

PACC Meeting Minutes
Monday, July 11, 2022
TC Passios School, Room 11
Lunenburg, MA

Roll call:

1. Meeting was called to order at 2:05 pm.
2. PACC members present:
 - a. Steve Walker, Steve Archambault, Paul Sarapas,
 - b. Faith Beall, Peter Lincoln
3. Manager: Jo McLaughlin

Public Comments: - None

Committee Comments:

- P.Sarapas highlighted letter from school and school committee thanking PAAC for a positive ACE program experience.

Communications:

- Received a letter from school and school committee thanking PAAC for a positive ACE program experience.

Approval of Minutes:

- July 11th minutes approved (P.Sarapas, 2nd P.Lincoln), passed
- P.Lincoln asked for J.McLaughlin for clarification concerning the recent bulletin board glitch. It has been resolved

Manager's update:

1. Working to get studio keys for videographers
2. ACE student done for the year – letter of thanks received from school committee
3. Resolved problems with video uploads and Live Zoom Broadcasts with CASTUS and Suzor IT
4. Band Concerts begin July 11th
5. Continuing Production Technician and videographer interviews
6. Working on OneDrive shared folders for staff
7. New email address jmclaughlin@lunenburgma.gov
8. Added 7 new programs. There was a 33% increase in local programming
9. Kayla is working on a compilation of activities and events at the Eagle House
10. Dan Seminatore is working on farmer's Market Project
11. Worked on PAAC Powerpoint Presentation
12. Recorded and draft edited General Cornum interview with P.Sarapas
13. Working on FY23 financial spreadsheets and Line items POs
14. Researching MacBook and camera purchase
15. CASTUS CH8 backups will be finished by week 3 of July
16. Reviewing live zoom broadcast procedures with videographers
17. Ordering business cards for videographers in July

18. Cleaning out 2 MacBooks for optimal efficiency and upgrading op sy and drives
19. There was a Comcast outage of Ch99 on July5, back up on July 6. (Head End issue)
20. Outstanding expenses and interest for June waiting to be processed
21. Working on Live stream from TriCaster to CASTUS System.
22. Had July videographer's meeting. Requested: Air Conditioning
23. Ending Balance \$935,581.73

Future Studio Space:

- P.Sarapas asked if PAAC had explored 503© status. F.Beall explained that they had looked into the possibility and looked at the pro's vs the con's. Staying under the "Town" umbrella was the best option at that time.

Election of FY23 Officers:

- Motion to allow Secretary to cast vote of FY23 slate of officers (S.Walker, 2nd P.Sarapas – passed)
 - Steve Walker – Chair
 - Pete Lincoln – Vice Chair
 - Steve Archambault – Secretary
- F.Beall asked that the record state;
 - Thank Steve Walker for his outstanding effort, commitment and attention to details on behalf of the myriad outside PAAC responsibilities.
 - Thank Jo McLaughlin for her excellence in managing a successful Public Access Studio.

Adjournment:

1. Next meeting is August 1st, time 2:00 pm
2. Meeting adjourned at 2:59 pm
 - a. (motion - S.Archambault, 2nd P.Sarapas - passed).