

**PACC Meeting Minutes**  
Monday, March 8, 2022  
TC Passios School, Room 11  
Lunenburg, MA

**Roll call:**

1. Meeting was called to order at 6:20 pm.
2. PACC members present: Steve Walker, Peter Lincoln, Steve Archambault.
  - a. Faith Beall – via Zoom.
3. Excused - Jeff Bajako
4. Non-members: Jo McLaughlin,

**Public Comments:** - None

**Committee Comments:**

1. S. Waker attended (via zoom), Building Committee Mtg last night.

**Review and approve meeting minutes:** (passed over)

**Manager's update:**

1. Patrick McGuane started 2/14
2. TriCaster Training with Patrick and Dan
3. Recorded
  - a. 5 PSA's
  - b. LHS Class Plays
  - c. Finished Hockey and Basketball season
4. Held Videographer Project Brainstorming mtg 2/8
5. Received all lighting quotes for committee review
6. Started Manager's Report Segment for Ch8 and YT
7. Reviewed remote equipment alternatives with Travis
8. Completed Production Technician job descriptions edits
9. New affiliate on MMX – Amherst Media – downloading Storytime
10. Financial report – in good shape
11. Program analysis – added 4 new programs in Feb. (53% local & 47% access)

**Lighting Quotes:**

1. Discussion of 3 submitted quotes (Barbizon, JML, Access AV)
2. Motion to authorize the manager to purchase equipment from JML not to exceed \$15,000. (motion F.Beall, 2<sup>nd</sup> P.Lincoln, passed)

**Remote Equipment Upgrade:**

1. Discussion of 3 submitted possibilities.
2. Manager will research specs and details of the Data Video HS-1300 for April mtg.

**ARPA – Close Caption Options**

1. Discussion on Castus Live subscription vs a stand-alone software package.
2. Manager will research details and pricing

### **Future Studio Space**

1. Discussion of options –
  - a. Purchase of stand-alone property logistics - costs
  - b. Inclusion in Passios Building plan

### **Adjournment:**

1. Next meeting is Monday, April 4th, **\*\*7:00 PM\*\***.
  - a. **\*\*Please note new time\*\***
2. Meeting adjourned at 7:45 PM
  - a. (motion - S.Archambault, 2<sup>nd</sup> P.Lincoln, approved).