

Volunteer Meeting March 25, 2009
Strings Restaurant, Mt. Shasta

Introductions

75 % of producers were in attendance--30+ people
Self, Staff, Board Members

Show MCTV video (10 minutes)
Well received by group.

Website demo - as our main communication tool.

Home page

Many people commented that this was very informative and they learned something they were not aware of.

Live streaming

A work in progress. Need feedback

Calendar

Forms/Rates Access Producer application, Production Agreement, Rate Sheet, Public Access, Rate Sheet Commercial

Required paperwork, rates, no volunteer credit concept, discount for logo items, annual awards recognition.

What your money goes towards: insurance, staff salaries. It contributes to, but does not fully cover cost of operations

New rate sheet in in effect. Haven't raised prices in 10 years. Volunteer credit to pay producer fees is no longer in effect as of 4/1/09.

Best way to reach you as volunteers? Email, web site, phone, postings in studio?

Use info@mctv.org to send messages, thoughts, ideas

Producers - Specifics

Website 4 step process PARTICIPATE

Make your show at mctv

Producer pays fee and is ready for production. Need 8 volunteers to help. Shows will NOT go on if producer shows up and says, "I couldn't find anyone to help with my show".

City Council meetings take priority and preempt shows--Kathy will program reruns during Council times to avoid cutting shows off.

We are not the local news show. We are PUBLIC ACCESS.

3rd Tues. of each month can be orientation or workshop. Meeting could be for producers.

Have 3 slots on Wednesday available for production.

COS Community TV class is available on Tue or Thur 3-6 p.m.

Production Coordinator position – our commitment to Producers. Makes sure doors are open, equipment is working, paperwork is filled out, fees are paid, studio is left in proper condition. This is the On Site go to person, not a production staff position. Currently, John Cumming and Kathy Blevins, four more by end of April (if they pass certification).

What level of assistance do we offer each other in order to get people come help you? Community.

Explanation of Underwriting

Underwriter – Gives money to a Producer responsible for a specific show - may be used at Producer's discretion for actual access fees or production costs. Producers follow through on any solicitations made for this purpose. Listing of underwriters becomes a part of the show credits, or verbal

recognition. Not tax deductible for Underwriter.

[MCTV 15](#) Show Underwriting form (product is responsibility of producer to set up)

If you collect an underwriting fee made out to [MCTV 15](#) it will be deposited in your producer account.

Describe sample. Questions?

Can we work to get this a donation?????

Scheduling of studio bookings. # of appearances of show, define series, time slot requests (Ashland example on six month lottery). Research on existing policies - open for changes but need solutions/suggestions.

Editing needs – are we meeting your needs in this area? Portable editing equipment, external hard drives, pricing has come down, you could keep yours, work at home and at studio?

Consider a COS editing class.

PROPS, work in progress. Explain thus far.

Sign Up sheets:

Sign In sheet

Mercy PROPS April 17 and 24

Mercy May 29

Name/contact info/technical skill(s) Producer will pick crew and establish stipends, may vary.

Production Coordinator Training

May on Tuesday nights, if interested, get your name on waiting list.

OPEN DISCUSSION NOTES

Tricaster--need special workshop and refresher 6 months later

Show Challenges:

- doing only a couple, your forget
- checklist for producers (under categories of mandatory, recommended, request)
- contact number for questions
- 1 pager "how to"/things to remember
- laminated cheat sheet
- need volunteers to help develop cheat sheet
- go to website for procedures
- practice is to help with shows and learn how prior to producing
- \$25 gives access to incredible studio!!!! Appreciate what we have available to us!
- if you get ideas later, email Audra

Need help with professional productions

Need producers for two programs ready to go on:

Behavioral Health will have a weekly, live broadcast

Mercy Medical: April 17 & 24; May 29 & June--focusing on smoking and diabetes

- Stipends available for your expertise*****

Friday will be professional services day.

Need a level of expertise.

If interested, sign up or send Audra an email.

If interested in production coordinator, sign up for classes on Tuesday night beginning in April.

- Stipend available for your expertise*****

PUBLIC ACCESS MAKES EQUIPMENT AVAILABLE. TRAINING MAKES PROGRAMS PROFESSIONAL!

If person interested, who do they call. [MCTV 15](#) Studio 938-5910

Need a grant writer to help grow. One possible suggestion is Joyce Oliver.

Office Hours: T, W, Th 10-2 until May.

People can submit programming

- fee charged for people outside of Siskiyou County
- need DVD copy
- can use free speech TV

Producing show in studio--must air once before taking somewhere else.

Have NEW equipment available for a fee: PA system, computer, presentation projector.

Starting May 1, [MCTV 15](#) trainings on Wednesdays.

SPREAD THE WORD! GET MORE PEOPLE INVOLVED