November 8, 2022

Attendance: Ron Stanley, chair; Becky Doyle, Sue Mallett

The meeting was called to order at 4:05 pm.

Discussion included:

**Review and Approval of Minutes**

Minutes reviewed and approved.

**Comcast HD installation**

HD installation has been completed and Channel 1071, New Ipswich HD, is scheduled to go live on November 16.

**CG access**

Sue has been able to access Cablecast and will begin to use the Bulletin Board after format is set. Becky has been able to make some changes to the format, and will make final adjustments.

**NITV Office**

We have purchased and installed a desk in the NITV office. Still to go are purchase of a file cabinet and/or storage cabinet to organize all of the accessories.

**New Business**

We have been using the services of Unique Media Systems to troubleshoot and set up our equipment. They have requested that we purchase a service contract and have presented two options. A one year annual contract for $1200.00, or a three year contract for $3000.00. After discussion, we decided to purchase a one year contract, the associated costs to be included in the NITV annual budget.

The HD installation technician suggested that we install an uninterrupted power supply (UPS) to protect the equipment. Michael has given his recommendation for a unit that costs about $800.00. The question has come up as to whether we need an UPS or just a very good surge protector. Ron will check with Michael and report back.

Next Meeting: December 13, 2022, 4:00 pm.

Meeting Adjourned: November 8, 2022 at 5:00 pm.

Minutes approved by:

Ron Stanley, Chair

Becky Doyle