SWANSEA PUBLIC ACCESS OVERSIGHT COMMITTEE MEETING
MINUTES March 7, 2019

MEMBERS PRESENT Fran Kelley, Laurie Pimental, Chief Eric Hajder and Debbie Kelley.

Also present was, Adam Kitchen, Director of Operations .

Fran Kelley called the meeting to order at 8:36 a.m.

She announced in accordance with Massachusetts General Law Chapter 30A, Section 20(f), any person attending this meeting who wishes to record any portion of this meeting is required to notify the Chairman.

Roll call vote: 1 absent (Chairman)

APR 1 19 1:02PM

Discussion Items:

a.) Yearly evaluation and compensation for Director of Operations.
Evaluation criteria is still being redesigned. The committee will meet again with the new forms and will continue Adam's evaluation.

b.) Continued discussion Studio set upgrades for JCHS studio.
Adam has proposed a multifunctional backdrop screen to be used in the studio setting. Complete with scenic walls and platform, this would be the final piece of the studio upgrade. This would maximize the space available. The committee reviewed three bids. Adam will contact the uniset vendor to review future options that are available. The committee will re-address the upgrade next meeting.

c.) Continued discussion on Part-time Access Coordinator:
Adam has re-designed the job description as requested. This position will be an extra person to enhance the performance of the studio.

Action Items:

a.) Compensation according to cost of living and past performance as Director of Operations. Next meeting.

b.) Approval of funds for JCHS studio upgrades. Next meeting.

c.) Approval of Production Coordinator job description for posting. A motion was made by Eric to approve the coordinator job description. 2nd by Deb. All in favor. Motion carried. Adam will post the job.

Correspondence:

A.) Nothing at this time.

Informational Items:

Deb Kelley addressed Chanel 98. The channel is not being utilized enough. Adam has been promoting the channel, however, he has not had a chance to contact someone at Comcast.

New Business: After a short discussion, Laurie suggested to purchase a drone for Cable Access. Adam will look into available options.
In regard to "special projects" Fran suggested a "recycling piece" covering best practices.

Approval of Minutes: A motion was made by Laurie Pimental to approve the minutes of January 22, 2019. 2nd by Eric. All in favor. Motion passed.

Executive Session: No executive session scheduled.
Next meeting: None scheduled

MOTION made by Laurie to adjourn at 9:56 a.m. and seconded by Deb.
ALL IN FAVOR – UNANIMOUS.

Respectfully submitted,

Frances M. Kelley
Cable Access Oversight Committee Minutes Clerk