

SUDBURY ACCESS CORP
2009-2010 Financial & Operating Reports
7/28/2010

For the just-completed year FY2010:

- 1) Notable accomplishments. See next page
- 2) Quarterly/Annual Financials - See attached.
- 3) Results of Fundraising: Currently SAC does no fundraising.
- 4) Statistics on number of residents trained, number of hours of public programming: See attached Quarterly Programming Reports.
- 5) Number of hours by type of programming: See attached Quarterly Programming Reports.
- 6) Inventory of all operating equipment: Will be provided under separate cover before 8/31/2010.

For the upcoming year FY2011:

- 7) Budget: See attached.
 - 8) List of operating equipment to be replaced in FY 2011: None
 - 9) Fundraising Targets: SAC plans no fundraising in FY 2011.
 - 10) Programming plans: In FY 2011, SAC plans to
 - Continue to expand L/S sports coverage.
 - Continue to expand Sudbury civic meeting coverage
 - Expand programming produced by the Senior Center.
 - Introduce new local programming highlighting businesses in the Sudbury area
 - 11) Plans for expanding existing services and adding new services: In FY 2011, SAC plans to
 - Redesign the SAC Website
 - Introduce Live Streaming, at such time that it becomes cost-effective.
 - 12) Plans for equipment upgrades:
 - Upgrade Main Video Editing System
 - 13) Plans for expanding training capabilities: SAC believes our current training capabilities are sufficient.
- Audit results will be provided under separate cover, before 10/31/10.

Notable FY2010 Accomplishments:

1) Website Improvements:

- Added Community Bulletin Board Announcements to the website
- Added the Educational Channel program schedule to the website
- Link on Sudbury Town home page now points to new "landing page" which links to schedules and Bulletin Board.

2) Increased Local Programming:

- Increased programming aired on the Educational Channel
- Increased L/S Sports coverage with "Game of the Week" coverage of
 - o Girls and Boys Basketball
 - o Girls and Boys Lacrosse
 - o Boys Volleyball

3) Expanded Production Workshops:

- We advertised a pre-scheduled Production Workshop in the LS Adult Education Brochure for the first time. It was oversubscribed, we had to open a second session.
- Held two 4-week workshops training 16 residents

4) Infrastructure improvements:

- Upgraded the audio connection from the SudburyTV Control Room in L/S to the L/S Auditorium. This gives us independent control of audio for events in the auditorium.

Current Meeting Coverage by SudburyTV

Board/ Committee	Broadcast Live	Taped for Replay	Posted On-Demand on Sudburytv.org	Agenda Indexed On-Demand
Board of Selectmen	Yes	Yes	Yes	Yes
Finance Committee	Annual Budget Hearings only	Yes	Yes	Yes
SPS School Committee	No	Yes	Yes	Yes
LS School Committee	No	Yes	Yes	Yes
Town Meeting	Yes	Yes	Yes	Yes

- Coverage of the above boards/committees includes all regularly scheduled meetings
- We will cover any/all additional meetings or public hearings when requested by
 - o The group running the meeting, or
 - o A resident/volunteer, or
 - o The Selectmen or Town Manager

Treasurer's Report for 2010:

