



Date: **8/23/07**  
 Scheduled Time: **7:00 -9:00 PM MONTHLY** Location: **Branford Community Television**  
 Call to Order **7:00 PM** Adjourn **8:52 PM Motioned by Jeff Lincoln**  
**Seconded by John Elliott**  
 Roll Call **5 towns/entities, represented by 8 Members** [Quorum: 4 Towns, 7 Members]

#	Attendees	Town	✓	#	Attendees	Area	✓
1	John Elliott	Branford	✓		No representative	North Haven	
		Branford				North Haven	
		Branford				North Haven	
		Branford BOE				North Haven BOE	
	Marie Saddig	East Haven	R	7	Mary Bigelow	North Branford	✓
2	Bill Golambiski (aka) Bill Biski	East Haven	✓			North Branford	
		East Haven				North Branford BOE	
		East Haven BOE		8	Susan Huizenga	Wallingford	✓
3	Jeff Lincoln	Guilford	✓	9	Beth DeVaney	Wallingford BOE	✓
4	Pete Garofalo	Guilford	✓			Wallingford	
		Guilford				Wallingford	
		Guilford BOE			Margo Hardenbergh	President BCTV	✓
	No representative	Madison			Walter Mann	BCTV	✓
		Madison				Guest 3	
		Madison BOE				Guest 4	
5	Ken Donadio	Library	✓			Guest 5	
6	John Bairos	Company-COMCAST	✓			Guest 6	

Legend: ✓ attend, R regrets, N No Status, P proxy provided

----- AGENDA TOPICS -----

	Subject	Lead	In Brief
1	Roll Call / Welcome Public Comments	Chairman Site Representative	
2	Log of Correspondence	Chairman	Reviewed as New Business throughout Meeting
3	Review / Accept Minutes	Advisors	Motion to accept 06/07 Minutes by Bill Golambiski
4	Executive Committee Report	S.H./ C.S./P.G	Treasurer et. al.
5	Comcast Report	J. Bairos	Submitted in Writing
6	Deferred / Old Business (Including Committee Reports)	Advisors	Budget -ClassicArts Schedule
7	New Business / Town Reports	Advisors	2008 Calendar - Sponsorship-Underwriting
8	Public Comments & Adjournment	Guests	Motion by Jeff Lincoln Seconded by John Elliott

----- MEETING MINUTES -----

Description	
1	Margo Hardenbergh welcomes all, invitation to tour the BCTV studio. Walter Mann notes technology updates to the studio. There was confirmation that ClassicArts programming still being run on Channel 18.
2	Correspondence discussion included inquiry about Aug informational IPTV meeting held by ACTAG without notification to CACSCC so we could not assist the individual making inquiry, invitation to Hartford program with focus on PEG staff and Board development-CACSCC underwriting of attendance, ACM NE Video Festival-judging, Ballot to elect ACM national leaders was received in the mail. Comcast program changes and docket DPUC correspondence. KD reappointed by Library. Provided copy of Insurance Packet to W.Mann for NHTV.

	SF and JW will not be continuing as Advisors.
3	Motion to accept June minutes (annual meeting including election of officers, website walk-thru) – No changes. Motion from Bill Golambiski, seconded by John Elliott.
4	<p>a. Exec committee did not meet. They did approve admin expenses for some catch up tasks officially.</p> <p>b. Pete Garafolo review treasurer's report distributed electronically prior to the meeting. Status of Insurance Payment. Pending receipt from No. Branford. NHTV received not deposited. All others received-deposited. Financial folder of bank statements and copies of payments provided to Treasurer as all mailings went to PO Box.</p> <p>c. Budget reviewed by line item. Discussion included rate for Insurance, Annual Meeting/development expenses. Grants were not added to the Budget as the opportunities for Board &amp; staff development were unclear. Next year's budget will be adopted Budget will be adopted with a \$200 in/out FMV Comcast Meeting Notice expense: motioned to accept as presented and amended by Mary Bigelow, seconded by Ken Donadio. No oppositions/abstentions.</p>
5	John Bairos of Comcast hands out a monthly report in writing. Details regarding relocation of music channels within the presentation. There is no update on possible PEG Channel relocation.
6	<p>a. Chairman describes changes to the website done per direction to the Board from Annual Meeting, including removal of information from the home page and replaced with town highlights pulled from Annual Reports. Ourchannel.org has been updated and a link to customer survey results on another Council's site has been removed.</p> <p>b. Docket material filing done electronically. Discussed procedure as e-submissions do not require mailing to service list or printed copies. This can simplify process for PEGS participating directly in dockets and reduce costs.</p>
7	<p>Meeting dates given for 2008 – as agreed at annual meeting, site visits will be continued. Mary Bigelow confirms that North Branford Town Hall is still available to be used as the "off-site" meeting site (Proposed as January, March, November). Wallingford will still be used as the annual meeting site. There was a Motion to amend</p> <p>Discussion on sponsorship &amp; underwriting as per Massachusetts guidelines concepts included: Solicitation of funding policy should be reviewed with PEG boards. Clarification must be made between producer and station. A new underwriting policy was recently adopted at BCTV. Margo Hardenbergh and Walter Mann describe the process. Update will be provided next August.</p>
8	No public comments. Adjourn at 8:52, motioned by Jeff Lincoln

----- MOTIONS / ACTION ITEMS -----

Business	Motion	By	Vote
New	Motion to accept the presented budget, with a \$200 FMV expense attributed to Comcast, with a 75% recovery rate for Insurance, no grant line item and no major changes in line items from past year expenses. (Web link)	Mary Bigelow 2 <sup>nd</sup> by Ken Donadio	Unanimous
New	Motion to accept the 2008 Calendar as presented with fourth Thursday of Month dates except Nov, confirmation of No, Branford Town Hall as non-PEG site and one amendment, which is to meet at Comcast Berlin Call Center in March at 6pm. (Web link)	John Elliott 2 <sup>nd</sup> by Ken Donadio	Unanimous

----- NEXT STEPS / ACTION ITEMS -----

	Description	Assigned To	Due Date
1	Send check for \$480 to reserve 8 slots for Hartford. Tentative list of attendees: WM,AW,RB,JL,SG,SH,ETV?,SH	Pete/Susan	By Sept. 7th
2	John Bairos confirm that a Comcast walk-thru can be done March 27 <sup>th</sup> . Pursue alternate March date if necessary.	John Bairos	Preliminary: September Confirm: January
3	Complete ACM National Election Ballot	Susan	Sept 14
4	Register CACSCC as Judging site for NE Video Festival – set up review night at WPAA – if youth oriented involve Beth's 5 <sup>th</sup> graders	Susan	Aug.30
5	Confirm Website info: Branford location accuracy and ClassicArts	Susan	Immediately
6	Confirm ClassicArts schedule-changes with Comcast in writing. Wallingford has a summer end date change. No Branford Pending.	Susan	