



TOWN TV.ORG

CABLE ADVISORY COUNCIL SOUTH CENTRAL CONNECTICUT

Meeting Minutes for October 26th 2006

Meeting Convened at North Haven TV

Branford	John Elliott
East Haven	Marie Saddig, Bill Golambiski
Guilford	Pete Garafolo, Jeff Lincoln
Madison	Stephen Fuest
North Haven	Carolyn Spetland
North Branford	Mary Bigelow, Joanna Wentworth
Library	Ken Donadio
Comcast	John Bairos
Regrets	Ken Donadio
Guests	Walter Mann, Janet Betta, Chris Bennett

Call to Order

Meeting convened at 7:10pm

6 Towns Represented, 9 Members present

Public Comments

Walter Mann welcomes advisors to NHTV, introduces staff, and distributes a packet of guidelines to answer a question that came up at an August meeting regarding the 13-week rule for programs. The question was whether the 13-week time slot is required. The legislation does not require it, but the rule was made to ensure adequate time slots for all programs. However, the policy does not define its use of "slot." No amendments were found that affect this rule. S. Huizenga will scan these amendments and add them to the guidelines, which are already posted on the website.

Review of Agenda

Roll Call / Welcome

Public Comments

Minutes Action

Comcast Report

Log of Correspondence

Budget Review

Committee Reports

Old / Deferred Business

New Business

Town Reports

Public Comments & Adjournment

Minutes Action

Motion to accept the minutes and discussion records of the last three months motioned by John Elliott, seconded by Marie Saddig. No oppositions, no abstentions.

Motion by Joanne Wentworth to not hold a meeting in November (due to foreseen lack of attendance), seconded by Marie Saddig. No oppositions, no abstentions.

Comcast Report

Distributed in writing.

Log of Correspondence

- Bank savings statements and notice of CD
- Comcast mail
 - ◆ Sept. 29: DPUC Review of Comcast forms 1240 & 1205

- ◆ Oct. 6: Update of service charges
- DPUC annual reports due Dec. 31
- Insurance app. submissions have been received from East Haven, North Haven, Guilford, and Wallingford. Madison is still outstanding; Questions have been received from North Branford but they have not yet submitted anything; and Walter Mann stated that he would turn Branford's submission in within the next several days.
- Advisory Council Annual Report is also being prepared. S. Huizenga asked for significant activity additions. Awards, Congratulations, Shared Services, Insurance, Website, and ACM info will be added.

Budget Review

Advisors are asked to review the distributed budget summary.

- Should fees for public notices be included in the budget? These are placed in newspapers quarterly by Comcast, for \$60/quarter. Adding this to the budget is not necessary but should be recorded for reference with a note that this service is offered "in kind."
- Stephen Fuest motioned to accept the budget, Jeff Lincoln seconds, with recommendations for cosmetic changes to the budget, such as wording changes. The motion carried, no abstentions, no oppositions.

Executive Committee Report

- CD Rollover reported. There was previously a 6-month CD constantly rolled over. This month that has rolled over to a 13-month rollover with a 5.05% interest rate. The money in this account is not completely tied up, it can be withdrawn if necessary with a negligible penalty. There is enough money projected to be in the main checking account for this fiscal year.
- Stephen Fuest motioned to close the checking account and move its money to the CD, John Elliott seconded. No oppositions, no abstentions.
- Financial Report: Bills and checking statements were received in October. Cash in the amount of \$26 was paid to re-open the P.O. Box. (Although this fee is listed in the budget as \$36/year)
- The website annual fee of \$107 was also paid, as well as three years (at \$15/year) for the domain name 7TownTV.org. These figures should be added to the budget.

Old / Deferred Business

None

New Business

- Quarterly HTML newsletters will be sent out to advisors and archived on the website. Copies can also be distributed at meetings.
- John Elliott motioned that town councils be given a contact sheet with all advisors' names, addresses, e-mail addresses, and phone numbers in hard copy. Seconded by Jeff Lincoln. This info, however, will not be listed on the website. Marie Saddig will e-mail the advisors' information to Jeff Lincoln, who will compile this list.
- M. Bigelow reported she has been getting extra spam in her website mailbox. S. Huizenga will inquire to see if there is an extra protection that can be added to reduce this. John Elliott motions that an expense is allowable for this purpose, if necessary; Stephen Fuest seconds this. The motion for improvement if available carries; no oppositions, no abstentions.

Town Reports

East Haven (Marie Saddig)

- No quorum at last meeting, so the wizard mascot's name will be decided during the November meeting. There were 30 name recommendations from the community.
- New member of the Board of Directors, Paul Cahill. There is still one more opening on the board.
- Part of the 15th anniversary celebration is a Talent Show which will be held in November and broadcast live on ETV. Viewers can call or e-mail to vote for the winner.
- The annual meeting and 15th anniversary celebration dinner will be held in December. Also included are recognition awards and a video following the history of the organization.

Guilford (Jeff Lincoln)

- The station has recently gotten new carpeting, supplies, and paint.

- An open house for the public will be held on November 16th, from 5:30 to 8:30pm. Announcements will be sent out.

Branford (John Elliott)

- Branford has been involved in station sponsorship discussions for the last two years, and the rules and regulations have been made up.
- BCTV will be providing election results and coverage.
- BCTV is setting up an internship program which will allow high school and middle school students to assist in show productions.

North Haven (Walter Mann)

- NHTV will provide coverage of the election including voter debates.
- NHTV has received a \$4500 grant which allows them to have a part-time employee to work with interns, and will be on until at least April.
- A fruit fund raiser is being held until November 7th.

North Branford (Mary Bigelow)

- Two live interviews were recently held at the studio.
- A club organized by a local school sends students to the studio every Saturday, where they are trained in interviewing and producing.
- Board member updates are still pending.

Madison (Stephen Fuest)

- The staff is also working with students doing productions for Channel 19.
- There was recently an appreciation meeting for the members of Team 20, which tapes government meetings.

Wallingford (Susan Huizenga)

- The station recently participated in Wallingford Day and received front page press for citizen participation.
- There are several new Halloween PSAs and Wallingford's Trail of Terror was featured on the program Planet Access.
- New equipment purchases have helped to accrue credit card points.
- A recent visit to a COX studio proved they had issues with sponsorship, after lightning caused their equipment to be down for two days, and the sponsors who were contacted were unaware they were actually sponsors.

Stephen Fuest motioned to adjourn; John Elliott seconded. Meeting adjourned at 8:30pm.

Respectfully Submitted

Elizabeth Frager.