	Current Quarter	% of Rev	Year to Date	% of Rev
Revenues				
Grants	\$63,672.75	98.61	\$328,066.29	99.40
Program Service Revenue	250.00	0.39	440.00	0.13
Interest Income	647.92	1.00	1,535.70	0.47
Other Income	0.00	0.00	0.42	0.00
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Total Revenues	64,570.67	100.00	330,042.41	100.00
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Cost of Sales				
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Total Cost of Sales	0.00	0.00	0.00	0.00
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Gross Profit	64,570.67	100.00	330,042.41	100.00
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Expenses				
Accounting Expense	0.00	0.00	1,301.00	0.39
Legal Fees	0.00	0.00	80.00	0.02
Advertising	175.00	0.27	922.84	0.28
Filings	0.00	0.00	140.00	0.04
Insurance	2,274.94	3.52	8,015.94	2.43
Internet/Web Expense	271.84	0.42	1,045.82	0.32
Leased Employees	28,587.70	44.27	116,208.46	35.21
Memberships & Subscriptions	34.40	0.05	3,842.15	1.16
Minor Equipment -Comp/Office	29.27	0.05	677.61	0.21
Minor Equipment - Video	327.77	0.51	1,519.80	0.46
Independent contractor	2,045.00	3.17	4,229.90	1.28
Supplies - Computer/Office	41.81	0.06	463.57	0.14
Supplies - Video	692.80	1.07	2,005.03	0.61
Postage	105.85	0.16	602.99	0.18
Promotional Items	0.00	0.00	528.00	0.16
Rental Equipment	110.56	0.17	110.56	0.03
Repairs	0.00	0.00	604.90	0.18
Streaming costs	20.00	0.03	40.00	0.01
Telephone Expense	218.37	0.34	696.01	0.21
Training	250.00	0.39	250.00	0.08
Travel Expense	47.70	0.07	47.70	0.01
Depreciation Expense	17,899.48	27.72	17,899.48	5.42
Other Expense	0.00	0.00	114.88	0.03
Gain/Loss on Sale of Assets	0.00	0.00	(1,376.00)	(0.42)
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Total Expenses	53,132.49	82.29	159,970.64	48.47
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Net Income	\$11,438.18	17.71	\$170,071.77	51.53
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Balance Sheet for 2010:

ASSETS

Current Assets

DCU checking account	\$341.42
DCU savings account	5.00
DCU money market	7,449.41
DCU paypal account	0.20
ING account	225,612.03
Paypal account	702.67
DCU LTD account	113,047.65
DCU LTD savings account	5.14
DCU LTD checking account	5.22

Total Current Assets 347,168.74

Property and Equipment

Equipment	85,388.00
Accum. Depreciation - Equipmen	(19,269.28)
Total Property and Equipment	66,118.72

Other Assets

Total Other Assets 0.00

Total Assets \$413,287.46

LIABILITIES AND CAPITAL

Current Liabilities

Credit card payable	\$507.30
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Total Current Liabilities 507.30

Long-Term Liabilities

Total Long-Term Liabilities 0.00

Total Liabilities 507.30

Capital

Retained Earnings	242,708.39
Net Income	170,071.77

Total Capital 412,780.16

Total Liabilities & Capital \$413,287.46

2011 Budget

Category	FY 2010 Actual	FY 2011 Q3 2010	FY 2011 Q4 2010	FY 2011 Q1 2011	FY 2011 Q2 2011	Total Estimates	FY 2011 Budget	Explanation of Differences
Accounting/ Audit	1301	650	650	1		1301	1300	FY10 incl Newspaper and Course Ads; FY11 only Course Ads no longer needed Mass Access \$50, Town Crier \$35, Total Info \$900, PEG Central \$3000 Purchased Hanging Mics and Audio Snake Taping even more meetings Considering SudburyTV Sign/Banner 2 cameras will be sent out in Q3 For downloading video from regional sites. Promotional rate ended 12/2009 Annual Subscription to Online Training PayPal/Ebay fees for sale of obsolete equipment
Legal Fees	80	100	100	100	100	400	400	
Advertising	923		175		175	350	400	
Filings	140		125			125	125	
Insurance	6786	3520	1050	1050	1050	6670	7000	
Internet/Web Expense	1046	300	225	225	225	975	1000	
Meeting Expense	0					0	0	
Memberships & Subscriptions	3842			3950	35	3985	4000	
Minor Equipment: Comp/Office	678	125	125	125	125	500	500	
Minor Equipment: Video	1520	250	250	250	250	1000	1000	
Independent Contractors	4230	300	2000	2000	2000	6300	6500	
Supplies: Comp/Office	464	125	125	125	125	500	500	
Supplies: Video	2005		700	700	700	2100	2100	
Postage	603	150	150	150	150	600	600	
Promotional Items	528	250				250	250	
Props	0	250				250	250	
Rental Equipment	111		200		125	325	325	
Repairs	605	1000	200	200	200	1600	1500	
Streaming costs	40	25	25	25	25	100	100	
Telephone	696	225	225	225	225	900	900	
Training	250				250	250	250	
Travel	48	25	25	25	25	100	100	
Other	115	25	25	25	25	100	100	
SUBTOTAL	26011	7320	6375	9176	5810	28681	29200	12%
Leased Employees	116208	30000	30000	30000	30000	120000	125000	Assumes Salary increases, benefit adjustments
TOTALS	142219	37320	36375	39176	35810	148681	154200	8% overall increase
Capital	8335					15000	15000	4000 is FY10 purchase paid for in 7/2010

Sudbury TV
Third Quarter 2009 Report
July 1, 2009 to September 30, 2009

By
Lynn M. Puorro

Submitted to
Sudbury Access Corporation
Board of Directors
October 2009

1) Studio Operations

The studio is staffed on an as needed basis. The regular hours are 10am to 6pm or 2pm to 10pm Monday through Friday, depending on the studio schedule each week. Contact information and studio hours are posted on the studio door.

