



Thursday February 16, 2023 @ 6:00 pm  
30 Main Street, Saugus  
Meeting Minutes

- Meeting called to Order @ 6:02 pm
- Attendance: Donna Sordello, James Alcott, Maureen Whitcomb, Michael Pelletier (Sue Palomba 6:15)

January 19, 2023 - Minutes – Jim motioned to approve minutes – Maureen 2<sup>nd</sup> the motion  
Motion passed 4/0

January 2023 - Treasurer Report - Donna motioned to approve, Maureen 2<sup>nd</sup> the motion  
Motion passed 4/0

**Executive Directors Report:** Bryan and Board reviewed January's monthly report: There were 11 meetings, 12 productions, 10 sporting events, 28 member/edit sessions, 1 special event that was "Saugus over Coffee" that will be a monthly precinct meeting at Town Hall and 22 new members. Other productions and miscellaneous meetings included 4 staff meetings, an equipment check at Belmonte School and a Zoom meeting with Access AV. Also, SCTV has a new intern from Middlesex College that is doing very well and getting involved in all aspects of the studio and productions. The Graff Report is becoming popular on YouTube and getting many hits.

**Equipment upgrades for capital budget:** Bryan presented approximate quotes for new equipment for Town Hall and Saugus TV kitchen upgrades, he advised these upgrades will be a discussion for Town Meeting Members and will advise them the costs associated with these upgrades. Bryan is also doing research on new equipment called "LiveU" he gave the board a presentation how this can go live anywhere in the world, this is new state of the art equipment that can be used for many different aspects at SCTV, Bryan will work with his vendor to have more precise quotes before the board meeting.

**BUDGET:** The Board of Directors and Bryan reviewed the itemized budget summary to be presented at the BOS meeting April 4, 2023, once the BOS approves the budget it will then be reviewed by the Town Meeting Members when scheduled.

Employee Handbook will be updated with current policies and procedures and COVID rules will be revised.

Donna motioned to adjourn the meeting at 7:15 pm and was 2<sup>nd</sup> by Jim

**Motion passed 5/0**