

Trustees Minutes for November 15, 2022

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

Present: Dawn Hill-Fleury, Essex; Jordan Mitchell, Town Meeting TV; Meghan O'Rourke, CCTV/Town Meeting TV

Action Agenda

1. Town Meeting TV Financials - [August](#) & [September](#) & [October](#)

Approved by Dawn in person and over email by Kristine Lott, Helen Morgan Parmett, Helen Riehle, and Amber Thibault

2. Review Minutes - [October](#)

Approved by Dawn in person and over email by Kristine Lott, Helen Morgan Parmett, Helen Riehle, and Amber Thibault.

3. Would you be able to move our ongoing regular meeting time to the second Thursday at 3 p.m. beginning in December? Yes from all via email.

Town Meeting TV Update

Welcome back Kevin Lumpkin

Financials

reviewed the chart below - only one month in.

Mission Revision

Approved by Dawn in person and over email by Kristine Lott, Helen Morgan Parmett, Helen Riehle, and Amber Thibault.

Digital Capacity Grant - Accessibility

Program Contract Dashboard (EOY)

Election Programming Wrap Up

Financials

Town Mtg TV Financials	10/31/22	FY 23 BUDGET	% BUDGET TO ACTUAL
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Revenue (\$)	54,999	695,898	8%
Expense	54,123	740,121	7%
Net	875	(44,223)	-2%
Per Month	54,123	61,677	88%
Capital Budget Expenses	4,969	144,071	3%
Current Cash	140,797		
Current Receivables (Cablecos + Munis)	185,661		
Current Assets	326,458		
Current Liabilities	57,235		
Current Ratio	5.7		
Months of Operation	5.0		
Assets + Liabilities	269,223		

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. We are suggesting the Trustees consider the proposed revision:

Current: **Town Meeting TV** is Chittenden County's regional government access TV channel, which airs 100 hours of public meetings, election coverage, and community events each month on Comcast and Burlington Telecom and www.ch17.tv. We open the door to local government, and provide training and tools to inform the public and speak out on crucial issues. Launched in 1990 to cover municipal events and public issues, Town Meeting TV is overseen by regional representatives from Burlington, South Burlington, Essex, Essex Junction, Williston, Winooski, Colchester, and St. George. The mission of Town Meeting TV is to be a trusted provider of multi-media resources that opens the door to local government and engage citizens in democratic action.

Proposed: **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](#)

Town Meeting TV Primary and General Election Season

We wrapped up the election season after 30 or so General Election forums with a majority of candidates in attendance. On November 8, Jordan Butterfield and Kristine Lott co-hosted our General Election results program reporting on local numbers, live streams from the political parties, and giving space to a variety of voices to weigh in on the general election. This is a big effort that happens due to

both Town Meeting TV labor and a wide variety of interns and volunteers. It is productive serving community needs and as a team building experience.