During the third quarter, coverage was provided for the following:

Meetings:

- Sudbury Selectmen Meetings on July 7, August 11, and September.
- Sudbury Finance Committee Meetings on July 20 and September 22.
- Sudbury Public Schools School Committee Meetings on August 3, September 2 and 16.

Staff Covered Events:

- Sudbury Historical Society presentation on September 20.

Staff and Volunteer Events:

- Community Emergency Readiness Fair held at the Noyes Elementary School Field on September 13.

Volunteer Covered Events:

- Sudbury July 4th Parade held on July 4.
- Sudbury Summer Concert Series held at Haskell Field on July 20, 27, and August 3.
- Habitat for Humanity Dedication held on September 27.
- Friends of Assabet River National Wildlife Refuge monthly program taped at the Great Meadows NWR Headquarters on September 30.

Series Programming:

- "Town Hall Matters", the monthly series featuring the Sudbury Board of Selectmen, taped 4 shows this quarter on July 28 and September 17.
- "The Tasting Room" taped 1 studio show this quarter on July 24.
- "Wild About Reading": this show was on hiatus this summer. Taping will resume in October.
- "Veterans History Show": The premier episode of this monthly series was taped September 24th. The series is hosted by Peter Harvell. Each month the program will feature a different veteran telling his/her story.

2) Lincoln-Sudbury Activities

Volunteer covered meetings included:

- Lincoln-Sudbury School Committee meetings of July 20, September 8 and 22.

3) Outreach Services

- Launching a print and video advertising campaign designed to increase awareness of SudburyTV. Print ads already placed, PSA's to premier in October.
- Exploring a possible partnership with Emerson Hospital to produce a monthly health issues program.
- Working with LS to produce occasional community information shows as needed throughout the year.

4) Training

- Non-Linear Editing - 1 Session, 1 volunteer trained
- Remote Camera - 2 Sessions, 1 resident trained

5) Programming

The following details the number of first run and repeat programs aired during the quarter, as well as the total number of hours of programming that were aired between July and September.

SudburyTV Public Access Channel 8/31

Of the 108 first run programs and 80.5 first run hours that aired this quarter, 30 and 34.5 respectively were produced in Sudbury. Those 30 programs included meetings, events, and series.

Weekly Totals	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours
6/29/09	10	6.5	54	51.5	64	58
7/6/09	8	8	55	50	63	58
7/13/09	9	5	53	50	62	55
7/20/09	5	5.5	56	51.5	61	57
7/27/09	10	6.5	56	55.5	66	62
8/3/09	11	7.5	58	55.5	69	63
8/10/09	11	10	58	55	69	65
8/17/09	4	3.5	64	61	68	64.5
8/24/09	8	4	60	59.5	68	63.5
8/31/09	9	7	58	54	67	61
9/7/09	10	5.5	63	56.5	73	62
9/14/09	2	1	64	52.5	66	53.5
9/21/09	11	10.5	56	47.5	67	58
Quarterly Totals	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours
	108	80.5	755	700	863	780.5

Educational Channel 9/32

Weekly Totals	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours
6/29/09	0	0	23	40	23	40
7/6/09	0	0	23	40	23	40
7/13/09	0	0	27	39	27	39
7/20/09	0	0	27	37.5	27	37.5
7/27/09	0	0	23	32	23	32
8/3/09	0	0	23	34	23	34
8/10/09	0	0	23	35.5	23	35.5
8/17/09	0	0	23	35.5	23	35.5
8/24/09	0	0	23	35.5	23	35.5
8/31/09	0	0	23	35.5	23	35.5
9/7/09	2	4.5	19	32	21	36.5
9/14/09	0	0	45	48.5	45	48.5
9/21/09	2	4.5	33	42.5	35	47
Quarterly Totals	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours
	4	9	335	487.5	339	496.5

6) Capital Equipment Recommendations:

We investigated live internet streaming but found that the technology is not quite where we want it to be. We have tabled the discussion and may revisit in 2010.

