

**Minutes of the Community Media Access Committee's
Regular Meeting
Wednesday, May 19, 2009
EOC Room, Albany Community Center
6:00 p.m. – 7:30 p.m.**

I. CALL TO ORDER

Chairman Kenny called the meeting to order at 6:00 p.m.

Members Present: Clay Larson, Naomi Lucks Sigal, Jack Kenny, Ellen Toomey

Members Absent: Jackie Hermes Fletcher

Staff Present: Jeremy Allen, Anthony Marchitello

II. REVIEW OF MINUTES

The minutes of the May 4th, 2009 meeting were approved by consensus.

III. PUBLIC FORUM

None

IV. COMMENTS/ANNOUNCEMENTS BY COMMITTEE MEMBERS

Clay Larson noted that the Civic Center update staff report presented at the May 18th Council meeting tasked the committee with a great deal of responsibility in seeing that the AV upgrades to the Council Chambers meet the City's needs.

V. STAFF ANNOUNCEMENTS

a. Inventory of KALB equipment

Jeremy Allen reported that KALB's current inventory is very comprehensive and includes all the back end equipment used to broadcast meetings. He said that he would try and put a list of equipment that potentially could be used by committee members or the public (e.g., cameras, editing equipment, tape deck, etc.) for the next meeting.

b. Letter to Council - Albany Meeting Cable-Casting Policy

Jeremy noted that he had sent a draft of the Albany meeting cable-casting policy letter to the committee for comment. He said that he was especially interested in ideas regarding the sustainability impact benefits of the proposal to air more meetings. This is a required element in staff reports. Examples of impacts here included providing residents with an alternative to in person attendance thus reducing automobile trips to meetings. There could also be social/financial impacts. Naomi Sigal said that Councilperson Thompson had expressed enthusiasm for cable casting more meetings because this opens up city government. Naomi suggested that this be included under the discussion of sustainability. Jeremy explained that

he still needed to discuss the financial impact of the proposal, but he noted that staff are already working on the days the Waterfront Committee and Planning and Zoning meet, so the major cost (staff) is covered. There's also enough flexibility in Anthony's schedule to cover special meeting broadcasts. Jeremy said that he'd try and get the item on the agenda for June 1, 2009, when the Chair would be available to present it.

c. Move back to City Hall

Jeremy reported that he had met with the new project supervisor, and also Rich Cunningham, Carl Brossis (IT consultant), and Dave Snell and had some preliminary ideas about the design of the AV system. Snell is putting together a three-tier list of equipment and the associated costs. They're looking at professional grade cameras and probably won't be using Cat-5 cabling; electing instead to go with higher quality video connections such as SDI. Jeremy has or will be looking at installations in Pinole, Hercules, Vallejo, Benicia, and El Cerrito.

Clay Larson said that he thought that the City should continue to use the Sony Anycast switcher since this was a professional grade piece of equipment. Jeremy replied that the preliminary design called for a new Panasonic switcher and a separate camera control unit. The Anycast would be used as part of a portable system. Clay asked if the budget was still \$100,000 and Jeremy noted that it might cost more than this.

There are still a lot of decisions to be made regarding cameras, switchers, camera control units etc. and Jeremy said that he might try and hold a special meeting to discuss the options here, because depending on the camera choice, there may be a need to run electrical circuits to each camera. There are also decisions to be made regarding audio. One option would be to run audio from each mic to a mixer in the control room. The operator would adjust the audio levels and send the mix back to the chambers. Clay noted that the system would still need to work for meetings that aren't broadcast, where there's no operator. Concerning lighting, Jeremy is trying to set up a meeting with two vendors (Brightline, Videssence).

Clay asked who would be doing the AV installation and Jeremy responded that he thought it would be done with City staff and staff from Pinole and any volunteer help that was available. Clay asked about the Granicus and Comcast head-end connections and Jeremy said that he thought they'd remain at the Community Center. Anthony Marchitello asked about the projector, screen and LCD monitors. Jeremy responded that he thought that he would spec the same projector/lens used at the Community Center and just go with the wall screen.

Jack Kenney asked about the questionnaire sent to Council members. Members all said they had forwarded the questions, but hadn't gotten responses yet.

d. EOC A/V Needs

Jack Kenney asked if the City needed input from the committee regarding A/V in the EOC and Jeremy responded that he didn't think so. Jack noted that he hoped EOC A/V costs didn't impact funding for the Council chamber AV.

VII. KALB PROGRAMMING/CONTENT

a. Criteria for getting programming on Channel 33

The committee continued its discussion of KALB forms and guidelines. Naomi Sigal noted that the committee has completed two forms. For the cablecast request form she had decided to omit the "adult content" question. The committee agreed with this. Naomi noted that she and Anthony still needed to get together and discuss the bulletin board request form, but she needed a clarification of the required lead-time. Jeremy said two weeks. Clay asked about providing a template for the content. There was some discussion about making the Carousel™ webpage available to the public, but all agreed there would be significant training issues here. Anthony and Naomi agreed to work on instructions that would give people an idea about what their bulletin board slide would look like.

b. Update on content from Albany High

Ellen Toomey noted that she had forwarded an email to the committee from Albany High's Rhythm Bound director, which showed that there was a good deal of interest in airing videos of the group's music events. While they'd be interested in a studio type production, one of the band member's parents videotapes the concerts and could possibly put something together with this footage. Ellen asked what format would be best and Anthony said DVD video.

Ellen reported that she also got a response from AHS's Jeff Castle, in which he cautioned that there could be broadcast right issues in airing high school plays. Ellen thought that these comments could apply to music productions. Jeremy noted that public access stations often air plays and concerts without any problems. Clay thought that high school staff may be reasonably concerned about the rights issues and that he thought it was a problem. He offered to check with the Piedmont access channel, which airs high school productions. Ellen noted that the other solution was to purchase the broadcast rights.

Ellen reported that Jeff Castle had also raised the issue of obtaining permissions from performers/parents. Jeremy thought it would be appropriate to get permissions, and that he'd discuss this with Dave Snell. There was some discussion about consulting the City Attorney with respect to rights/permission issues, but no decision was reached. Jeff Castle explained that his video class was no longer produces long videos, only short commercials.

VIII. CMAC MEMBER TRAINING

This item was continued

IX. PROCEDURES FOR USE OF CITY VIDEO EQUIPMENT

X. This item was continued.

XI. AGENDA ITEMS FOR NEXT MEETING

Chair Kenny summarized a list of possible agenda items for the next meeting including the items continued at this meeting, and further discussion of the move back to city hall. Jeremy reiterated that there might be a need for a special meeting to discuss equipment issues. Chair Kenny proposed June 1st as a possible special meeting.

XII. NEXT MEETING: Monday, June 15, 2009, 6:00 pm - 7:30 pm. (regular meeting)

XIII. ADJOURNMENT 7:30 pm