

**TOWN OF BEDFORD
WBNH-LPFM RADIO BOARD OF OVERSEERS
MEETING MINUTES
March 14, 2016
BEDFORD MEETING ROOM**

In Attendance: Bob Thomas (Chairman), Jim Jenkins, Scott Winslow, Dick Barr, Jay Taft, John Schneller (TC Rep.), David Gilbert (TC Rep. Alternate), Harry Kozlowski (Station Manager).

Also in attendance: Coleen Richardson

Vice Chair – position vacant at start of meeting

Absent: Bill Foote (SB Liaison), Dave Davison

Chairman Bob Thomas called the meeting to order at 7:30 PM. The meeting started with brief name introductions and moved directly to sub-committee reports as there was no public input.

Subcommittee Reports

Marketing Plan Subcommittee Report:

Scott Winslow stated, "There was no marketing committee meeting since the previous report to the Board, but I have to say, the marketing plan was pretty much on track when we last met. We spoke with Harry about some ideas. Harry has a lot of experience in the radio industry, so I think following his lead, the Marketing Subcommittee was in pretty good shape with what we wanted to do. Harry, did you have any thoughts after the last meeting?"

Harry said, "We are planning to have a joint BCTV and WBNH open-house, which will go a long way to getting the public involved in the radio station. I've been a little tied up with other issues, but I'm planning on writing some press releases for the papers and media outlets in Town."

Chairman Bob Thomas asked that the new Town Council liaisons look into how the Board could go about getting permanent signs posted at the Town lines that would be both for BCTV and WBNH. That way, when you enter Bedford, people would know how to find out what's new.

Chairman Thomas continued, "I also volunteered Scott Winslow to help me look into putting up temporary signs that we could put around Town for the open house and whatnot."

Scott Winslow agreed, "That's not a problem. Once the WBNH sign for out front is complete, we can easily replicate it in different sizes, or whatever we need, to put signs all around Town."

Councilman John Schneller suggested posting something at the Transfer Station as well. The Board agreed and stated they had begun reaching out to Town officials about that, but were instructed to wait until after the new Town Council was elected - which occurred just last week. They will now be able to resume progress on this inquiry.

Additionally, Scott Winslow reminded everyone that the marketing subcommittee was planning to reach out to local businesses about posting information about the radio station. Chairman Thomas stated that he, and at least one other board member, had already begun posting the WBNH logo bumper stickers at different local businesses they frequent, to help spread the word.

Policies and Procedures Subcommittee Report:

Dick Barr stated there hadn't been any meetings since the last report, so there are no updates at this time.

Joint Open House:

Chairman Thomas notified the Board that there is a joint open house scheduled for BCTV and WBNH on April 21st from 4:00 to 8:00 pm. They are looking for volunteers to help at the open house, so everyone was asked to please notify Coleen Richardson if they are available to volunteer that day.

Electing of Officers:

Since Dave Gilbert was elected to Town Council, the vice-chair position on the WBNH Board of Overseers is vacant. Chairman Bob Thomas opened nominations for vice-chair.

Jay Taft nominated Dick Barr; seconded by Jim Jenkins.

No other nominations were made. Nominations were closed and the Board of Overseers voted on the position.

Vote taken – all in favor. Motion passed unanimously. Dick Barr is now the vice-chair of the WBNH-LP Board of Overseers.

Coleen Richardson reminded the Board that this meeting would be the annual meeting at which the Board would elect officers and she suggested, for formalities, the Board elect, or re-elect a chairman.

Nominations for the chairman position were opened.

Scott Winslow nominated Bob Thomas; seconded by Jim Jenkins.

No other nominations were made. Nominations were closed and the Board of Overseers voted on the position.

Vote taken – all in favor, one abstention by Bob Thomas. Motion passed by all other members. Bob Thomas has been re-elected to the position of Chairman for the WBNH-LP Board of Overseers.

