



Meeting Minutes for June 24, 2004
Wallingford Public Access

Present:

Branford	Marvin Zimmerman, John Elliott, Pat McGlashan, Billye Bradley (BOE)
East Haven	Marie Saddig, Robert Becker
Guilford	Pete Garafolo,
Madison	Abigail White
North Haven	Pat Schiller(BOE) , Iris David
North Branford	Nancy Lappie
Wallingford	Susan Huizenga, Russ Styles
Library	Ken Donadio
COMCAST	John Barios
Regrets:	Jeff Lincoln, Lou Pacelli, Steve Fuest
Guests:	Thomas Dacey, Walter Mann, Ken Jansen, Maureen of ETV, Ms. Zimmerman, C. Huizenga

Ken motioned to revise order of business for meeting. John seconded. Motion carried.

I. Call to order. Chairman Huizenga called the meeting to order at 8:35 pm

II. Minutes Action: Russ asked that the Minutes of the May 27, 2004 Meeting be reviewed for acceptance and called the motion to accept. Pete seconded. The motion carried. An example of Comcast correspondence regarding Gross Earnings Tax is attached. This correspondence was received after the May Meeting but was included as the issue was attached at said meeting.

III. Public Comments (Prior to formal meeting there was a gathering with guests and a presentation on Local News options for Community Access with Special Guest Prof. Paul Janensch of Quinnipiac a.k.a. Prof. News. This portion of the evening was cablecast live in all communities with the exception of Guilford. Handout – Prototype Citizen Reporter Agreement & Code of Ethics)

IV. Town Reports.

Deferred until July meeting.

V. Officers' Reports.

Chairman: Requested eligibility to vote in election of officers be verified by Vice Chair. Vice Chair indicated she was unable to verify eligibility for the election of officers. Verification

proceeded with confirmation of appointment and attendance with those present. All Advisors in attendance were confirmed as eligible to Vote. I. David appointment to be reconfirmed if appropriate at next Meeting. Committees Assignments will be confirmed at next meeting. Treasurer: Budget will be presented next month. Analysis of expenses for FY ending June 30, 2004 was presented. A year end deficit is projected. Copy of analysis is attached. Total surplus is projected at end of FY ending June 30, 2004. Secretary: No Report.

VI. Committee Reports.

Nominating Committee: Chairman, Secretary and Treasurer have all indicated they are willing to remain in their current positions for the upcoming year. Abigail White's status was unconfirmed prior to the meeting. Request of her intentions at the meeting established that she would not accept nomination to continue as Vice Chairman.

Web/Outreach Committee: Prototypes of proposed web pages were presented to the CAC in order to determine if they are on the right track artistically and conceptually. The idea of an interactive map is part of the proposed web site such that a Community Access Page will provide key information like location, hours of operation, contacts and when applicable a link to the local groups site. Overall functionality and intended content of web paths like recognition was explained by Chairman Huizenga. Several advisors commented that they like the progress so far. There was a detailed review of Customer Privacy Policy as it is to be applicable to web & other customer correspondence as previously discussed in 2003 prototype review. Pat McGlashan will provide some editorial support for Web content. Marie moved that we pursue the design as drafted with understanding that the forum policy will be reviewed next month and that Forum will be a Phase 2 implementation. John seconded. Motion passed.

Discussion of forum policy was tabled until further investigation of functionality.

Insurance Committee: East Haven is still MIA.

Education Committee: Chair was not present. Wallingford is interested in opting in with Classic Arts in 4-hour intervals beginning Monday. Walter Mann commented that it is primarily a performing arts version of MTV. Discussion of contracting established that use of the Satellite in any community would need to be postponed. Better information on Satellite programming desired to get local buy-in that it is an appropriate Distance Learning Resource.

PEG Committee: Minutes of committee meeting were presented. Fax was presented including application for Classic Arts and contract from Classic Arts. Package information regarding political advertising vs. political programming for PEG channels was presented. Walter Mann commented that there are certain stipulations regarding use of Classic Arts and contracts for each PEG would reduce risk of violating those stipulations.

VII. COMCAST Report. No report planned for this meeting due to special program.

VIII. Correspondence: Article in *Totoket Times* regarding tonight's event. Confirmation that J. Lincoln has been reappointed. Bank statements given to Pete. Wallingford Public Library reappointed Ken Donadio. Customer complaint regarding increases in cable rates given to J. Barois for follow-up. Marvin Zimmerman and Pat McGlashan were also reappointed for another term.

IX. Old Business. Deferred business: Senior Discount, Router Policy, CT-N Extended Tier.

X. New Business – Forum application for the web: Use of Expression Engine to build a website was discussed. Cost of building a website from scratch would be at \$125./hr for an average of 30-80 hours. Expression Engine’s total cost would be under \$200 and would include email addresses. This is under the cost paid currently solely for email addresses. This would be a forum available for use by the CAC for a variety of purposes. John moved that the website offer be accepted for the CAC as so stated. Seconded by Russ. Abigail commented that this is a wonderful opportunity and is a great deal at this price. Chairman Huizenga clarified that she was to negotiate the best deal. The motion carried.

Planning Activity: Advisors were asked to contribute CAC 2004-05 planning items during the gathering. Submissions are summarized below.

Planning Activity: Items identified by individual Advisors during ‘Gathering’ portion of Annual Meeting. (This will be baseline for planning discussion and does not represent action by advisors.).

Priority #1

Finish up Insurance Package for stations
Encourage COMCAST to be proactive in educational assistance to town schools x2
Increase awareness/visibility of CAC
Bylaws review

Priority #2

Finish up Insurance Package for stations
Give advisor understanding of what role is

Priority #3

Clear up financial reporting requirements for PEGS
Make minutes easier to understand

Identification of Community ‘news’ need and wants : diversity of voices, nonpartisan perspectives,
local human interest, analysis of local issues

Election of officers: The slate presented

Susan Huizenga - Chairman
Russ Styles –Secretary
Pete Garafolo- Treasurer

There were no nominations from the floor for V. Chairman.

John Elliott moved to close nominations. Russ seconded. John moved to accept slate as presented. Russ seconded. Motion carried.

XI. Adjournment. Marie made a motion to adjourn this evenings meeting. The motion was seconded by John and unanimously carried. The meeting adjourned at 9:30 p.m.

Respectfully submitted:
Carolyn Spetland