**MILFORD GOVERNMENT ACCESS TELEVISION COMMITTEE (MGAT)**

**REGULAR MEETING**

**JULY 23, 2019**

The Milford Government Access Television Committee (MGAT) held its Regular Meeting on Tuesday, July 23, 2019 in the Board of Education Meeting Room in the Parsons Complex. Chairwoman Flannery called the meeting to order at 7:06 p.m.

**I. Roll Call**

Committee Members Present Also Present

Kara Flannery, Chairwoman Arney Rogoff

Jessica DeYoung Ald. J. Grant

Christopher Hiza

Excused: Tad Weinstein, Nija Phelps

**II. Public Comment**

None.

**III. Consideration of the minutes of May 28, 2019 and June 25, 2019**

Mr. Hiza and Mrs. Flannery made and seconded a motion to approve the minutes of the May 28, 2019 meeting with the following change:

*The meeting took place in the Board of Education Employee’s Reading Room (1st floor).*

Motion carried with one (1) abstention.

Mr. Hiza and Mrs. Flannery made and seconded a motion to approve the minutes of the June 25, 2019 meeting as presented. Motion carried with one (1) abstention.

**IV. Treasurer’s Report**

Mr. Hiza reported on the available balances as follows: MGAT Donations - $2,132.22 , Office Supplies - $96.22, Government Cable Services - $7,136.09 and Secretarial $50.00.

Chairwoman Flannery commented regarding the balances in the accounts at year end and explained at the beginning of the past fiscal year they were being conservative.

Mr. Hiza commented he believed the spending was responsible. A brief discussion ensued.

**V. Line Producer’s Report**

Mr. Rogoff stated he had no formal report. He asked about the microphones in City Hall and whether or not they had been replaced.

Ald. Grant stated new microphones were recently installed. A brief discussion ensued regarding the sound system.

Mr. Rogoff asked about the program switcher in the Board of Education studio. There seemed to be some confusion as to whether or not the switcher would be changed out.

Chairwoman Flannery stated it was going to be replaced.

**VI. Chairman’s Report**

Chairwoman Flannery reported she has been working on the grant request for next year. She explained the final list came down to requesting audio equipment for the Board of Education room, as well as a single microphone unit (the size of a ceiling panel). She stated it is expensive but would provide better sound for BOE meetings. Chairwoman Flannery reported she also requested an additional camera and equipment for the remote kit as well as additional batteries. She also reported they are making great strides working with the city’s new IT Coordinator.

**VII. Unfinished Business**:

A) MGAT Operations

i. Naming Conventions – Chairwoman Flannery stated she was looking for the committee for approval of specific naming conventions on the files on U-Tube so it is all standard. A brief discussion ensued.

ii. Turnaround Times – Chairwoman Flannery explained the job of the person recording a meeting is to ensure the meeting/event will be uploaded within 24 hours. She stated that should be the expectation from all those who do work for MGAT.

iii. Channel Scheduling Chairwoman Flannery asked Mr. Rogoff how he previously set the programming

Mr. Rogoff explained there are three (3) types: prime time, senior time, kid’s time, as well as public service announcements. Discussion ensued regarding a variety of meetings/events being shown.

Mr. Hiza suggested the most recent meetings should be shown. Discussion resumed.

iv. Viewer Feedback Form Chairwoman Flannery stated this is a form that could be through the Google link, as well as the city’s website. She stated the hope is the form will generate feedback to a specific MGAT email address so any issue(s) could be resolved quickly. It could also be for general information or programming requests. A brief discussion ensued.

v. Security Chairwoman Flannery camera has been installed in the sling studio. One will be installed in city hall next week.

B. Policies and Procedures – Request for Subcommittee to Draft

Chairwoman Flannery stated she would like a member of the committee to work on this.

Mrs. DeYoung stated she would work on it, but could not begin until September or October.

C. Equipment Inventory – Update – No report.

**VIII. New Business**:

A. Programming Requests – Chairwoman Flannery reported she received a request from the Orchards Golf Course to film a segment at the course. She stated she would go out there in the next week.

Mrs. DeYoung also suggested doing a segment with the library.

Chairwoman Flannery stated she would like to do coverage for all of the candidates running for office in Milford. She stated in the past the Milford PTA Council and Plymouth Men’s Club generally put on events. She suggested it would be a service to the community as well as the candidates to get to know all the candidates. Discussion ensued.

B. Coverage Schedule – August 1 – November 30, 2019 – Chairwoman Flannery reported on the schedule for covering meetings August through November.

C. YouTube channel URL - Chairwoman Flannery suggested the committee table this item to September.

D. Volunteer Development/Open House – Chairwoman Flannery stated she would like to schedule and open house prior to the start of the school year. She also spoke about getting student volunteers from the high schools adding they could earn community service credits.

E. Committee Meeting Schedule – Chairwoman Flannery stated as they have done in the past, there would be no August meeting.

**Adjournment**

Being no further business to discuss, Mr. Hiza and Mrs. DeYoung made and seconded a motion to adjourn. Motion carried unanimously.

The meeting adjourned at 8:12 p.m.

Respectfully submitted,

Kathleen A. Kennedy

Recording Secretary