December 12, 2023

Attendance: Ron Stanley, chair; Becky Doyle, Shawn Talbot

The meeting was called to order at 4:00 pm. Discussion included:

**Review and Approval of Minutes**

Minutes were reviewed and approved.

**Update on new computer monitor**

A new monitor was purchased and installed.

**Update on Service Contracts from Cablecast and Unique Scientific**

Contracts were received from Unique Scientific for Cablecast software assurance, Cablecast hardware, and Unique Scientific technical assistance. Options for savings included multi-year purchases. The Cablecast software and hardware contracts and Unique Scientific technical contract were reviewed and expire 11/30/26. All contracts were signed and forwarded to NI Town office for payment.

**Update on Attorney**

Multiple attorney offices as well as NH Bar referral service were contacted. To date, there have been no attorneys identified that have interest or experience with advising PEG Channel operators. Refer to New business below for additional comments.

**New business:**

**Establishing a website for NITV**

The library has recently hired someone to create a website for their services. Becky suggested contacting the library to find out who they used and how much they paid. The website would serve as an independent spot for NITV to post information and would be more flexible than the town webpage. Becky will seek additional information from the library.

We discussed the webpage on the New Ipswich Town website. It is difficult to use and Becky has contacted Sue several times over the past year to change the information and has yet to get access to make the changes. Shawn will check into this.

 **Electrical boxes for Town Office conference room**

Last year we discussed installing electrical boxes in the center of the floor in the town office conference room. This would allow computers and video cables from the wall monitor to be accommodated in a less chaotic fashion. Shawn will follow up with this request to determine what the project would require.

Also discussed was the use of the monitor to feed signal directly to the video. Currently, when meeting participants project from laptop to monitor, Ron is pointing the camera at the monitor instead of picking up the signal directly through video input. Sue currently has the necessary cables in her office to facilitate direct video feed. We will contact Sue to get the cables as she is no longer available all the time to set up the connections. The direct video input will allow selection of the projected information to be captured from the monitor instead of through a camera.

**NH Coalition for Community Media (NHCCM)**

Becky has found a contact for NHCCM, the community media organization we would like to join. She will work on obtaining our membership.

Next Meeting: January 9, 2024 at 4:00 pm.

Meeting Adjourned: 4:45 pm.

Minutes approved by:

Ron Stanley, Chair Becky Doyle