Video Committee Minutes

October 18, 2021

Attendance: Ron Stanley, chair; Becky Doyle

The meeting was called to order at 11:00 am.

Discussion included:

 Work session via ZOOM with Mike Ridinger from Unique Scientific, equipment supplier

**Equipment Upgrade**

Mike Ridinger from Unique Scientific has provided a quote to upgrade our video capabilities to HD. He has addressed requirements for the Meeting Room, ZOOM integration and the Playback System.

Meeting Room

Primary improvement to include a video switching capability to allow camera to camera switching. This equipment will be able to directly pick up data being transmitted to the TV projector screen. Rather than trying to capture the information with a camera, the direct data transfer will allow clarity. This equipment is upgradable, to allow for additional cameras should they be needed.

Equipment also includes HDMI distribution amplifier that is fine for the distance between the video room and the meeting room.

Discussed difference between HDMI and SDI signals. HDMI is used for commercial purposes, common on commercial televisions and common to most people. SDI carries the signal with a better connection. Use SDI when possible.

Discussed boundary microphones. One microphone is suggested on the ceiling to pick up the whole room. We also discussed a second microphone for the table to help pick up meeting participants that do not necessarily speak into the microphones that sit on the table. We determined that the table boundary microphone would pick up discussion that may otherwise be missed and because it is relatively low cost (approx. $300), it would be a good addition.

The camera controller that we have was discussed. We believe that it should work with the new system and will only be replaced if an unforeseen problem presents.

 ZOOM Integration

The proposed hardware will allow the videographer to switch to ZOOM presentations being projected on the TV in the meeting room. The switching will occur in the same manner as a changing camera views. Viewer will be able to see clear images and voice transmitted directly to the video system rather than being captured with an external camera.

 Playback System

HD video server is the key piece of equipment. There are many options available for warranty. The server and software have separate contracts that are renewable annually but can be purchased in advance at a slight discount. Discounts are also available annually provided the contract does not lapse. After much discussion, we determined that the annual cost should be expended in the year in which it is incurred and needs to be incorporated into the annual video budget.

Issues of concern included whether or not a ZOOM file or a portable camera file captured on an SD card could be played back directly. Currently, we are using YouTube. ZOOM files captured in the “correct” format will be able to be replayed directly. SD card files will be able to be loaded to the playback system.

Optional

Optional Equipment was offered that would allow video on demand, live broadcasting and cloud service. All services can be added at a later date if desired.

Video on Demand services: Approximately $10,000. Provides a library catalog system for all video. Users can access directly through a website. We currently use YouTube links to allow access to videos. Because we have so few videos at this time, this option is tabled until increased volume or demand necessitates.

Live Services: Approximately $5000. This is attractive in the hopes of capturing town or school events to project live. At this point we put on hold until demand increases.

Cloud Service: Approximately $2000. This service would increase our bandwith capacity and will be useful it we have a large number of viewers. At this time, not necessary until we have increased viewership.

Installation and Training

Installation costs are included in the quote. Basic Training will be provided by Mike. There are a number of training sessions available on-line through the manufacturer that are highly recommended.

**Purchase Decision**

Ron and Becky discussed the quote and determined that we would add a boundary microphone for the meeting room table and delete the suggested Multiview monitoring TV (we already have one). The quote will be reworked without the optional equipment discussed and Ron will execute and return to Mike for purchase.

**Meetings**

Next Meeting: November 9, 2021 at 4:00 pm.

Meeting Adjourned: October 18, 2021 at 12:15 pm.

Minutes approved by:

Ron Stanley, Chair

Becky Doyle