

**Watertown Cable Access Board
Minutes
February 24, 2026**

6:00 PM

Topic: Board Meeting via Zoom due to blizzard

Attendance: Rob, David, Elaine, Andrea, Evelyn, Jim, Sam, George, Matt, James

6:02 - Call to Order

Roll call vote to start meeting as required by rules for Zoom meetings.

6:01 - Approval of Minutes

- [January 27, 2025](#)

Motion to approve minutes made by Matt, seconded by Elaine. Approved by roll call vote of the board..

6:06 - Community Outreach & Fundraising Coordinator's Report

- Outreach & Fundraising Updates

Report by Evelyn - see document in Google Drive under 2/24/26 folder.

Conley will be donating food for our meetings and Campalongo cookies will be donated for dessert.

City Works is looking to sponsor. More soon.

Evelyn is looking into Grantx - which is an AI service that will match possible sponsorships to mission statements for the group. While Grantstation is good, this would allow for more targeted searches for funding.

James said thanks for everything, especially the food!

Motion to approve the report was made by Matt, seconded by George, approved by roll call vote of the board.

6:14 - Treasurer's Report

James went over the report which can be found in the Google drive for review.

Checks came in from Comcast and RCN. Andrea noted that these amounts were about a 12% decrease in subs as opposed to estimated numbers, so something to keep track of further in terms of our budget.

Motion to approve the Treasurer's report was made by Elaine, seconded by Matt. Approved by roll call vote of the board..

6:21 - Reports of Committees

- Bylaws and Organization Subcommittee
 - Approval of Minutes
 - Vote to Approve [Job Description](#) for Bookkeeper/Administrative Assistant

Motion to approve both sets of minutes with the addition of adding James' name as the person who took the minutes, seconded by Matt. Approved by roll call vote of the board.

Job description - George made a suggestion about adding in something about creating flyers and other materials. Elaine said perhaps add in "assist in creating promotional materials as directed by Exec Director" George made one suggestion about changing the word plus to preferred.

Motion to approve the job description made by Matt, seconded by Elaine. Approved by roll call vote of the board.

6:38 - Executive Director's Report

- General Organization Updates
- Federal and State Legislative Updates
- Programming Highlights and Comparisons

Andrea took a look at the budget and how it might be affected by the new position. The budget can be found in google drive for this meeting. Benefits are going up about 10.5%. She will be meeting with the plan manager to see about how to reduce costs without making too many impactful changes that will affect staff. David noted that the city manager confirmed that the 10.5 - 11% is going up for the city as well, so this is on par with everyone.

George asked if the last approved purchase for about \$6,500 was in the budget and Andrea confirmed it was not, and so the budget needs to be updated.

General organizational updates - City council chambers will be reconfiguring the room. This will be paid for by the city and will happen in the summer when the council doesn't meet. Andrea will be meeting with Ockers to assess.

Victory field will be shut down through the fall, which shuts down the press box during that time. This will affect spring sports as well as WHS graduation. Talk is happening about how to do that live (perhaps using one of the remote systems paid for with the ARPA funds.) Another issue was that the fiber cable was cut during work which is our Comcast connection, so they will be working to get that replaced.

David suggested that Andrea set up regular updates with the construction team so that we can stay on top of that.

The new website is in progress and hopefully will have a usable demo for us to test next month.

MediaScribe demo - ADA audio description. Andrea is talking to Tightrope and will be doing a demo. This is for ADA Title II web rule to provide this by April 2027. Elaine asked about costs and Andrea said she didn't know that. But George pointed out it would be good to have in talking to the city about budget, especially for unfunded mandates such as this.

WBC report for the Share the Love event for non-profiles which she said went very well.
PDS Day - planning for March 13th and have a few people looking to come in
Teen Workshop coming up in April vacation.
The podcast workshop got canceled due to the snow storm. - will reschedule. Looking to do more in the future.

No big legislative updates at this time.

Andrea gave a quick overview of the program highlights.

Motion to approve the Executive Directory's report was made by George, seconded by James. Approved by roll call vote of the board..

7:12 - President's Report

David opted to defer until after the executive session.

Motion to move to executive session to discuss minutes and cable contract negotiations was made by Matt and seconded by James. Approved by roll call vote of the board.

(Minutes from the executive session can be in that folder on the Google drive.)

7:56 - Old Business

- Reorganization of Subcommittees - David asked that people think about the boards they are on and whether to stay or swap to another subcommittee. A suggestion is that the by-laws committee talk about merging the finance and fundraising subcommittees and to come back to the board with a suggestion. He will write something up to share with the group.
- Board Chair Training Recap - David will post the slides from the training session for us to review and adhere to what we can when meeting. One thing will be for all documents to be in the Google drive on the Friday before the meeting on the following Tuesday, etc...

8:10 - New Business

James wanted to update that we will need to have David on the bank account, which requires signatures at the bank. Still waiting to hear back from the bank on the best way to do this. Also to set up David for the credit card, which needs to happen in person. He also noted that he hadn't been tracking credit card activity, but the B&H purchase for the cameras brought that to mind about tracking it in future Treasurer reports. He also wants to set up alerts, but the site wasn't working at the time. Andrea also commented that she wants to change the email for the WSB account, so she'll work with James on that offline.

George also asked about the Local Conversations podcast that didn't seem to be on our site, so are there any podcasts that aren't showing up. Andrea mentioned that they are making a new page on the updated website for podcasts. In the case of Local Conversations, he uses his own equipment, so handles his own promotion. George did note that if he's using our equipment, that we need to be aware of issues regarding copyright (which also came up with producers sharing their shows on their own Youtube channels, etc.)

Andrea would also like to take a new board photo at the next meeting, so dress nicely.

Elaine mentioned to make sure social media posts are public

8:19 - Future Meetings

- March 17, 2026
- April 14, 2026*

8:20 - Adjournment

Motion to adjourn made by Sam, seconded by George. Approved by roll call vote.