

**Town-Specific Channels Committee**  
**Government Access Television Alliance**

Minutes for August 19, 2008

Orange Town Hall  
Orange, CT 06477

**Committee**

Marlene Silverstein (Orange, chair)  
Jeff Telep (Stratford)

Ron Davis (CAC)  
Pua Ford (Woodbridge, secretary)

**Consultant**

Howard Jacobson (Fairfield)

Marlene Silverstein called the meeting to order at 7:09 p.m. Those present gave general consensus to Pua Ford's request to add an announcement to the agenda.

**New Business**

**1) Announcement**

Pua is working with Jennifer Evans, executive director of West Hartford Community TV, on an informational meeting about re-establishing the CT chapter of the Alliance for Community Media. This meeting is scheduled for Friday, September 19, at 5:30 p.m. in West Hartford Town Hall. Pua distributed flyers to those present.

**2) Approve Minutes of July 15, 2008 Meeting**

*Marlene Silverstein moved to accept the minutes of July 15, 2008 as presented. Ron Davis seconded.*

*Discussion:* Pua pointed out one change in the distributed hardcopy from the version she e-mailed earlier. The state government fiscal year begins on July 1; only the federal government uses October 1 for the start of its fiscal year.

*Vote to approve: Ron Davis, Pua Ford, Marlene Silverstein*

*Abstain: Philip Kearney, Jeff Telep*

*Motion passed.*

**3) Develop Policies & Procedures for Distribution of Funding under PA 07-0159 (formerly SB677)**

a) **Guidelines for Educational access grant applicants**

Phil reviewed the committee's changes to his 7/15 document and found them good.

b) **Administration**

Marlene and Pua presented reworked cover letter and a version of the ANCC grant application form and procedures. Another draft of administrative guidelines was also distributed.

- 1) **Dates:** Since the DPUC decided that CAC would receive quarterly \$25,000 installments of the grant fund, the question of when GATA's fiscal year begins is moot. Howard advised returning to a July 1 start date, since it would be consistent with the current CAC fiscal year.

- 2) Website: The CAC website pages still exist, but Jeanne Cabana reports not being able to access it for update. Jeff offered help for a new CAC website; this business is referred to the full 9/11 CAC meeting.
  - 3) Cover letter: This was reviewed and edited.
  - 4) Application form and procedures information: This was reviewed and edited.
  - 5) Voucher: Pua had e-mailed John Repicky, who chairs the ANCC committee administering the grant, and received information concerning their use of the voucher and report forms. It was generally agreed that we should not need a voucher form, and would let applicants know that checks would be sent to their town or school district business manager.
- c) Technical guidelines and Report form  
Ron Davis' computer suffered systemic memory loss after a factory reset. Howard Jacobson had hardcopy of Ron's document from the previous meeting. This version was distributed.  
Marlene opened discussion of how a recipient should reliably report labor expenses. This could be posed as a question on the application form.

Pua will e-mail documents as edited so far to everyone. Final documents should be ready to present to the full CAC at the September 11 meeting.

### **Old Business**

- 1) **Provide Names of Alternates for Each Member**: No new names put forward this month.

*Philip Kearney moved to adjourn the meeting at 8:48 p.m. Pua Ford seconded.*

*Approval unanimous.*

*Motion passed.*

Respectfully submitted,  
Pua Ford

### **Dates to Remember**

**CAC regular meeting**: Thursday, 9/11, 7 p.m., place TBD

**GATA meeting**: Tuesday, 9/16, 7 p.m., Orange Town Hall.

**ACM informational meeting**: Friday, 9/19, 5:30 p.m., West Hartford Town Hall