

## TTCTC Minutes of November 29, 2012

Members present: John Annick, Kate Donahue, Jackie Carlino, Roy Fuchs, Gary Cialfi, Peg Perillie, Vince Fini, Donna Girot, Byron Campbell, Jim Lang, Tom Kelly, Brett Flowers, Shawn Tait, Donna Cassidy

Members absent: Bob Mincielli, Ken Mayo, Bill Chin, Sue Horton

Meeting called to order at 8am by John

### Open Remarks-

Schedule of TTCTC 2013 meetings distributed to members.

John expressed displeasure and distress over problems with Charter and Channel 17. Kate stated plan should be developed for resolving these types of issues.

Individual John asked to develop 501C3 is now unable to do the work. John recommended using Town attorneys to proceed.

### Minutes-Report given by Donna C.

Minutes of October 11 meeting distributed and reviewed by members. Meeting minutes are also e-mailed to all members for review prior to every meeting. Motion to approve minutes made by Peg, seconded by Roy. No discussion. Minutes unanimously approved by all members.

### AT&T UVerse-

AT &T up and running in new studio.

Charter Advisory Council-Report given by Jim AT&T rep present at last meeting. Kinson Perry, AT&T Area Manager of External & Legislative Affairs, attended Charter Adv. Council meeting to help facilitate interconnection between Charter & AT&T UVerse. Customer subscriber fees no longer being held in escrow by AT&T. Charter now receiving funds. AT&T is now ready & able to provide separate government channel for Trumbull. Charter still refusing to provide separate govt. channel.

### Elections- report given by John

5 members approached, 3 volunteered to be new Tri-Chairs of TTCTC. Kate stated the scope of the position was a concern to all candidates. Candidates felt work could be divided 3 ways. Responsibilities for new Tri-Chair positions are as follows~ Roy Fuchs- Program Chair Byron Campbell- Technical Chair Kate Donahue- Management Chair Motion to approve Tri-Chairs as stated above made by Peg, seconded by Donna C. Kate asked members to let her know of any concerns, questions they may have. Roy will be contact person with website person Jennifer Pacelli. Tri-Chairs will conduct next meeting. John will develop list of priorities and To-Dos for Tri-Chairs. Motion to approve Tri-Chairs unanimously approved. Motion to approve Donna Cassidy as Secretary made by Roy, seconded by Jim. No discussion. All members in favor.

### Program Review Committee-

Committee has not met since last TTCTC meeting.

### Station Status- report given by Shawn

Charter still not up & running in studio. Shawn stated RF signal too strong. Shawn is waiting for Charter technician to correct. AT&T issue resolved-installed new T1 line. John stated all members should call

Charter to state their frustration with not receiving channel 17. Tom stated Charter has program, U Matter 2 Charter, to help resolve these types of issues. Tom will give Shawn contact info.

Executive Director/Producer Report- report given by Donna G.

Donna is creating diary to keep track of flow of work. Donna has also developed new key initiatives. 1- learning flow of work. Donna has created master binder in studio with processes that are being developed. 2- creating timely, updated & more interesting content as well as legible & updated bulletin boards to attempt to increase viewership. Donna stated student volunteer, with photoshop software, could assist in this process. 3- attend Community Alliance trade shows and conferences to increase knowledge and networking. 4- build relationships with local leaders, groups, schools and hospitals to try to get channels 17 & 99 on their radars.

Donna is also developing 3 projects to increase viewership. 1- "Hello Trumbull" show. Donna will attend events and pull public aside to say "hello". Donna will attend High School, Library and Senior Center events. 2- Donna is trying to get high school students to create videos for "One Book-One Town" event. She is working with Shawn and Deb Owen. Donna stated this is logistically tough and will be trying to connect it to curriculum. 3- Donna is trying to develop program around April's National Poetry Month. John is still trying to create "Business Buzz" program, a show and tell program highlighting local businesses. John is also working with new Town P&Z and Economic Development people to develop "Ping Live" program which will include App for smartphones. Jim asked Donna G. about future programming to increase viewership. Donna stated this would require increased funding and should be discussed at future meeting. Donna is reworking schedule that is more rich & full including new & repeat shows as well as govt. & school programs. John stated grant monies might available from the new Economic Development & P&Z offices. John and new Tri-Chairs should meet with these people to discuss grant opportunities. Tony Hwang also asked if committee could put together letter to garner funds from State Legislature. Donna C. stated grant monies still available from PURA. Grant money is for equipment only, not operational. Donna G also needs keys to studio. Gary will assist Donna with this. Byron suggested possible key fob for easy entering. John stated reason for moving studio was so that it could be entered from the outside, not through the school. John asked Donna G. and Shawn to put together a list of equipment needs for budgeting. Theses needs would be included either in Jeff Hackett's budget or TTCTC's budget.

Strategic Plan-

John stated this should be addressed at future meeting.

Logo-

Donna G. shared new TTCTC logo with members. Motion to approve new logo made by Jim, seconded by Kate. Brief discussion. All members in favor.

New Business-

BOE has requested TTCTC report at future BOE meeting.

Roy asked Brett to let him know their needs. Currently St.Joe's has 1 camera. Brett also informed Peg/Petia grant monies available for equipment. Brett will connect with Gary to to follow up on grant availability.

Agenda must be sent to Town Hall for posting 2 weeks prior to meeting. Minutes must be submitted to Town Hall within 7 days following meeting.

Peg would like next Prevention Council meeting be taped. Peg will connect with John.

Kate will send dates for Strategic Planning meeting to members.

Meeting adjourned 9:12 am

Next meeting January 17, 2012