Old Business:

WBNH-LP Policies - Adopting Operational Guidelines:

Bob Thomas shared that he, Bill Jennings and Coleen Richardson were discussing some of the operational guidelines of BCTV prior to the meeting and it seemed like it would make sense to have some of the same operational procedures as BCTV.

"Any operational guidelines that are adopted by the WBNH Board of Overseers will be totally in the Station Manager's role to enforce," prefaced Chairman Bob Thomas, "but it seems like it makes sense to adopt the following regarding copy right ownership."

"Copy right ownership is always going to belong to the producer," Chairman Thomas explained, "however if the item is produced in our facilities here, it cannot be used to make profit. This would be in line with BCTV's policy as well, and I think it would be wise to say that we are just going to follow the same policies that the Town has followed with BCTV." (Reference BCTV Policy 2.9.0: Producing a Program.)

Since there were no objections or concerns raised by the other Board members, **Chairman Thomas stated that the acceptance of these general operational procedure will be reflected in the records.**

Insert - Excerpts from BCTV Policies Referenced in Discussion:

2.7.0 Commercial Use

2.7.1 Use of BCTV facilities or equipment exclusively for commercial use is prohibited. All programming produced with BCTV resources must be available for broadcast on BCTV meeting the requirements of the Statement of Compliance. *See 2.5.0*

2.5.0 Statement of Compliance

5) I am aware that PEG channels, the BCTV studio and its equipment cannot be used for financial gain or other commercial purpose. I understand that all programs made utilizing the BCTV studio and equipment must be cablecast on one of the PEG channels unless such use has been specifically outlined as an exception in the Policies and Procedures.

2.9.0 Producing a program

2.9.1 The copyright and ownership of any program produced by a community producer belongs to that producer. Producers bear sole responsibility for the content and materials used in all programs live or taped; producers must sign the BCTV Statement of Compliance.

3.7.0 Copies of BCTV and Community produced programs.

3.7.1 Copies of all programs produced by BCTV staff, BCTV volunteers or producers who have given duplication rights to BCTV may be purchased by making a request to the BCTV Staff accompanied by a fee of twenty dollars (\$20.00) per tape or DVD. Producers of programs are entitled to a maximum of two free copies. Producers are allowed to make additional copies using their own media format and may use BCTV dubbing equipment when available. All labeling of additional copies is the producer's responsibility using their own supplies and equipment.

3.7.2 Only copies of finished programs are available for purchase. At no time will raw footage be made available for purchase, reproduction, or review.

3.7.3 All programs produced by BCTV are copyrighted by BCTV. All programs produced by Community Members are copyrighted to the individual producer(s).

3.7.4 All purchased authorized copies of programs are licensed for private home exhibition only. Any public performance, copying, or other use is strictly prohibited. All other rights reserved.

3.8.0 Resolution of Disputes

When disputes or disagreements with the decisions and rulings of BCTV occur, they will be resolved in the following manner:

3.8.1 The complaint must be submitted in writing to the Station Manager within thirty (30) days after the dispute arises. The Station Manager's decision will be passed down in writing within two (2) weeks after submission with a copy going to the BCTV Board of Overseers.

3.8.2 The complainant may then request in writing, within thirty (30) days of the Station Manager's decision, an appeal in person to the BCTV Board. A final decision will be communicated in writing by the BCTV Board within two (2) weeks after the meeting.

Coleen Richardson explained, "We were just looking for some guidance from the Board, so that Harry can have guidelines. Those things are going to remain unwritten at the moment, because the policies have already been adopted, but just for setting up operational guidelines, we wanted to know how the board felt about those issues, [including the resolution of disputes]. Those were the items that came up that weren't defined in the policies, but we just wanted to get the feelings of the Board and see if you felt the BCTV policies could be a good guideline for Harry. "

Chairman Thomas clarified, "So it's just a recommendation at this point."

Radio Station Manager's Report by Harry Kozlowski:

One thing to discuss is our online setup. Coleen set up a WBNH temporary site as a subset of the BCTV website for now. This is not the final website, but it does provide the community access to two important things, the agenda and minutes of this Board's meetings, and also a download for the WBNH policies and compliances, that we were just discussing, for potential program producers.

