

**MILFORD GOVERNMENT ACCESS TELEVISION COMMITTEE (MGAT)
REGULAR MEETING
JANUARY 22, 2019**

The Milford Government Access Television Committee (MGAT) held its Regular Meeting on Tuesday, January 22, 2019 in the Board of Education Meeting Room in the Parsons Complex. Recording Secretary Toni Weeks called the meeting to order at 7:03 p.m.

I. Roll Call

Committee Members Present

Kara Flannery, Chairwoman
Jessica DeYoung
Nija Phelps
Christopher Hiza

Also Present

Arney Rogoff

Excused: Gayle McMillian

II. Election of Officers

Recording Secretary, Toni Weeks, asked for nominations for Chairman.

Ms. Phelps and Ms. DeYoung made and seconded a motion to nominate Ms. Flannery to serve as Chairman.

There being no other nominations for Chairman, nominations were closed.

Recording Secretary, Toni Weeks, asked for nominations for Vice-Chairman.

Motion carried unanimously.

Ms. DeYong and Mr. Hiza made and seconded a motion to nominate Ms. Phelps to serve as Vice-Chairman.

There being no other nominations for Vice Chairman, nominations were closed.

Motion carried unanimously.

Recording Secretary, Toni Weeks, asked for nominations for Treasurer.

Ms. DeYoung and Ms. Phelps made and seconded a motion to nominate Mr. Hiza as Treasurer.

There being no other nominations for Treasurer, nomination were closed.

Motion carried unanimously.

Recording Secretary, Toni Weeks, turned the meeting over the Chairwoman Flannery.

III. Public Comment

None.

IV. Consideration of the minutes of December 18, 2018

Chairwoman Flannery requested the spelling of YouTube be corrected on the first line of page 2.

Ms. DeYoung and Mr. Hiza made and seconded a motion to approve the minutes of the regular meeting held on December 18, 2018, as corrected. Motion carried unanimously.

V. Treasurer's Report

Mr. Hiza reported on the available balance in the project account is \$3,950, MGAT Donations is \$2,130.22, Office Supplies is \$200, Government Cable Services is \$20,511.49 and Secretarial Fund is \$100.

Chairwoman Flannery discussed planning for future expenditures and tracking costs to help with future planning. She commented that she would like to explore covering other board and commission meetings and that better tracking current costs would assist the Commission in working toward this goal.

VI. Line Producer's Report

Mr. Rogoff stated he had not actual report, but expressed his frustration with the studios having been compromised. Chairwoman Flannery commented that Brook had covered while Mr. Rogoff was out and there had been issues at the City Hall studio and that they are being addressed.

Mr. Rogoff stated there had been issues with the live broadcast on YouTube. He further commented that the YouTube screen was just broadcasting bullet points. Chairwoman Flannery stated the Brook had said it was hooked up incorrectly. She further discussed issues with DNR installation and the Board of Education studio. Ms. Flannery stated she has purchased a video camera that she would like to place in the studios. The committee agreed that the video cameras would most likely be helpful .

VII. Chairman's Report

Chairwoman Flannery stated she DNR will come for a full day of training and she would like to organize a group for studio training. She further stated that she would like 2 people at a shoot at least until all issues are ironed out. She also stated that she feels

it's important to have an engineering type individual to be flexible and on hand to troubleshoot. She will put a call out for people to join the team and bring back all information she receives to the Commission for review.

VIII. Unfinished Business:

a) Internship program and partnership with Milford Public Schools –

Ms. DeYoung reported the she and Chairwoman Flannery met with Dr. Cutaia and discussed filming graduation and offering internships with Milford Public Schools. She further stated that Dr. Cutaia was waiting for the results of the communication audit in order to make an informed decision about graduation and that at present Dr. Cutaia is looking to go in another direction with internships, but that the door was left open. Discussion ensued concerning MGAT Education viewing stats and getting the word out to the public. Ms. DeYoung and Ms. Phelps agreed to take on the task of marketing and branding.

b) Update on Review and Document MGAT Operations and Workflow –

Chairwoman Flannery reported that Brook put together an operation manual for Parsons breaking down the various steps and that one now need to be prepared for City Hall. She further stated that a troubleshooting guide needs to be put together as well. Chairwoman Flannery asked Mr. Rogoff to keep track and assist with putting an operation manual together for City Hall. Discussion ensued concerning the moisture issues at City Hall. Chairwoman Flannery stated a dehumidifier may help in keep the moisture levels down.

c) Update on Equipment Inventory – Chairwoman Flannery stated assistance is needed with inventorying. She stated the Ms. Phelps had done some inventorying, but the next steps are to determine where equipment will go, does it make sense to hold onto equipment that will not be used. Mr. Phelps volunteered to work with Mr. Rogoff to inventory all 3 locations and determine usefulness of equipment.

d) GATA Grant and Upcoming Projects – Chairwoman Flannery stated she had submitted the grant report and there was a slight discrepancy of \$150 because of how it was invoiced. She has asked how to handle the \$150 and should hear back shortly. Discussion ensued concerning purchase an IMAC, IMAC Pro or PC.

New Business:

None

Adjournment

Being no further business to discuss, Ms. DeYoung and Ms. Phelps made and seconded a motion to adjourn. Motion carried unanimously.

The meeting adjourned at 8:15 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Toni Jo Weeks", written over a horizontal line.

Toni Jo Weeks
Recording Secretary