We just completed the studio camera upgrade with the purchase of 3 new HD cameras. We also purchased new studio lights and additional intercom equipment. We have no plans for additional capital equipment purchases at this time.

7) Upcoming Events for the 4th Quarter of 2009:

Now that fall is here and school is back in session, the production calendar is beginning to fill up. In addition to the regular coverage of municipal meetings including Selectmen, LS and SPS School Committee and Fin Com, the Sudbury Historical Society and Friends of Assabet River NWR have launched a new season of monthly programs. As Massachusetts gears up for a Senatorial race you may expect to see a candidate debate or two. The Sudbury League of Women Voters will hold a Legislative and a Healthcare Forum. And finally, the 8th Annual HOPEsudbury Telethon will take place live here at LS on November 7th.

Sudbury TV
Fourth Quarter 2009 Report
October 1, 2009 to December 31, 2009

By
Lynn M. Puorro

Submitted to
Sudbury Access Corporation
Board of Directors
February 2010

1) Studio Operations

The studio is staffed on an as needed basis. The regular hours are 10am to 6pm or 2pm to 10pm Monday through Friday, depending on the studio schedule each week. Contact information and studio hours are posted on the studio door.

During the fourth quarter, coverage was provided for the following:

Meetings:

- Sudbury Selectmen Meetings on October 6 and 20, November 3 and 17, and December 1, 15, and 22.
- Sudbury Finance Committee Meetings on October 19, November 16, and December 21.
- Sudbury Public Schools School Committee Meetings on October 7 and 21, November 3 and 18, and December 2 and 9.
- Administration Consolidation Working Group Meeting on December 3.

Staff Covered Events:

- Haskell Playground Ribbon Cutting Ceremony held on October 9.
- Sudbury Historical Society presentation held at Town Hall on October 11.
- Republican Town Committee Candidates' Night held at the Wayside Inn on October 14.
- Sudbury League of Women Voters Legislative Forum held at Town Hall on October 19.
- Sudbury League of Women Voters Healthcare Forum held at the Goodnow Library on October 25.
- Home Energy Seminar held at the Goodnow Library on November 5.

Staff and Volunteer Events:

- HOPEsudbury Telethon held on November 7.
- Our Lady of Fatima Nativity Pageant held on December 13, 14 and 15.

Volunteer Covered Events:

- Home Energy Seminar held at the Goodnow Library on October 1.
- Sudbury Valley Trustees Annual Meeting held at Wolbach Farm on October 1
- Healthy Relationships Seminar held at Sudbury United Methodist Church on October 5.
- Friends of Assabet River National Wildlife Refuge monthly program taped at the Great Meadows NWR Headquarters on October 21 and November 18.
- Our Lady of Fatima Christmas Concert held on December 13.

Series Programming:

- "Veterans History Show": The second episode was taped on location on October 1. The series is hosted by Peter Harvell. Each month the program will feature a different veteran telling his/her story.

2) Lincoln-Sudbury Activities

Volunteer covered meetings included:

- Lincoln-Sudbury School Committee meetings of October 13 and 27, November 10, 18, and 24, and December 9 and 22.

Volunteer covered events included:

- LS Dance Troupe Winter Show held on December 11.

Staff and Volunteer covered events included:

- MetroWest Adolescent Health Survey Results presentation held at LS on October 7.
- LS Winter Music Concert held on December 17.

3) Outreach Services

- Weekly meetings throughout the fall with the HOPEsudbury Telethon Committee in preparation for the annual telethon in November 2009.
- Met with the Sudbury Historical Society presenter to plan the production of the October program.
- Met with Linda Shulman of Apparent Style to assist planning the fashion show for the HOPEsudbury Telethon.
- Held a tour of the studio for a Webelos Cub Scout Den on November 19.
- Met with the Our Lady of Fatima Music Director and Director of Religious Education to plan the productions of the OLF Christmas Concert and Nativity Pageant held December 13-15.
- Have worked with the Lincoln-Sudbury Adult Education Program to advertise our Video Production Class in their Winter Brochure.

