**Town of Chester**

**PACT Committee Meeting**

**TUESDAY, OCTOBER 16, 2018 7:00pm**

**ACCESS CTR – Rangeway Media Center**

**AGENDA**

**I. PRELIMINARIES**

1.1 Call to Order

1.2 Pledge of Allegiance

1.3 Roll Call

1.4 Additions or Deletions

1.5 Approval of Minutes August 25, 2018 Meeting

**II. REPORTS**

1. PACT Coordinator Ms., Demers
2. Treasurer Report Mr. Heuer

**II*I.*  OLD BUSINESS**

1. Update on signal Issue from Chester Academy
2. Chester Academy Video Club Status
3. Studio Equipment Purchase Updates
4. Purchased Battery Charger and 2 Batteries
5. Tri Caster Repair Update
6. JVC Filed camera out for repair with Access AV
7. Cabling to MPR Update
8. Review Door Lock to Enter Studio Use Guidelines
9. Key replacement to Studio Inside Door
10. Cabling to Meeting Room
11. Overhead Lighting

**IV. NEW BUSIBNESS**

1. Review of Cable Conference and NHCCM Meeting
2. Preliminary Budget for 2019-2020

**V. POLICIES and PROCEDURES**

1. On Demand Time frame, Retaining Programs, and request of past Programming – second read/Approval
2. How to Broadcast and Record Meetings – Second read/Approval

**VI. ROUNDTABLE**

**VII. Anticipation of Next Meeting –** To Be Determined

**VIII. ADJOURNMENT**