

**CITY OF FRANKLIN
VIDEO/AUDIO STREAMING SUB-COMMITTEE MEETING MINUTES
February 11, 2010**

- I. The February 11, 2010 Video/Audio Streaming Sub-Committee Meeting was called to order at 6:05 p.m. by Chairman Meade in the Hearing Room of Franklin City Hall.

Members present were Meade, Herman, Kane, and Maersch.

- II. Citizen Comment Period: No citizens were present.

- III. Approval of the March 6, 2009 Meeting Minutes

Motion made by Member Maersch and seconded by Member Kane to approve the March 6, 2009 Video/Audio Sub-Committee Meeting Minutes as submitted. Upon vote, Ayes-All, motion carried.

- IV. Digital Equipment Deployment Plan

- Develop administrative guidance on logistics of moving to digital recording
- Volunteer from Sub-Committee to write up guidance

Discussion was held by members on the deployment plan of the digital equipment. Members discussed reserving 1 digital recorder for the Common Council Chambers. Member Herman is to research alternatives to M-Audio Microtrack II with inputs, outputs similar. Also, suggest microphones as Committee members believe the sound grabber microphone is unacceptable quality. Members would like to look for additional suppliers of the M-Audio Microtrack II.

- V. Discuss Distribution of Digital Recordings

- Bandwidth vs. Bit-Rate
- Editing/Compression Software
- Volunteer from Sub-Committee to write up guidance

Discussion was held by members. Member Maersch to follow up with Lisa Huening in the Department of Administration on the Audacity software.

- VI. Next Meeting Date and Time: March 11, 2010 at 6 p.m.

- VII. Adjournment

Motion made by Member Maersch and seconded by Member Kane to adjourn the February 11, 2010 Video/Audio Streaming Sub-Committee Meeting at 7:05 p.m. Upon vote, Ayes-All, motion carried.