Images were brought up on screens for the Board to see.

We also launched a WBNH Facebook page. We've had a lot of sports lately to talk about. You can see there is a blurb about the hockey game we will be covering. There are some pictures of some of our live broadcasting teams. There is also a picture of Chief Bryfonski and Jim Scanlon in the studio as they were producing a public service announcement about a movie they will be showing soon called Chasing the Dragon. That's the movie that the DEA and the FBI co-produced.

Speaking of the sports broadcasting, I'm happy to say we've been able to produce live broadcasts of every playoff game, except for the boys' playoff game against Central High School. That game was at 5:30 pm on Saturday and the girls' finals were at 7:30 pm on Saturday at SNHU; there wouldn't have been enough time to cover one and then setup at the other.

I can't say enough about our volunteer play-by-play announcers. They've gone out of their way to help us out and they've done a terrific job. I think everyone is really enjoying the broadcasts.

In other programming news, we launched another program this weekend. It's called, 'Eye on Bedford'. It's produced by the Bedford Police Department and it is hosted by Lt. Mike Bernard. It's a monthly show, where the police will be talking about issues in the community. They will be sharing information on crimes that they are looking for tips on. They will also be interviewing and introducing members of the Bedford Police Department and doing some in depth interviews with them to help people know more about their police department. I think programs like these go a long way in bringing the community closer to people in the fire and police departments.

We've had the Fire department doing PSA's, and the police as well. The PSA's are voiced by actual members of the departments and I think it shows a little personality; it shows another side to these people that serve our community.

There are two other shows that are in the pipeline right now. There is a business oriented show and another music show to go along with Bill Ingalls' "Back and Forth" music show. Those are two that we're doing, and of course, we welcome anyone in the community who has an idea for a program. **They can contact me, Harry Kozlowski, at 603-472-5242 ext. 293 or via my email, which is hkozlowski@bedfordnh.org.** Even if people don't have any experience on radio, I'm here to help assist producing to get these things on the air, so don't be shy.

One more thing I wanted to share with you is a little audio and visual samples on various topics.

The Board of Overseers then listened to a sound clip sample of the Bull Dog Report about the girls' basketball final, as well as a sample of the Bull Dog Report: Athletic Director's Edition.

Currently we have five Bull Dog Reports in rotation each week and we'll keep updating those on a regular basis as we go into the spring.

We've spoken to people at the High School and we're working on creating some avenues for the high school students to get involved at the radio station. We're just trying to figure out how best to take the next step. It's my hope, my goal, to get the students involved in producing similar features like this one.

Bob Thomas commented, "I know the students are listening to it, because I've asked them at the basketball games. They've said they listen to it and it's a great station. It's getting recognition, which is cool."

Scott Winslow asked, "How much local programming do you have on hand? Do you have a few hours built up yet?"

Harry explained, "We do have a few programs, as I mentioned, we do have some other people who have contacted us about show ideas, but they haven't taken the next steps yet. From the other standpoint, we do have short form programming, which Coleen Richardson helps me produce. Those are basically community minutes with community calendar information about local events, along with the public safety information that the Police and Fire are helping us produce. [As well as] the Bull Dog Reports that we've discussed. That is the local programming that we have at this point."

Scott Winslow continued, "It's going to take a while to develop, but what would your ideal be? Two or three hours a day, kind of thing, [of local programming], if you had that much?"

Harry replied, "Yeah, something like that. I'm only one person running the show and it's kind of a handful. These short programs do take some time to produce. It's not just one minute of work for one minute of programming. It's a lot more to it than that, and of course, let's not forget the live broadcasts that we do of sporting events. That's something we plan to continue into the spring time; a rotation of softball, baseball and lacrosse play-by-plays.

I think those are the kind of shows that would count as local programming. Again, you need a community to step up to produce these local programs, and to learn the process of producing... it's going to be a slow climb, but I think in time we're going to have a good amount of local programming in the mix."

