

CACSCC MEETING MINUTES

Thursday, May 24, 2012

Guilford, CT

The Cable Advisor Council of South Central CT (CACSCC) meeting was called to order by Acting Chairman Mary Bigelow at 7:04 PM

Meeting Quorum: 8 members/5 Towns

Present at meeting: Merrill Yelenak, North Haven, Chad Roy Branford, Bill Biski, East Haven, Joanne Wentworth & Mary Bigelow, North Branford, Tom Dacey & Laura Parisi, Wallingford, Peter Hugret Branford, Chad Roy, Branford Education, John Bairos, Comcast Representative.

Absent from meeting: J.T. Tenczar, North Branford, Mark Minotti, North Haven

Guest and Host: Shannon Gale, Guilford Cable TV (GCTV)

Mary Bigelow thanked Shannon and GCTV for hosting this month's meeting and called on Shannon to say a few words. Shannon welcomed everyone and welcomed all present to take a tour of the TV station.

Public comments: There were no public comments at the meeting.

Comcast Reports: Mary Bigelow turned the meeting over the John Bairos for the Comcast Report

John discussed some of the changes and service issues, the digital enhancement channels. The Soap network starting on April 12th. On, May 28th, Planet Green starting.

- Quarterly checks were sent out April 18th
- Comcast-Community Investment: Has National Student Camp, \$1,000 scholarship with 45 students from CT. From the 7 towns, 4 are from Branford H.S, 1 Lyman Hall H.S, 1 Sheehan H.S, 1 Guilford, and 2 from Madison
- John further discussed services provided by Comcast through the internet. Comcast now has a national agreement with Western union for bill payment and has service centers in Clinton and New Haven. They are closing the Branford Service Center. John gave updates on station line-ups
- Briefly mentioned was the "Cures Day" at Foot Memorial Park through the United Way and the ribbon cutting taking place next Wednesday, of the Learning Trail

Questions were asked by Mary Bigelow and Bill Biski to John Bairos. "Does Comcast have a problem w/U-tube & Public Education Government Stations (PEGS) and producers, etc. posting shows to U-tube? John addressed the question and said it was up to the individual PEG groups. (Ex. Post council mtgs.) John stated that access providers have websites and that links can be put on their websites. Also, stated that funds are provided by pegs and therefore should be

aired on access channel first and then can technically be aired anywhere. (Ex. Individual produces can post anywhere) so becomes TV vs. Open internet.

Chad Roy asked if the billing problem and large bill was resolved in Branford. John stated that parties involved came to agreement.

John Bairos noted he had not received North Branford's PURA Report.

Minutes: Mary thanked John for his report and went on to review the minutes from last month's meeting. The minutes were reviewed and motion was made by Tom Dacey to approve the minutes and was seconded by Chad Roy and accepted.

Treasurer Report: Mary then turned the meeting over to Tom Dacey to give the treasurer report which should have been the April 2012 report.

- The Debit Card was obtained and website monthly fees are now being paid directly from debit card.
- Tom received a check from Branford for last year's insurance fee and was deposited.
- The AXIS PRO Media Liability bill was received and the insurance cost was \$3,500, which equals a cost of \$585 per Public, Education, Government (PEG)
- Tom sent all Peg's their invoices for their insurance coverage
- Checking account balance is \$1,153.16
- CD account balance is \$ 14, 626.94
- Total balance is \$15,780.10
- Two Checks were received from this year, Branford and Madison
- Annual Reports to The Public Utilities Regulatory Association (PURA) were submitted electronically with the exception of the February 2012 missing meeting minutes.

Tom submitted a copy of the detailed treasurer report to be attached to the meeting minutes.

Motion was made by Peter Hugret to accept the report and was seconded by Chad Roy and accepted.

Chairman's Report:

Update on Progress

- Wallingford has opted out of the insurance. Annual PURA reports received by CACSCC Are North Haven, East Haven and North Branford.

Correspondence

- Mary stated that she needs reappointment letter from Chief Elected Official for each representative whose term is up this June.

Old Business:

- Speakers for meetings- Merrill discussed getting speakers for the annual meeting and other meetings. One option discussed was getting a representative from PURA and from different PEGS to speak when they host a meeting. Ex: Walter Mann. Tom said he would reach out to PURA
- Brochures/PSA CACSCC information- The topic of what information should be in the brochures and PSA's. It was agreed upon the Who, What, Why's should go into the brochure so people have a clear understanding of what CACSCC is all about and the history. It was recommended to get someone with the history and information to give input. Two suggestions were given, Abbey White from Madison and Walter Mann from North Haven. Mary said she would talk to Abbey and Merrill will talk to Walter Mann.
- Logo for stationary - Tom D. submitted the logo designed by John Gingras to be used for the official logo on Letterhead etc. The size was questioned with the suitability for use and was suggested by Peter Hugret to make the logo a watermark on the letterhead and also suggested that the names and representatives from towns be listed on the left side of letterhead. Peter offered to make the logo into a watermark and email a sample of the letterhead to members for review.

