

Watertown Cable Access Board Meeting

March 28, 2023

Present: Christopher McKenzie, James O'Connor, David Stokes, Ninos Hanna, Jen Nicholson, Samatha Henry, Elaine Mello, Andrea Santopietro (*minutes submitted by Jen*)

Call to Order: Meeting called to order at 6:08pm by Chris.

Approval of Minutes: Motion to approve March 14 and March 28 minutes as presented (with minor typographical errors) by David. Seconded by James. Passed unanimously.

President's Report: Chris inquired about sponsorships. Jen shared an update as well as a community outreach idea to involve youth in a social media contest. Ninos added Residence Inn to interested sponsors. Andrea said to point people to Sam for more information and to coordinate sponsorships. Andrea reported that Sam is going to reach out to the Watertown Business Coalition as well as plans to continue to interact with our current sponsors. James brought up Community Meeting Day/Open House and Faire on the Square booth for visibility. Andrea said we will be pursuing those as well as Arts Day. Motion to accept report as presented by David and seconded by Ninos. Passed unanimously.

Treasurer's Report: James reported highlights of the Treasurer's Report through 2/28/2023 and reviewed approved purchases from the 3/28/23 meeting for RCN fiber, Ockers security and network drops, and Comcast fiber. Additionally, the M&T business credit card has been submitted and is currently undergoing approval. Online access for M&T bank is now set up and accessible. Next month, James hopes to have the list of electronic charges. Motion to approve report made by Elaine and seconded by Samantha. Passed unanimously.

Reports of Committees:

- **Facilities Committee** - David reported that the committee continues to meet biweekly with Vertex. Their target date is June 30/July 1. Permits with the city are currently in process. There were questions regarding moving the set in and potentially storing it, but more follow up is needed. Andrea shared a draft of the current move timetable. David shared that boxes are available from the high school so we can request some and begin

boxing materials. The committee's next meeting is being held on Thursday. Motion to accept the report made by James and seconded by Samantha. Passed unanimously.

- **By-Laws and Organizational Committee** - Samantha reported that the committee has now incorporated the previous amendments into the current draft. There is some confusion about the dates to include for these amendments. At this point, the committee has questions compiled for more veteran members of the board and a time to meet with Chris, George, and Andrea will be scheduled in the near future. Ninos asked if an attorney needs to review the draft before the board adopts the new set of bylaws. There was a discussion about the Mission Statement and it was decided that we would consider it a separate task from the bylaws and we will review and update it as an entire board. Plans for the next Community Media Day (in October) and involving the board as well as building civic engagement was also discussed. Motion to accept the report made by David and seconded by Ninos. Passed unanimously.

Executive Director's Report

- Staffing - Programming Coordinator was offered to Joe and he accepted. His transition is going very well and he is currently training with Sam. In her new role as Assistant ED, Sam is also having a great start. Additionally, two new interns are also starting.
- Projects
 - Website - Top menu bar has been added. Channels are going to be broken down to be easier to utilize. Elaine mentioned adding a search bar on the home page, which Andrea noted to look into. James mentioned it may be difficult to integrate a search on the main page for specific meetings and may need to use a link on the main page to access the search feature. A rotating slideshow on the main page is also being added that we will be able to maintain internally. James asked about a mobile friendly version of the website. The link is currently live, but it is still under construction.
 - Phillips update - Andrea discussed with staff and video production teacher regarding stopping operations and disassembling during the first week of June in preparation for the move. Meetings are still going to be covered, but changes will be made operationally and that will be conveyed to boards and local government. We are looking at possibly updating our phones with voicemail (that we don't currently have) and it was recommended by RCN that we switch over to their fiber internet for more reliability. Ninos inquired about if we should contact

Comcast to compare the costs and Andrea will check to see what they can offer. Andrea also contacted Re-Stream about recycling services and they can also provide “purge bins” and they would charge us for what we use. David asked about if the cost would be by the number of bins or weight and Andrea will clarify. Secure shredding is also available. A quote will be drafted for these services to be presented at the next meeting.

- Quote approvals -
 - *Yes Computers* quote: Current plan is to repurpose seven of our newest staff computers for reception and members (and the hope is that, once wiped, that they will run faster and smoother, especially if they’re not being as heavily used). To replace those, we are looking at purchasing 7 Mac Studios and 4 iMac computers. Additional items in the quote include 7 magic keyboards, 7 magic mice, 11 AppleCare + damage protection/tech support, 7 monitors for Mac Studios, and 4 trade ins. Ninos made a motion to approve the Yes Computers quote by Andrea and seconded by James for a total of \$36,637.51 as presented. Passed unanimously.
 - *Ockers* quotes for security cameras - Andrea presented two different quotes that are both considered good systems with mobile apps available. The cost varied from \$13,708.39 to \$20,249.00. David questioned the visibility and quality of the cameras and the server for the more expensive quote seemed oversized. Andrea will inquire with Ockers. Ninos made a motion to approve the quote #77327 for a cost of \$13,708.39 and seconded by Samantha. Passed unanimously.
- Scholarships - Andrea provided an update that we received six total applicants and two were selected. They came highly recommended by high school staff and they will both receive a \$1,000 scholarship. Andrea will be presenting to the recipients next month..
- Legislative - Remote meetings are still allowed through 2025.

Motion to approve Andrea’s report as presented made by David and seconded by Samantha. Passed unanimously.

Old Business: None.

New Business: Christopher confirmed that Samantha will be the Chair of the Bylaws and Organizational Committee as James has taken on the Treasurer role. Christopher mentioned that it would be a good idea if we have printed reports for committee updates. James suggested incorporating times (in minutes) for amounts of discussion to take place for each agenda item.

Adjournment: Motion was made to adjourn by Ninos and seconded by David. Adjourned at 8:16pm.

Next meeting will be held on April 25, 2023 at 6:00pm via Zoom