

**Minutes of 6/23/11 Metuchen TV & Technology Advisory Committee - [REDACTED]**

The regular meeting of the Metuchen TV & Technology Advisory Committee was called to order at 8:05pm on July 26, 2011 in Borough Hall. In attendance were the following members:

Bob Keith                      Bill Kuhne                      Ken Kim                      Tom Rockerfeller  
Pat Glave                      Frank Cammarano                      Jim Lloyd  
Beatrice Moskowitz, Chairperson                      Mike Guarino, Secretary

Guests: Rich DeSimone / Betsy Robin Schwartz / Stephanie Gibbons (all of METV)

**Administrative**

-Mike circulated copies of the Minutes of the June 23, 2011 Meeting for review and approval. They were approved as presented.

**Correspondence**

-Mike noted that the Borough Clerk had received no new complaints since the prior meeting;

**New Business/On-Going Matters**

-Beatrice thanked Rich and his team for joining us at our meeting tonight as she had requested, in order to discuss the request from the Borough Council to review the current process for programming scheduling and submission for airing on METV/Channel 15. Rich noted that current procedures have been in place for over 10 years and to a great extent depends on what activities are taking place in town. He also advised that they have had limited resources over the last few years for filming programming outside of the regular meetings (Council, Board of Ed., etc.) and town events (parades, June Bug, school concerts), as they need to update their portable lights (up to 15 years old) and editing equipment. Based on the Council's concerns, it was suggested that we expand our planned Survey at the Town Country Fair in October to include a section on current METV programming to seek feedback on what people are watching and looking to see that is not shown now. All agreed this would be a good start;

-Pat then inquired about the status of the current Survey version, for which Ken had been working on some revisions. It was suggested that in addition to adding a section on programming, we should also consider other means of distribution to broaden the feedback. In addition to the current plan to post it on the municipal website, suggestions included to utilize the schools (perhaps through a newsletter), as well as the Library and Senior Center. All agreed to explore these options as well.

Finally, we also need to follow-up on the following open issues:

-the status of the RFP we had recommended for vendor proposals to update and maintain Metuchen's Municipal Website. The Mayor noted in our last meeting it had been sent out with a reply day in August;;  
-to establish an e-mail address for the Committee to serve as a central place to receive complaints and other administrative needs. All agreed we should check with the Borough Administrator;

- Rich DeSimone then led a tour of the METV studio for the newer members;

There being no further business, it was agreed to hold our next meeting in August and Bill. moved that we adjourn the meeting, which was seconded by Pat at 8::50pm.

Submitted by Michael Guarino, 8/31/11.