

Town of Trumbull
Trumbull Education Channel Committee
Minutes of May 6, 2010

In attendance: John Annick, Donna Cassidy, Jim Lang, Kate Donahue, Shawn Tait, Byron Campbell, Ken Mayo, Vince Fini, Bob Mincieli, Amy DeZenzo, Tom Kelly, Leisa Taylor, Deborah Cox, Anthony Pijar, Frank Derak (ex-officio)

Absent Sue Horton, Peg Perillie, Gary Cialfi, Marilyn Lord, Jeff Hackett, Jim Thompson, Jim Somers (ex-officio)

The meeting was called to order at 8:00 AM by John Annick.

Minutes: Minutes of March 11, 2010 minutes reviewed by members. Motion to accept minutes made by Kate, seconded by Vince. All members in favor.

Flip chart Presentation and discussion: Please see attachment "A"

Membership: Town Clerk Sue Monaco present and swore in new and re-appointed members Kate Donahue, Tom Kelly & Bob Mincielli.

AT&T UVerse: Channel 99 functioning well at this time.

Charter Advisory Council: next meeting next week. Kate is resigning from committee. Acknowledgement was given for time given & job well done.

Recertification status: Jim Lang gave report. Working with DPUC along with Tony Hwang to complete videographer recertification status in order to gain monies from AT&T. FCC requires cable companies to provide 3 channels (P. E. G.) for public viewing. One each for Public Access, Educational & Government). Charter provides 2 out of the three, AT&T provides all 3. Cable companies collect fee from every subscriber to pay for the 3 channels. AT&T stated we are entitled to 1/3 of the educational component. Jim stated DPUC will be reopening the statute to hopefully be rewritten. Communities will have the opportunity to suggest changes for redefinition. John & Jim will update committee on changes & progress made in this area.

DVD Requests: Requests cost \$20. Most requests are coming from Town Hall (1st Selectman's office and recording secretaries who have difficulty with their own audio recording) and they are not charged for the copies they request. John shared current list of requests with committee members. For all other copy requests, Shawn suggested allowing a one month turnaround for requests due to his time constraints. Shawn also suggested that no copies be given to the public if request is given 6 months after the show originally aired. Kate stated some individuals have told her they made requests, but never received their copies. Suggestion was made to see if copies can be downloaded from a website, like Google. Byron stated this can become cumbersome and Google is now charging for uploading. Suggestion was also made regarding possible On Demand type application for copying, maybe through a server or other capability. Shawn stated he will find someone to help him digitalize programs. Bob suggested using a student who might need to fulfill community service hours. Jim Lang suggested developing a more economic way to offer copies to Town Hall & elected officials whereas the public can download videos of meetings to a website or from the internet. John will have Policy Committee review this and have them parallel technical issue and changes in policy as well. Kate suggested updating policy to move forward with uploading video onto the internet. Technical committee (Byron, Jim Thompson, Jim Lang & Shawn) will do initial research and coordinate meeting with Policy Committee.

John asked members to give thought to presentation and notes from flip chart on how to increase communication with school system.

John also asked members to give thought to TEC program quality and would like to form committee to set up priorities regarding this.

Marketing: PR committee will be meeting to review previous suggestions and ideas on how to market our channels and increase public awareness. Committee members are Kate, Deb & Marilyn.

John suggested setting up videographer training classes with CES. Research should be done to see if grant monies are available for this program.

Bob M. volunteered his services to assist videographers with assuring that equipment and proper identification is in place.

Byron stated that by upgrading equipment, videographers will look more professional and technical to the public.

Meeting adjourned 9:21 am

Next meeting June

MAY 6, 2010 TO-DOS

- ▶ John & Jim will update committee on changes & progress with recertification & DPUC
- ▶ Technical committee (Byron, Jim Thompson, Jim Lang & Shawn) will meet to research uploading and to how better make copies of programs. They will coordinate meeting with Policy Committee.
- ▶ Members to give thought to presentation and notes from flip chart on how to increase communication with school system.
- ▶ Members to give thought to TEC program quality and possible committee to set up priorities regarding this.
- ▶ PR committee will meet to review previous suggestions and ideas on how to market our channels and increase public awareness. Committee members are Kate, Deb & Marilyn.
- ▶ Coordinate videographer training classes with CES- are grant \$\$ available for this?

MARCH 11 TO-DOS –see updates

- ▶ Members will discuss updating video cameras for certain videographers at future meeting.
- ▶ John & Sue will review video copy requests from Town Hall.
- ▶ Members to contact John with suggestions of possible candidates for Chamber of Commerce Small Business Scholarship.
- ▶ John & Shawn will review AT&T equipment. John will contact Tom Buckley to set up meeting regarding AT&T UVerse concerns.
- ▶ Copyright issue to be discussed at future meeting. **Bob M. will work with John to resolve**
- ▶ John and State Rep. Hwang will set up meeting with DPUC.
- ▶ Members will give thought to PR & Marketing ideas.
- ▶ Frank & Bob will tour THS studio
- ▶ Amy will meet with Selectman Herbst to discuss financial support of TTCTAC plans.
- ▶ Ken Mayo will contact Shawn regarding sport or school events he would like to see broadcasted
- ▶ Deborah Cox to contact Sue Horton for available TV for use in Town Hall
- ▶ Jim Lang suggested we resend Baldwin-FCC Communication letter with new First Selectman Herbst's signature.
- ▶ Amy to consider how to make seniors more aware of TTCTAC.