



Meeting Minutes for October , 2003 -corrected
East Haven Senior Center

Present:

Branford	Marvin Zimmerman, John Elliott
East Haven	Low Pacelli, Bob Sand
Guilford	Pete Garafolo , Jeff Lincoln, Dennis Dostert
Madison	Steve Fuest , Abigail White
North Haven	Patt Schiller , Iris David
North Branford	Nancy Lappie
Wallingford	Susan Huizenga , Russ Styles
Library	Ken Donadio
COMCAST	Tim Burt Area Director of Marketing and Sales
<i>Regrets:</i>	Pete Garafolo, Russ Styles, Patt Schiller, Abigail White
<i>Guests:</i>	Curt Huizenga, Marie Saddig ETV and Maureen

I. Call to order. Chairman Huizenga called the meeting to order at 7:16 p.m.

II. Minutes Action: Chairman Huizenga shared an incomplete draft of Sept. Minutes. A review of the proposed Minute format (used for these Minutes) was discussed. Improvements to absentees' presentation recommended. S. Fuest delivered Tape Recorder and prior proceedings tapes which were secured by A. White from K. Saddig. All were grateful. Discussion: Securing help that can scribe with laptop at meeting is ideal future plan. Reviewed August meeting Management plan again and received concurrence.

Meeting discussion/Process change for Minutes & Meeting communication.

1. Document Minutes and send as 'draft' via e-mail within week of meeting to help with follow-up task management by all Advisors – (see red action items herein)
2. Develop Reminder Post Card Meeting Date/Time Location (develop format)
3. Post Minutes, Meeting Schedule and Driving Directions in Public Section of 7TownTV.org

Discussion: Hiring Recording Secretary. **Chairman is authorized to secure appropriate Resources, not to exceed prior arrangement and with less expenses, if possible.** Motion: Marvin. Second-Steve. Vote-Unanimous.

AMENDED AGENDA: Comcast Report heard before Town Reports to provide guest representative to have maximum flexibility if we run late. Introductions because we had a newcomer: Nancy Lappie of No Branford and the Comcast Representative.

III. Public Comments None (See R7)

IV. Town Reports. Chairman Huizenga explained that Reporting order will still be random but reported in minutes with R# representing actual reporting order.

Branford (R2). M. Zimmerman reporting. CUSTOMER ISSUES: No additional correspondence from Mr. Gravino. PEG ACTIVITIES: Proceeding with upgrade and possible studio location found.

East Haven (R1). M. Saddig ETV Treasurer reporting. CUSTOMER ISSUES: None.

PEG ACTIVITIES: Continuing with all items reported in Sept. including CACSCC representation. Comcast is assisting with DMX box research. Annual Meeting is scheduled for Dec. Possible use of 1st floor building space being investigated. ETV received inquiry from Branford about use of studio space. (See Shared Space Discussion – Old Business)

Guilford (R4). Jeff Lincoln reporting. CUSTOMER ISSUES: Complaint related to concerns about a Sponsored program which had profanity. Discussion established that policies of station govern how to proceed. *Policy references for this issued desirable for all stations.* The producer was advised of the complaint and asked to refrain or the sponsor would use personal discretion in matter. Guilford producer restriction is still town-wide.

PEG ACTIVITIES: Leightronix Pro 16 finally working for 3 channel Broadcast. GCTV received inquiry from Branford about use of studio space. . (See Shared Space Discussion – Old Business)

Madison (R3). Steve Fuest reporting. CUSTOMER ISSUES: None. PEG ACTIVITIES: Studio upgrade continuing. Continued positive feedback on Football coverage.

North Branford (R5). Nancy Lappie reporting. Shared that she was appointed at Sept. Town Council Meeting and that she has met four individuals running Community Access in Town of which 2 are from East Haven. Discussion: *No. Branford needs to have hours of operation soon.*

North Haven (R6). Iris David reporting. CUSTOMER ISSUES: None

PEG ACTIVITIES: Fruit Fundraiser appears to be getting much support. No. Haven may also have concerns about broadcast clarity – rumor – heard by Chairman Huizenga. (See R6).