4) Training

- Held 2 training sessions for HOPEsudbury Telethon volunteers. Volunteers were trained on cameras, audio, graphics, and directing.
- Held 2 training sessions to train 2 new volunteers in field production.

5) Programming

The following details the number of first run and repeat programs aired during the quarter, as well as the total number of hours of programming that were aired between October and December.

SudburyTV Public Access Channel 8/31

Of the 93 first run programs and 94.5 first run hours that aired this quarter, 32 and 59.5 respectively were produced in Sudbury. Those 32 programs included meetings, events, and series.

Weekly Totals	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours
9/28/09	10	7	57	54	67	61
10/5/09	4	4	69	60	73	64
10/12/09	2	2.5	70	62	72	64.5
10/19/09	7	9.5	60	53	67	62.5
10/26/09	8	6	69	66	77	72
11/2/09	7	14	46	36	53	50
11/9/09	6	5	64	60	70	65
11/16/09	11	10	64	53.5	75	63.5
11/23/09	4	4.5	68	62	72	66.5
11/30/09	10	7.5	63	59.5	73	67
12/7/09	5	6.5	67	56.5	72	63
12/14/09	10	8	60	55.5	70	63.5
12/21/09	9	10	66	60	75	70
12/28/09	0	0	75	70	75	70
Quarterly Totals	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours
	93	94.5	898	808	991	902.5

Educational Channel 9/32

Weekly Totals	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours
9/28/09	0	0	35	48.5	35	48.5
10/5/09	0	0	35	48.5	35	48.5
10/12/09	3	7.5	33	44.5	36	52
10/19/09	0	0	36	52	36	52
10/26/09	1	3.5	33	44.5	34	48
11/2/09	2	10.5	13	56.5	15	67
11/9/09	1	3	32	48.5	33	51.5
11/16/09	2	4	32	43.5	34	47.5
11/23/09	4	7	37	44	41	51
11/30/09	2	4	44	52	46	56
12/7/09	1	2	45	50	46	52
12/14/09	1	3	43	45	44	48
12/21/09	3	2.5	45	49.5	48	52
12/28/09	1	2.5	44	53	45	55.5
Quarterly Totals	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours
	21	49.5	507	680	528	729.5

6) Capital Equipment Recommendations:

We are compiling a list of equipment to consider for capital purchase in 2010. I am planning to attend a video show in March to see some equipment currently on the market. The current list includes solid state recorders, a new portable camera, and the possible replacement of our wireless microphones due to the change in FCC regulations which reassigned frequency ranges.

7) Upcoming Events for the 1st Quarter of 2010:

The first quarter of the year signals the beginning of the municipal budget season. Expect to see many Finance Committee budget hearings. Some notable programming to watch for includes the LS winter concert season, LS Girls and Boys Basketball, a State Budget Hearing, and Sudbury League of Women Voters Candidates' Night. We are also planning a production class to be held in March.

Sudbury TV
First Quarter 2010 Report
January 1, 2010 to March 31, 2010

By
Lynn M. Puorro

Submitted to
Sudbury Access Corporation
Board of Directors
July 2010

1) Studio Operations

The studio is staffed on an as needed basis. The regular hours are 10am to 6pm or 2pm to 10pm Monday through Friday, depending on the studio schedule each week. Contact information and studio hours are posted on the studio door.

During the first quarter, coverage was provided for the following:

Meetings:

- Sudbury Selectmen Meetings on January 5, 13, 14, 15, and 20, February 8 (joint meeting with Fin Com) and 17, and March 2, 16, and 23.
- Sudbury Finance Committee Meetings on January 11, 14, 21, and 28, February February 2, 4, 8 (joint meeting with BOS), and 9, and March 25.
- Sudbury Public Schools School Committee Meetings on January 12, 13, and 27, February 12 and 24, and March 10 and 24.

Staff Covered Events:

- Sudbury Historical Society presentations held at Town Hall on February 7 and March 7.

Staff and Volunteer Events:

- Sudbury League of Women Voters Candidates' Night held at LS on March 15, 2010.

Volunteer Covered Events:

- Community Preservation Committee Meeting held on March 3, 2010.
- Education Budget Forum held at LS on March 13, 2010.
- First Parish Coffeehouse held at First Parish on March 27, 2010.