Jim Jenkins asked if there were any plans to cover soccer.

Harry happily replied, "I would say, if anyone in the community would like to volunteer to be the play-by-play and the color announcers, I would welcome them."

Chairman Bob Thomas stated that he and Scott were thinking that during the next marketing meeting, they would like to try to think of ways to contact people in the community about volunteering.

Harry emphasized, "The thing that really makes these broadcasts work are when you have people that really know the hockey program or really know the basketball teams. They can come in and not only describe the play, but can also talk about the individual players and the history of the programs. Can I do a soccer broadcast? Maybe. But I don't know if I'd be able to bring the depth and knowledge that somebody who works in the program would be able to. So again, if somebody would like to see those programs on the radio, I encourage them to step up, maybe get a group of people together [to help] and we can get the broadcast back to the studio for everyone to enjoy."

Chairman Thomas asked about people being able to produce shows with their iphones or ipads, once they're trained.

Harry explained, "There is a software package called, Audio Compass, that helps us stream point to point wherever we are, as long as there's an internet connection, we can send audio back to the station. It's pretty easy to do from SNHU, St. Anselm's and even the High School gymnasium. Other locations, like a soccer field might be a little tricky. Maybe a portable hotspot would suffice for connection, or maybe we could even do it over the phone. As long as we have an adequate internet connection, the Audio Compass software will work. If not, maybe we could do it over a cell phone, but the audio would be limited to what a phone call sounds like, but that's sort of a last resort."

Jim Jenkins asked, "Do you have or do you plan on having a schedule online about upcoming shows?"

Harry explained, "We could. We're kind of all waiting for the Town to redo their website and our website will be developed along with that. Right now, Coleen maintains the current site and it's my understanding that it's a little tricky to update the page... That's one of the reasons we went to Facebook... People can find out what's coming up on the air through Facebook. Once the website is up, hopefully we can have a more regular schedule."

Scott Winslow asked about the status of the Radio Data System (RDS).

Harry said, "We do have that system. I want to thank Jim Aguir and Randy Prothero. They have been working on that and they have been able to get the RDS set up and running in the last two weeks or so. There is also a radio text field, which allows more characters. The RD system only allows a maximum of 8 characters at a time. The radio text field is something we could use to publish road closure, or school closings, because it allows up to two lines of text. It is quite involved and in time, we will be able to get the radio text system up and running."

Approval of Meeting Minutes:

Three minor revisions were presented by Dick Barr to correct typographical errors in the February 15th meeting minutes.

Page 1: Remove the extra word "be" from the sentence, "People are not supposed to be advertise...."

This prompted a brief discussion about underwriting businesses during programs (i.e. payola vs. plugola, vs. no underwriting at all). There was some confusion about whether a program producer could thank a business for donating to an event vs. thanking a non-profit or a third party, who may in turn thank a business. Is there a gray area? Can someone thank local businesses in general, as opposed to naming individual businesses? There is a difference between what BCTV is allowed to, and/or required to recognize, vs. what the FCC licensing prohibits the radio station from promoting. Town Council liason, John Schneller stated he would reach out to Chris Bandazian, former TC liaison and practicing attorney, and possibly ask Chris to speak with Bart Mayor, the Town's legal counsel, about getting legal clarification on these points.

Page 2: Correct the word "of" to the words "that meets" in the sentence, "...they just have to comply with verbiage "of" your approval, Harry."

Page 3: Correct the spelling of the word antenna in the first sentence.

Chairman Thomas asked for a motion to approve the revised meeting minutes from the February 15th meeting of the Board of Overseers.

Motion made by Jay Taft to approve the revised minutes; Seconded by Jim Jenkins. Vote taken – all in favor, with one abstention by John Schneller. None against. Motion passes.

Next board meeting date will be April 18, 2016 at 7 p.m.

Meeting adjourned at 8:15 pm.

Submitted by Danielle Basora