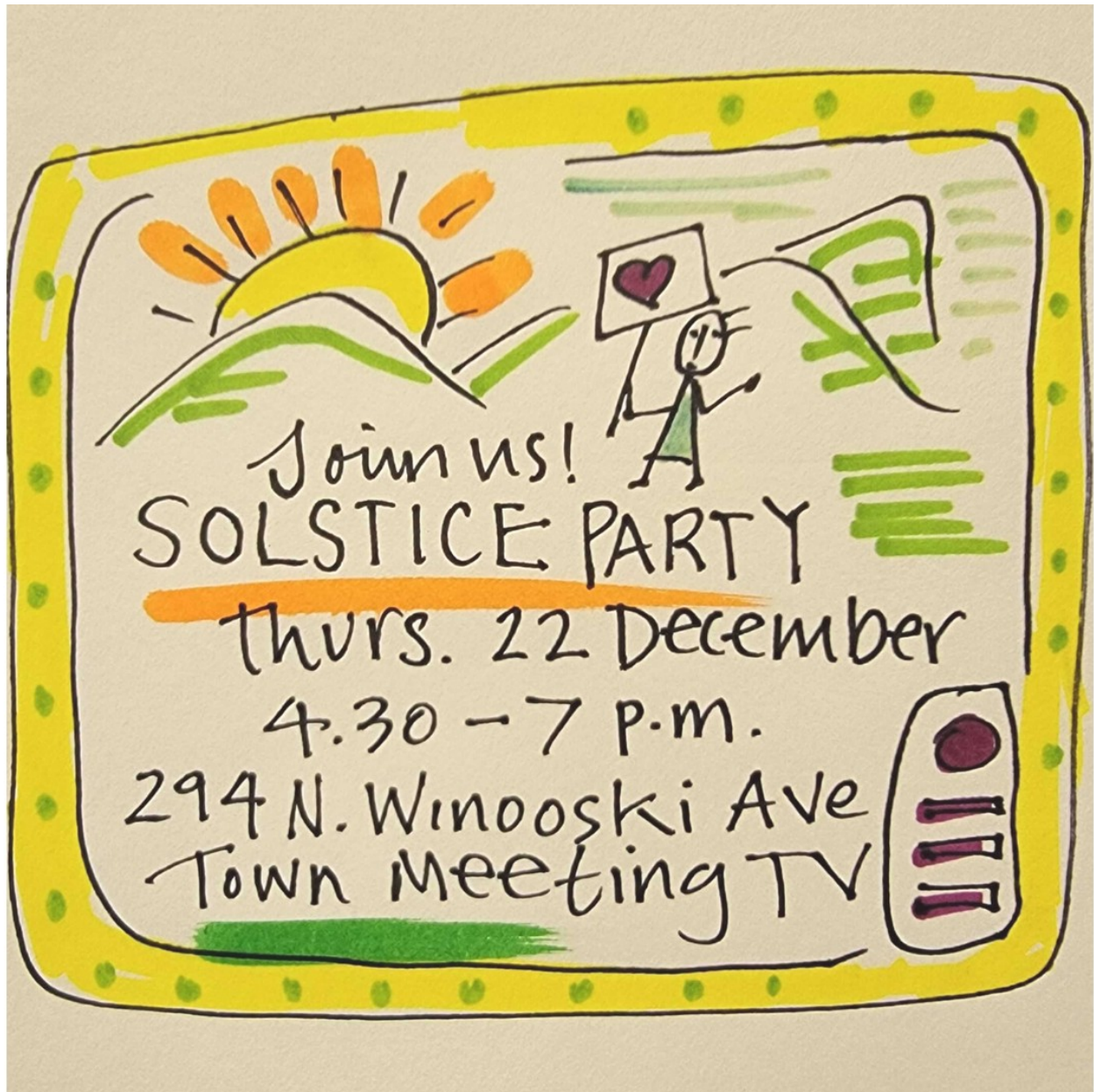
Between 10/1/21 and 9/30/22, Town Meeting TV produced and supported 1313 programs (nearly 1500 hours) for our member communities; 397 were categorized as municipal coverage. It is worth noting that based on the averaged unit cost analysis of 5 hours per program this represents approximately 6,500 labor hours.

Town Meeting TV dashboard of programs is available here for your review. [Town Meeting TV Contract Analysis FY23](#)

Channel Outage

On Wednesday afternoon, November 23 the playback system we share with the Media Factory, named the Hypercaster, experienced failures. Upon review by our technical support contact they determined it was a failed boot drive. This playback system allows us to schedule programming for BT channel 317, BT channels 217/17 and Comcast channel 1087. The latter 3 channels are redundant, the first, channel 317 plays Burlington live meetings and other Burlington specific programming. The Hypercaster was packed up and shipped to Telvue for repair. Before the end of the day on Wednesday all of our channels and the Media Factory channels were rerouted to play VT Community TV programming. VCTV is a statewide channel that airs on Comcast 1070 and is made up of channel content from access centers around the state. Over the course of the vacation weekend, and the following week

we waited for the system to be repaired and our regular channel content was not scheduled instead viewers tuning in could watch VCTV content.. The Hypercaster was returned and reinstalled, media was reloaded and reindexed for playback on Friday, December 2. By Monday, December 5th our channels were once again on the air and playing back our regular content.



Solstice Party

Thursday, December 22, 2022

4:30 - 7 p.m.

294 North Winooski Avenue
Burlington, VT

Newsletter Signups: [https://cctv.app.neoncrm.com/np/clients/cctv/survey.jsp?
surveyId=1&](https://cctv.app.neoncrm.com/np/clients/cctv/survey.jsp?surveyId=1&)