Series Programming:

- "Wild About Reading" taped one show this quarter on February 9, 2010.
- "Town Hall Matters" taped three shows this quarter on February 19 and 26.

2) Lincoln-Sudbury Activities

Assistance to LS:

- Assisted three students of Paul Sarapas's Video Class to produce a show they had written for class.

Volunteer covered meetings included:

- Lincoln-Sudbury School Committee meetings of January 12 and 26, February 9 and 23, and March 9 and 23.

Staff covered events included:

- LS Boys Basketball games on January 29, February 5 and 12, and First Round Tournament game on February 22.
- LS Girls Basketball games on January 22 and 29, February 9, and 14, and First Round and $\frac{1}{4}$ Final Tournament games on February 24 and 26.
- LS Boys Volleyball game on March 29, 2010.

Staff and Volunteer covered events included:

- The LS Winter Choral Concert held at LS on January 14, 2010.
- MLK Action Project Assembly held at LS on January 15, 2010.
- The LS Winter Instrumental Concert held at LS on January 21, 2010.
- The LS Jazz for Haiti concert held at LS on February 11, 2010.
- The LS Faculty and Staff Variety Show held at LS on March 12, 2010.

3) Outreach Services

- Held a tour of the studio for a Cub Scout Den on January 19.
- Met with Kris Kiesel, Director of the Sudbury Senior Center, to train her to create and upload Sr. Center slides to the Web Nexus Community Bulletin Board system. We also discussed holding a camera training class at the Sr. Center, and creating a monthly program on Senior Issues.

4) Training

- Held 1 training sessions to train 1 new volunteer in field production.
- Held 2 Video Production Classes. We advertised for the class in the LS Adult Education Brochure. Ten people signed up for the first class, of those 6 attended. Seven signed up for the second class, all attended.

5) Programming:

The following details the number of first run and repeat programs aired during the quarter, as well as the total number of hours of programming that were aired between January and March on SudburyTV and the Educational Channel.

SudburyTV Public Access Channel 8/31

Of the 86 first run programs and 89 first run hours that aired this quarter, 27 and 53 respectively were produced in Sudbury. Those 27 programs included meetings, events, and series.

Weekly Totals	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours
1/4/10	11	9.5	68	63.5	79	73
1/11/10	6	5	69	63	75	68
1/18/10	11	12	59	59	70	71
1/25/10	3	3	74	69.5	77	72.5
2/1/10	10	9	63	57.5	73	66.5
2/8/10	5	8	60	57.5	65	65.5
2/15/10	9	7	66	62.5	75	69.5
2/22/10	5	5.5	72	68	77	73.5
3/1/10	9	9.5	59	58	68	67.5
3/8/10	3	2.5	66	65.5	69	68
3/15/10	8	13	48	45	56	58
3/22/10	6	5	57	64.5	63	69.5
Quarterly Totals	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours
	86	89	761	733.5	847	822.5

Educational Channel 9/32

Of the 33 first run programs and 55.5 first run hours that aired this quarter, 26 and 52 respectively were produced in Sudbury. Those programs included meetings, events, and sports.

Weekly Totals	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours
1/4/10	0	0	45	55.5	45	55.5
1/11/10	0	0	45	55.5	45	55.5
1/18/10	6	11.5	39	42	45	53.5
1/25/10	1	1	43	52.5	44	53.5
2/1/10	3	6	48	46	51	52
2/8/10	1	1	50	51	51	52
2/15/10	5	6.5	46	46.5	51	53
2/22/10	1	1.5	50	51	51	52.5
3/1/10	5	11.5	44	47	49	58.5
3/8/10	1	1.5	48	57	49	58.5
3/15/10	9	13.5	40	41.5	49	55
3/22/10	1	1.5	49	51.5	50	53
Quarterly Totals	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours
	33	55.5	547	597	580	652.5

6) Capital Equipment Recommendations:

So far this year we have purchased a new tapeless HD camcorder and are replacing our wireless microphones due to the FCC frequency changes.

7) Upcoming Events for the 2nd Quarter of 2010:

We are now heading into the quiet days of summer. Still to come rounding out the 2nd quarter: the final LS music concerts of the year, the end of the LS Sports season - watch for more lacrosse and volleyball games, LS Awards and Graduation ceremonies, and the Curtis Moving Up Ceremony.

