

**MILFORD GOVERNMENT ACCESS TELEVISION COMMITTEE (MGAT)  
REGULAR MEETING  
DECEMBER 18, 2018**

The Milford Government Access Television Committee (MGAT) held its Regular Meeting on Tuesday, December 18, 2018 in the Board of Education Meeting Room in the Parsons Complex. Chairwoman Flannery called the meeting to order at 7:02 p.m.

**Roll Call**

**Committee Members Present**

Kara Flannery, Chairwoman  
Jessica DeYoung  
Gayle McMillan

**Also Present**

Ald. J. Grant

**Excused:** Chris Hiza, Nija Phelps

**Public Comment**

None.

**Consideration of the minutes of October 23, 2018**

Ms. McMillan and Mrs. DeYoung made and seconded a motion to approve the minutes of the regular meeting held on October 23, 2018. Motion carried unanimously.

**Treasurer's Report**

No report.

**Line Producer's Report**

No report.

**Chairman's Report**

Chairwoman Flannery reported Mr. Rogoff is out for a medical issue. She stated she requested he return any equipment in his possession while he is out, which she stated he did. Chairwoman Flannery reported Brooke covered all of the December meetings in Mr. Rogoff's absence and will continue to do so through January; however the committee would need to consider expanding its production staff. Chairwoman Flannery reported the server came in and was installed. She also stated over the last two months the streamer failed at city hall and there were issues with cablevision. She stated it turned out the modem needed to be replaced. She stated she also spoke with

Don regarding the problems they were experiencing with uploading to U-tube. She stated they are also working on new content for Channel 79. Chairwoman Flannery also reported there was an issue with moisture and dust in the studio room in City Hall. She reported DNR would conduct a complete review of the room and contents moving forward. A brief discussion ensued. Chairwoman Flannery reported she had the annual budget meeting with the mayor for FY 19-20. She stated she did not request any increases. She reported there will be a training on January 4, 2019 from 3:00 p.m. to 5:00 p.m. on the remote camera set up.

Mrs. DeYoung suggested reaching out to Lauralton Hall.

Ms. McMillian also suggested the library. A brief discussion ensued as to other possibilities.

### **Unfinished Business:**

a) Internship program and partnership with Milford Public Schools – Chairwoman Flannery and Mrs. DeYoung reported they would be meeting with Dr. Cutaia on January 4, 2019 at 1:30 p.m.

b) Update on Review and Document MGAT Operations and Workflow – Chairwoman Flannery reported Brooke would be working on this.

c) Update on Equipment Inventory – No report.

d) Policies and Procedures – No report.

e) GATA Grant and Upcoming Projects – Chairwoman Flannery reported she would be sending a report this weekend. A brief discussion ensued.

### **New Business:**

a) MGAT Staffing – Chairwoman Flannery reported she would like to increase Brooke's pay due to the increase in her responsibilities. A brief discussion ensued.

Mrs. DeYoung and Ms. McMillian made and seconded a motion to increase the hourly rate of Brooke to \$17.00 commencing immediately. Motion carried unanimously.

Chairwoman Flannery stated there is still a need for an additional person who can help with meetings, troubleshooting, etc. A brief discussion ensued.

### **Adjournment**

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

The meeting adjourned at 7:54 p.m.

The next meeting will take place on January 22, 2019.

Respectfully submitted,

Kathleen A. Kennedy  
Recording Secretary