New Business:

- Nomination Committee- Merrill Yelenak will chair the committee and Bill Biski and Joanne Wentworth will serve on the committee. It was also stated by Merrill that per the bylaws 3 or more members need to serve on the Nomination Committee and that the slate needed to be submitted 30 days prior to meeting. This brought up Mark Minotti and his position for re-election as Chairman. Also on slate would be the re-election of Mary Bigelow as Vice Chairman and Tom Dacey as Treasurer.
- Annual Meeting - The Annual Meeting will be held on Thursday, June 28th at Branford TV at 7:00pm. Tom D. will be asking Public Utility Regulatory Authority (PURA) to have a guest speaker for the meeting to discuss who PURA is and why they exist etc. If they cannot, Tom will ask Walter Mann.
- Members - Term renewals
 - Chad Roy- will get his two letters
 - Mark Minotti - term is up, needs letters

Bill Biski - term is up in June

Joe Tenczar – re-appointment

Mary Bigelow- re-appointment

Tom Dacey – re-appointment and has his letters. Up for re-appointment, June 30, 2014.

Joanne Wentworth - re-appointment

Laura Parisi- Newly appointment and up for re-appointment on June 30, 2014

Merrill Yelenak – term is up in June

Peter Hugret – term is up in June. Peter will also be retiring in July and no longer be the Town's representative.

Other Business:

- Vacancies on Towns of Madison and Guilford – Mary stated that both Madison and Guilford have no representation on the council at this time. There are other vacancies as well. It was also clarified that members of PEG boards can be a member of the council without a conflict of interest. Tom D. said he would reach out to Scott Hanley from the Wallingford Government Channel.
- Tom D. brought up a question as to how many signers can be on the account and if it was possible to add Mary B. as another signer on account in Mark's absence. Mary stated she cannot be a signer do to conflict of interest.
- Merrill then brought up an article written in the Northeast Courier by Jennifer Evans, CT Representative, regarding a March 14th "Meet and Greet" at Wallingford Pubic Access Association (WPAA) tied in with the Video Educators of America Conference at nearby Quinnipiac University. The concern was that the Council was not invited to or notified of the Meet and Greet. Tom D. the Wallingford Advisor was not contacted or invited. He found out from another source one to two days before. The concern was the lack of communication and why the council did not receive and invitation to attend.

Town Reports:

- North Haven – Walter Mann was not present but submitted his report and was read by Merrill and a copy of his reported submitted to recording secretary to be attached to minutes.
Walter gave a little rundown of what is happening NHTV
 - NHTV will be televising the Memorial Day parade

- NHTV's internship program is going well with students involved from North Haven H.S., Amity H.S., Southern CT State University, Quinnipiac University, Roger Williams University, and Fairleigh Dickinson University.
 - NHTV will once again run "The Chowder Booth Pavilion" at the North Haven Fair as a fundraiser to benefit the station.
 - NHTV partnered with Students Against Destructive Sessions (SADD) and the Town of North Haven Substance Abuse Action Council (SAAC) to produce a Public Service Announcement (PSA) that will air soon at the beginning of all movies shown at the Rave Cinemas 12 Plex on Universal Drive in North Haven.
 - NHTV will once again tape the North Haven High School Graduation Ceremony on June 21, 2012
- Branford Community TV (BCTV) – Peter Hugert
 - Mentioned they have interns as well
 - And will also be doing the booth at their festival
 - Government Channel by early July will have Simulcast *Fiber will be installed to the Town building BCTV is located in during early July. The will allow BCTV to connect via fiber to the Canoe Brook Center and Fire HQ for Simulcasting.*
- Wallingford Public Access Association (WPAA) - Tom Dacey gave updates
 - Held their annual board meeting but has not received any updates in new or re-elected members
 - There are two new shows, The Scenario on Friday and Tyman on Tap, on Thursdays
- East Haven TV (ETV) – Bill Biski, did not have any reports, but stated the building is for sale
- North Branford TV (Totoket TV) - Mary Bigelow gave brief updates regarding:
 - Contract with AT & T and the discussion and decision being made as to whether the PEG would be moving the Studio into the School.

Public Comments: None

Adjournment: Tom Dacey made a motion to adjourn the meeting, it was seconded by Peter Hugert and all was in favor.

Attachments submitted: *Treasurer Report, town report from North Haven, and article from Northeast Courier.*

*Submitted by:
LuAnn Leclerc
Recording Secretary
June 10, 2012*