Sudbury TV
Second Quarter 2010 Report
April 1, 2010 to June 30, 2010

By
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Submitted to
Sudbury Access Corporation
Board of Directors
July 2010

1) Studio Operations

The studio is staffed on an as needed basis. The regular hours are 10am to 6pm or 2pm to 10pm Monday through Friday, depending on the studio schedule each week. Contact information and studio hours are posted on the studio door.

During the second quarter, coverage was provided for the following:

Meetings:

- Sudbury Selectmen Meetings on May 4 and 18, and June 1 and 15 were covered by staff.
- Sudbury Annual Town Meeting on April 5, 6, 7, and 12. These meetings were covered by staff and volunteers.
- Sudbury Finance Committee meeting on June 21.
- Sudbury Public Schools School Committee Meetings on April 28, May 12 and 26, and June 9 and 23.

Staff Covered Events:

- Sudbury Historical Society presentations on May 2, and June 6.
- Longfellow Big Read 2010 events including:
 - Longfellow's Life and Legends, 3 part series presented by Biographer Charles Calhoun, at the Sudbury Senior Center on April 6, 13, and 20.
 - The History of the Wedgewood Company, presented by Ron Frazier of the Wedgewood Society of Boston, at the Wayside Inn on April 14.
 - The Song of Hiawatha, a dramatic reading by Michael Maglaras, at the Martha Mary Chapel on April 18.
 - Reading of The Midnight Ride of Paul Revere, held at the Wayside Inn on April 19.
 - The Courtship of Miles Standish, presented by Plymouth Historian James Baker, at the Wayside Inn on April 28.
- Cyberbullying presentation held at Curtis Middle School on May 3.
- Hosmer House Memorial Day Exhibit presented by Peter Harvell at the Hosmer House on May 16.

Staff and Volunteer Events:

- Sudbury Finance Committee Budget Forum, held at the LS Auditorium on April 29.
- Curtis Middle School Moving On Ceremony, held at Curtis Middle School on June 18.

Volunteer Covered Events:

- Life After 80: Living Well in the Later Years of Life, Parts 1 and 2 of 4 part a series held at the Sudbury Grange Hall on April 25 and May 16.
- First Parish Coffeehouse held at First Parish of Sudbury on May 8.
- Sustainable Sudbury presented Transition Towns held at the Goodnow Library on May 27.
- Friends of Assabet River National Wildlife Refuge monthly programs taped at the Great Meadows NWR Headquarters on May 26, and June 30.
- Republican Candidates Night held at the Wayside Inn on June 28.

Series Programming:

- "Wild About Reading": a series produced on location at the Loring Elementary School with Literacy Specialist Susan Laufer, taped 5 new shows this quarter on April 1, May 5, 17, and 27, and June 24.

2) Lincoln-Sudbury Activities

Volunteer covered meetings included:

- Lincoln-Sudbury School Committee meetings of April 13 and 27, May 19, and June 1, 8, and 22.

Staff Covered Events:

- LS Class of 2010 Awards Ceremony held on June 2.

Staff Covered Sports:

- LS Boys Volleyball games on May 5 and 10
- LS Boys Lacrosse games on April 1, 8, and 22, and May 18
- LS Girls Lacrosse games on April 6, 23, and 29, and May 20
- LS Boys Volleyball MIAA Tournament games on May 25 and 27
- LS Girls Lacrosse MIAA Tournament games on June 1 and 8

Staff and Volunteer Events:

- LS Spring Choral Concert and Community Sing held on May 6.
- LS Spring Instrumental Concert held on May 20.
- LS Class of 2010 Graduation Ceremony held LIVE on June 6 from the LS High School Gym.

Volunteer covered events included:

- LS Cabaret Concert held on April 29.
- LS Hip Hop Show held on April 30.
- LS Dance Troupe Spring Show held on May 25.

