



Date: **07/30/09**
 Scheduled Time: **7:00 -9:00 PM MONTHLY** Location: **ETV – East Haven**
 Call to Order **7:30 PM** Adjourn **8:15 PM Motioned by F. F**
Seconded by P.G
 Roll Call **5 towns/entities, represented by 7 Members [Quorum Metrics: 4 Towns, 7 Members]**

#	Attendees	Town	✓	#	Attendees	Area	✓
	John Elliott	Branford	R		Not represented	North Haven	
	Peter Hugret	Branford	✓			North Haven	
	Pete Lombard	Branford	N			North Haven	
		Branford BOE				North Haven BOE	
	Marie Saddig	East Haven	✓		Mary Bigelow	North Branford	✓
	Bill Golambiski (aka) Bill Biski	East Haven	✓			North Branford	
	Frances Foley	East Haven	✓			North Branford BOE	
		East Haven BOE			Susan Huizenga	Wallingford	✓
	Joel Parker	Guilford	✓			Wallingford	
	Pete Garfalo	Guilford	✓			Wallingford	
		Guilford				Wallingford BOE	
		Guilford BOE			Guests	Roger Buckridge, Totoket TV/Madison	
	Not represented	Madison				Walter Mann – NHTV, BCTV	
		Madison				Fred Brow, ETV	
		Madison BOE				Curt Huizenga, WPAA	
		Library					
	Sharon L. Codeanne	Company-COMCAST	✓				

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	Site visit ETV Host, welcome & buffet diner
2	Log of Correspondence	Chairman	Chairman Updates
3	Review / Accept Minutes	Advisors	Minutes distributed – No corrections
4	Executive Committee Report	S.H./ M.S./P.G	Treasurer and budget document
5	Comcast Report	Sharon L. Codeanne	Government & Community Relations Manager Western NE Region
6	Deferred / Old Business (Including Committee Reports)	Advisors	Review of Education Event
7	New Business / Town Reports	Advisors	Aug 27 th meeting at BCTV
8	Public Comments & Adjournment		Motion by Fran Seconded by All

----- **MEETING MINUTES** -----

Description	
1	ETV welcome by Marie Saddig, Staff and current Chairman/Treasurer Fred Brow. Advisors/Comcast new to the facility got tours before meeting began. Staff introduced. Moment of Silence in honor of former Chairman of ETV, Anthony Proto.
2	<ul style="list-style-type: none"> a. Guilford/Madison town line case – AT&T Legacy to Comcast. b. Banking Statements and CD Roll-over notice. c. Inquiry from Democratic Leadership asked about regulation of schedules – told that there were Cablecast forums available at 7TownTV.org and process was 1st come, 1st serve. They want to do monthly/quarterly programming. d. Finalized the Classic Arts schedules for summer with interested Community Access Stations. e. ACM will be hosted in CT in November for Fall Conferences. f. Comcast Annual check received & Deposited

	g. Madison TV insurance reimbursement.
3	Hard copies of June meeting minutes distributed by Chairman – No corrections. Also the Financial Statements
4	<p>Presentation of the Budget Shared Services by Chairman Huizenga</p> <p>An invitation to this meeting was extended to Community Access Staff (especially for towns without advisors) as this would be the time to request changes in planned underwriting of Shared Services or request new services from CACSCC for Community Access.</p> <p>a. Broadcasters Insurance Including Internet. Insurance is budgeted to be 100% reimbursed to CACSCC based on original plan to phase in cost with subsidies. This item could be acted upon as a change to budget via motion. No motion made. Each town pays 1/7 of the fees – total estimated at \$4000. (Note: Payment for insurance is due in March – plenty of time from when CD expires in January to figure out payment plan and budget adjustments if needed.)</p> <p>b. ACM Membership: Basic Organizational membership plus donation for legislative advocacy. Service allows all area producers to participate in Video Festivals /conferences at member rates.</p> <p>c. Web Site hosting and domain name. No expenditures for update or technical support.</p>
5	<p>a. Intro of Comcast rep. including towns New Haven and New London.</p> <p>b. 2 Customer Care items transferred to Comcast. This month's mail included 1 misdirected cable customer check due to bill design. It was delivered to No. Branford Service center with a note to have customer late fee credited. Copy of check and note provided to Comcast.</p> <p>c. Updates from Joel: Guilford looking for construction update for possible move of GTV – quote to be provided by Comcast next week.</p> <p>d. ESPN U being added to service; hopefully with compete against UVerse. No metrics available yet.</p>
6	<p>a. Review of Education Event done (7/9). This years' event was beset with several challenges. In spite of the technical flaws in audio, green screen, etc the product has solid content. PowerPoint also available via this link. Lessons Learned: Commitments to participate in committees needs to be taken seriously.</p> <p>b. Kudos: Shannon of GCTV and Joel. Both spent a considerable amount of time on identifying content related clips and preparing for inclusion in program; Thanks to Bill for getting in front of camera and participation in planning and permission to use Immigrant Eyes video clip. Thanks to Josiah Houston for participation in planning and Hosting. Thanks to Chairman Huizenga for back filling committee gaps (including panel participation & clips) and developing supporting content for overall program.</p>
7	<p>a. Gift baskets distributed to each of the town to be used as desired in support of Community Producing. Baskets included 1 copy of CASCCC 2009 1 hour education program, 100 DVD-R, 100 paper sleeves, 100 clamshells and misc.</p> <p>b. Possible exchanging of the Northford P.O. Box key next meeting between Chairman & Treasurer.</p> <p>Town Reports</p> <p>c. Local Access volunteers & staff are making the News in local papers and it is paying off. The Sound (Newspaper) – Person of the Week. Activity in East Haven, No. Branford.</p> <p>d. Internships in Branford and North Haven working quite well; four high school students are doing well. Received grants from the Community Foundation of Greater New Haven.</p> <p>e. ETV – Doing youth programs in conjunction other local agencies that train about 12 middle school students. Developing an “East Haven’s Got Talent.” Also helping with fall festival, debate, and so forth. Enthusiastic, young blood – great for the station.</p> <p>f. Guilford considering moving the studio – GCTV planning to make a film out of the town parade.</p> <p>g. Hot political season in Wallingford. Hoping to do as well as GCTV in managing Political content programming. Wallingford Mobile Kit had its maiden voyage. This unique resource could be used by other towns for occasions that might call for Live Internet TV coverage.</p>
8	No additional public comments. Adjourn at 8:15

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

Business	Motion	By	Vote
Old	Adopt Budget has prepared by Treasurer including Insurance costs being divided equally between seven towns.	Fran 2 nd by Mary	Unanimous
New	Adopt Annual meeting minutes.	Marie 2 nd by Pete	Unanimous

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

	Description	Assigned To	Due Date
1	Think about how to promote ACM conference in Nov.	All	
2	Confirm arrangements for Meeting in Branford	Walter	done