

# **MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL**

1050 Westminster St.; Fitchburg, MA 01420 (978) 345-9200

## **Recording Exploratory Subcommittee Meeting Minutes February 16, 2023, at 5:00 p.m. in Library**

**Members: Chair Will Brassard (Sterling), Diane Swenson (Ashburnham); Michael Hurley (Fitchburg); Melanie Weeks (Fitchburg); Jeffrey Raymond (Athol)**

Meeting: Opened at 5:00 p.m. in the Library. In attendance: William Brassard, Diane Swenson, Michael Hurley, Melanie Weeks. Absent: Jeff Raymond. Others in attendance: John Mollica, Ron Tourigney, Ross Barber. From Administration Donnie Kitzmiller (Director of Technology), joined about 6:00.

Motion: To approve 1/26/23 minutes. Moved: Diane Swenson, Second: Melanie Weeks. Unanimous.

Survey requested at January meeting was discussed. No survey will be done. Reference of the School Committee meeting of March 14, 2018, was discussed. Copy of School Committee meeting of March 14, 2018, will be pulled for next meeting. Discussion of other School Committee's recording meetings. Concerns about which room will be used in the future – Library or back to Conference room and issues with both.

Updated quotes reviewed. Donnie joined to provide latest copies of the quotes and respond to questions.

### Formal Quotes:

Shure & TriCaster, full audio/video - \$72,392  
Markertek, audio only - \$69,195.35  
Full Compass Systems, Ltd – full audio/video - \$71,273.34  
FATV – at their location – quote to be obtained

### Several configurations discussed:

- FATV would be willing to provide recordings, however, meetings would need to be in their studio. Costs not specified at this time.
- Using Zoom and Chromebooks – issue with Chromebooks cancelling apps mid-summer, concern about quality, storage costs, inability to pull down full files from Zoom (software costs to edit). Zoom only stores about one year's worth of data. Requires person.
- Using other laptops.
- Using Zoom, then to You Tube – costs to be investigated, going through school production equipment.
- Using the different quotes and impacts.
- In all quotes, appears that a person will be required to “act as a director or technician”, regardless of the type of recording. Stipends will need to be negotiated and included in final presentations.
- Technician would be responsible for setup of equipment (if needed), monitor meeting, monitoring volumes and video.
- Use of school personnel (stipend paid) for orchestrating meetings, school production for recording and posting to You Tube after the fact.
- Discussion and decision to setup a matrix (spreadsheet) to capture quotes/options for review at the next subcommittee meeting.

### Actions:

- Don Kitzmiller to obtain costs for Zoom storage and any related software costs.
- Chair to establish the matrix with the options: Audio, video with configurations, live vs posting after.

- Chair will gather Attorney comments relating to liabilities.
- Legal Liability discussed with more information to be reviewed from the attorney and presented at next Subcommittee meeting.

Meeting adjourned at 6:35. Next meeting scheduled for March 2 at 5:00 p.m. Location TBD.

Respectfully Submitted,

*Diane Swenson*

Diane Swenson