

**MILFORD GOVERNMENT ACCESS TELEVISION COMMITTEE (MGAT)  
REGULAR MEETING  
MAY 22, 2018**

The Milford Government Access Television Committee (MGAT) held its Regular Meeting on Tuesday, May 22, 2018 in the Board of Education Meeting Room (1<sup>st</sup> floor) in the Parsons Complex. Chairwoman Flannery called the meeting to order at 7:07 p.m.

**I. Roll Call**

Committee Members Present

Kara Flannery

Nija Phelps

Jessica DeYoung

Absent: Gayle McMillan

Excused: Chris Hiza

**II. Consideration of Minutes of April 24, 2018 meeting**

Ms. Phelps and Ms. DeYoung made and seconded a motion to amend the minutes to reflect the fact that the committee amended the minutes of March 24 to include notes from public comment.

Motion carried unanimously.

**II. Public Comment - None.**

**III. Treasurer's Report**

\$300 left from Secretarial Fees

\$7,101 left from Government Cable Service

\$500 left from Special Equipment Servicing

\$200 Office Supplies and Expenses

\$3,364 left from Donations

The committee discussed spending needs between now and the end of the fiscal year.

**IV. Chairwoman Flannery's Report**

Chairwoman Flannery reported that Brooke Cirillo is able to work additional hours to create an Operations Manual for both the city hall and education studios. She is also creating instructional videos that can be used to help train new users.

## **VIII. Unfinished Business**

a) Internship program and partnership with Milford Public Schools – Ms. DeYoung reported that MGAT is not able to engage Milford Public School students as volunteer interns to film graduation this year, but she is hopeful that we might be able to develop a program where students could assist in filming graduation, as well as other content, in the next school year.

b) Update on Review and Document MGAT Operations and Workflow Chairman Flannery reported that the committee will have the opportunity to review operations once Brooke Cirillo has presents the first draft of our operations manual.

c) Update on Graphics Support and Branding – Chairman Flannery led a discussion on the need to improve graphics on both channels. Ms. DeYoung and Ms. Phelps moved and seconded a motion to approve an expenditure not to exceed \$800 to engage the services of a graphic artist to produce the following items for MGAT channels: MGAT logo, front slate and end slate templates, lower third templates, recess templates, executive session templates, opening credits template, program schedule template, and general style guide for MGAT graphics.

Motion carried unanimously.

d) Equipment Inventory – Ms. Phelps, with the help of volunteer Matthew Kube-McDowell offered to help inventory of items in our MGAT studios currently not in active service. This list will be reviewed at the next meeting.

## **IX. New Business**

a) Proposed Service Agreement with DNR – Chairman Flannery opened up for discussion the possibility of a service contract with DNR to support operations in both studios. The Committee will have the opportunity to review this proposal at a special meeting.

b) Production Schedule through June 30 – No change in current production schedule was recommended.

c) GATA Grant – Chairwoman Flannery reported that the CAC Grant application is due July 15, 2018. Discussion ensued on priorities for equipment upgrades in the coming year. The committee will determine the final grant request in the June meeting.

d) Facebook Page and YouTube Channel – It was determined that we do not have the resources to launch a MGAT Facebook Page at this time.

e) Policies and Procedures – Ms. DeYoung and Chairwoman Flannery agreed to form a subcommittee to begin drafting job descriptions for MGAT contractors, interns and volunteers to help inform future discussions on MGAT Policies and Procedures.

**X. Adjournment**

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

The Committee adjourned at 8:00 p.m.

Respectfully submitted,

Kara Flannery  
Chair and Recording Secretary