Wallingford (R7). S. Huizenga reporting. CUSTOMER ISSUES. Hearsay: that Channel ~~19~~ 20 staff has concerns about Broadcast quality which has been characterized as possibly related to HiDEF TV upgrade. PEG ACTIVITIES: The ability to broadcast from computer hard-drive storage (reverse TIVO concept) successfully tested. Any town interested in computer specifications of T3 to contact Curt Huizenga 294-4273 or attend **WPAA Holiday celebration Sunday Dec. 14th at 6 pm [RSVP by 12.1.03 to cacscc@juno.com]** Steve confirmed for WPAA. Curt strongly recommends that towns investigate digital up-grade by thinking ‘out of the box ‘about studio design. Designs are possible that have less need for volunteers and more versatility than traditional studios.

Library. K. Donadio reported. In consultation with Wallingford Librarians letter for libraries prepared/mailed: 1)introducing himself as CACSCC representative 2) notice of Courtesy Cable.

V. Officers’ Reports.

Chairman: NE Community Media Alliance requested that CT members consider Planning the Spring ‘04 Conference. Committee members needed and funding subsidy of \$500 desired. Two conference locations looked at already. No. Haven HOLIDAY INN is most promising location and is very accessible to CACSCC. Discussion: Need commitment to help get attendance if Conference is a go. Possible subsidy of up to \$1,000 for conference fee for local volunteers. Funds can come from iGive funding. **iGive information will be disseminated again.** 7TownTV has been set-up as a charity. Joining and shopping within 45 days gives charity \$5 with no additional cost to the shopper. Nov/Dec funds committed to conference discounts. Motion-Steve. Second - Iris. **Vote-Unanimous. \$500 is authorized for use for conference if a planning committee is established by Dec. 1st. \$500 can be used to secure conference space.**

Vice Chair: None

Treasurer: Per e-mail status - no significant activity since last meeting.

Secretary: Regrets thru year-end

VI. Committee Reports.

Insurance Committee: Written report distributed. (Hand-out) **All required items are to be received from each PEG at February CACSCC Meeting. Town Reps to advise each Town of this responsibility. Timeline corresponds with DPUC reporting by 2/15/03.**

If assistance needed contact Jeff Lincoln via e-mail (Jeffrey.Lincoln@yale.edu)

Education Committee: Status of Courtesy Connections follow-up was slower than anticipated. Per COMCAST Report follow-up this week secured several installation appointments. *Open issue: Cable in Classroom Magazine availability from Company – policy change and adequacy concerns.*

PEG Committee: No Action. **Ability to merge PEG committee Training goals with NE Alliance to be reviewed before 12.1.03 (S. Huizenga & A. White to discuss).**

Outreach Committee: No Action. Website Launch needed by 1.1.2004

Customer Care Committee: Art Scharf resignation creates leadership vacancy.

VII. COMCAST Report: Representative Tim Burt. Announced 1 year Anniversary of Comcast ATT acquisition, Call center at near 100% readiness with training completed. Provided update on Courtesy Cable installation appointments in No. Haven including the possibility that Clintonville School needs an installation survey. Provided overview of new Product Portfolio available in 100% of Comcast footprint. Described ON Demand and other services and answered questions (Same information was provided at VIP breakfast some members attended in Oct.) Product correspondence reviewed with concerns about lack of High Speed Internet Options and the inability to pay for just the channels of interest (ala Carte). GAO report on the Cable Pricing if ala carte market discussed as best answer to inquiry. Agreed to handle balance of inquiry directly as it was customer specific. **Follow-up on Channel ~~19~~ 20 GTV Wallingford issue requested by CACSCC.**

VIII. Correspondence: Copies of Customer inquiries to be made and provided next day.

IX. Old Business: Mr. Gravino has been invited to participate on Conference Planning Committee to help meet the training needs of PEG management in the Franchise area.

Shared Space Discussion: No Branford & Branford continue to have producer access issues that luckily have not been directly raised by producers. Chairman Huizenga will be available to meet with both groups to determine shared services and/or interim plan. Expectation: Each Group must have a plan for a minimum of 10 hours a week of access to studio. That shared costs would be on an available hours basis, not if used. That not providing services in any given town based on the 60/40 agreement is a hardship to towns providing services. That the town's in the franchise are not obligated to give equal access to producers from other Towns but the need policies to all producer use from other Towns no later than Oct.2004 per Transition Plan discussed in August.

X. New Business: December Meeting. Motion- Steve. Second-Marvin. Vote- Unanimous. **December meeting to be cancelled.**

XI: Exec Session: Not required.

XII. Adjournment. Jeff made a motion to adjourn this evening's meeting. The motion was seconded by Marvin and unanimously carried. The meeting adjourned at 9:25 p.m.

Corrections in Green.