3) Outreach Services

- Met with Sudbury Historical Society members to test technology they planned to use during their May and June programs
- Met with SPS Technology Administrator and teachers at Curtis to explore the possibility of connecting Curtis to the Comcast I-Net for producing Live programs from Curtis Middle School
- Met with teachers from Curtis to discuss SudburyTV coverage of the Curtis Moving On Ceremony as well as providing a video feed of the production to be sent to the auditorium for overflow audience

4) Training

- Non-Linear Editing - 1 Session, 1 resident trained
- GL2 Remote Camera - 2 Sessions, 2 students, 1 resident trained
- JVC HD Remote Camera - 2 Sessions, 1 student, 1 resident trained
- Studio Camera - 2 Sessions, 2 students, 1 teacher trained

5) Programming:

The following details the number of first run and repeat programs aired during the quarter, as well as the total number of hours of programming that were aired between April and June on SudburyTV and the Educational Channel.

SudburyTV Public Access Channel 8/31

Of the 96 first run programs and 94.5 first run hours that aired this quarter, 33 and 56.5 respectively were produced in Sudbury. Those 33 programs included meetings, events, and series.

Weekly Totals	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours
3/29/10	6	7	66	65	72	72
4/5/10	9	14	55	58	64	72
4/12/10	7	5.5	62	65	69	70.5
4/19/10	5	2.5	59	62	64	64.5
4/26/10	8	7.5	52	50	60	57.5
5/3/10	9	9.5	62	61.5	71	71
5/10/10	3	1.5	66	63	69	64.5
5/17/10	8	8	63	62	71	70
5/24/10	8	6.5	61	67.5	69	74
5/31/10	9	11.5	62	60	71	71.5
6/7/10	2	1	68	68.5	70	69.5
6/14/10	11	10	59	59.5	70	69.5
6/21/10	6	4	68	66.5	74	70.5
6/28/10	5	6	67	62.5	72	68.5
Quarterly Totals	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours
	96	94.5	870	871	966	965.5

Educational Channel 9/32

Of the 47 first run programs and 71.5 first run hours that aired this quarter, 31 and 59.5 respectively were produced in Sudbury. Those 31 programs included meetings, events, and sports.

Weekly Totals	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours
3/29/10	3	6	47	49	50	55
4/5/10	1	1.5	45	45.5	46	47
4/12/10	4	3	42	44	46	47
4/19/10	6	8	41	46	47	54
4/26/10	2	3.5	45	51.5	47	55
5/3/10	2	4	45	48	47	52
5/10/10	5	6.5	36	49.5	41	56
5/17/10	3	6	40	51.5	43	57.5
5/24/10	3	3.5	40	52	43	55.5
5/31/10	4	5.5	39	46.5	43	52
6/7/10	5	7	38	48.5	43	55.5
6/14/10	3	7.5	39	54.5	42	62
6/21/10	4	6.5	38	55.5	42	62
6/28/10	2	3	40	49	42	52
Quarterly Totals	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours
	47	71.5	575	691	622	762.5

FY10 Programming Totals

SudburyTV Public Access Channel 8/31

FY10 Annual Totals	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours
Q3 2009	108	80.5	755	700	863	780.5
Q4 2009	93	94.5	898	808	991	902.5
Q1 2010	86	89	761	733.5	847	822.5
Q2 2010	96	94.5	870	871	966	965.5
Total	383	358.5	3284	3112.5	3667	3471

Educational Channel 9/32

FY10 Annual Totals	# of First Run Programs	First Run Hours	# of Repeat Programs	Repeat Hours	Total # of Programs	Total Hours
Q3 2009	4	9	335	487.5	339	496.5
Q4 2009	21	49.5	507	680	528	729.5
Q1 2010	33	55.5	547	597	580	652.5
Q2 2010	47	71.5	575	691	622	762.5
Total	105	185.5	1964	2455.5	2069	2641

6) Capital Equipment Recommendations:

I am proposing to replace the main editing system in FY11, the Mac G5 with Final Cut Pro Studio 2. The system is nearing 6 years old (January 2011), and is in use daily by staff. We are starting to see volunteers coming in to request editing time, which is great. The only drawback is that since it is the main system all projects are stored on it so when a volunteer is editing a project of their own staff is precluded from working on other projects. I would like to replace the system and keep it online for backup and volunteer use.

7) Upcoming Events for the 3rd Quarter of 2010:

The summer months tend to be fairly quiet. Look forward to new episodes of Town Hall Matters and Wild About Reading. Also stay tuned for the Republican Candidates Forum and the Sudbury Summer Concert Series.