

Reference: Bylaws Section 2.09 Committees of the Board.

2.11.c Members must participate in at least one committee...

Committees with 3 or more members can conduct business as authorized by the Board as provided in a resolution. .

Chairman will be notified of all meetings and can participate ex-officio in all meetings.

CACSCC members will participate on committees to

1. finalizing a 5 year plan and 10 year outlook document for CACSCC
2. developing assets for 7TownTV.org including Common Customer Questions & Answers
3. develop a 'media in education action plan' for effective use of cable and public access resources
4. participate in operations & management support activities for Community Access
5. recognize citizens involved in Sustaining Community Access

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2005-2006

Education	PEG	Outreach	Shared Services
Comcast Internet Services, integration of video in classroom, use of Chanel 19 for distance learning	2004 compliance items for By-laws, policy & producer access to router	Activities that improve customer awareness, Annual Outreach Event, Press Releases, Survey	Identify activities & actions for consideration as shared service – expensed in part from Assets
Carolyn Spetland	Marvin Zimmerman	Pat McGlashan	Jeff Lincoln
Billye Bradley	Marie Saddig	Joanne Wentworth	Mary Bigelow
Ken Donadio	Robert Becker	Stephen Fuest	Exec Committee
All new BOE Appointees	Curt Huizenga	TBD Community rep	<i>Community Rep by Service</i> Bob Vander Wiede (Insurance) Scott Hanley (ACM) Dennis Ouimette (WEB)

Ethics	Nominations	Finance
Pete Garofalo	John Elliott	Pete Garofalo
	Steve Fuest	John Elliott
		Steve Fuest

Executive Committee: Officers

Charge: To handle ordinary business of the CACSCC. To respond to inquiries outside the regular meeting schedule, as necessary. Fulfill 'Officer' duties as prescribed on the bylaws.

Administrative Committees include Nominations, Budget and Bylaws.

These committees are convened annually as needed.

Finance

2002-3: prepared budget

2003-4: prepared budget and closed out pass thru funds oversight handled in conjunction with discontinued Grant Committee

2004-5: prepared budget and handled investment roll-over.

Bylaws

2003-4: Bylaws change document and Adopted Revisions included as Critical Documents. Modifications were made to align organization with terms of renewed franchise which removed CACSCC as a funding pass through for P.E.G

2004-5: No committee: Board Action on timeline for DPUC Reporting

PEG Committee: 2003-2005

Leadership: Abigail White

Members: Marvin Zimmermann, Walter Mann as PEG representative

Charge: Provide operational support to PEG Boards. Research key bylaws and policy issues associated with franchise agreement and any issues that arise during the year. Develop position paper and recommendations whenever possible.

Items referred to this committee:

8/03 Research & recommend Bylaw change for seven town groups related to shared programming.

9/03 Reporting simplification desired by PEG. Identify required reports and timetable for nonprofit PEG Group. Review and establish standard minimum reporting by seven towns.

9/03 Requested suggestions for increasing participation and diversity on local boards and availability of board-training-and-development meeting/opportunities.

9/03 Identification of possible shared resources besides Insurance Coverage.

05/04 What can and what should be done with router technology based on confirmed technical capabilities and in keeping with the intent of the side-agreement.

Shared Services/Insurance

Insurance Committee: 2002-2005

Leadership: Jeff Lincoln

Members: Abigail White, Bob Vander Wiede as PEG Member

Charge: Gather information relevant to pricing an Umbrella Policy for CAC and Local PEG Boards. An Policy is to include CAC & PEG coverage for Board of Directors as well as coverage for cablecast, liability, property, vehicles and worker's compensation, as applicable for PEG Groups.

Represent all parties in the identification of a viable and cost-saving Insurance plan.

ACTION:

2002-3: Policy research begun.

2003-4: proposed engaging a Joseph Bishop to a seven town comprehensive package together as umbrella through CACSCC Materials related to policy preparation were provided to agent in March 2004 to be compatible with DPUC Annual reporting requirements due 2/15/04.

2005: Resolution and EOC Binder & plan proposed for adoption

Education Committee: (established 8/03)

Leadership: Patt Schiller

Members: Abigail White, Ken Donadio and all Ed Representatives as they become

Advisors: Billye Bradley.

Charge: Work with COMCAST representative Rebecca Nadrowski regarding availability/installation of cable and internet services to education and library institutions and act as Liaison with Board of Education and school administration regarding the educational use of the Ed channel.

Action: No Haven and Libraries actively solicited to take advantage of internet service. Under-represented communities remain eligible to be advised of services.

(1/04) Clarify what Education Access, identify key individuals in each communities and recommend how to improve use of channel resource with consideration of clarifying roles and responsibilities.

3/04 Identify the Education Channel Satellite back-fill. Review annually. Identify process for special arrangement for alternate source if reasonable interest by schools in franchise.

(4/04) Annually in January follow-up on scholarship opportunity communication to high school Guidance Dept.(s).

Customer Care Committee:

Leadership: Pete Garofalo, Art SCHARF

Charge: To keep the advisors abreast of cable industry news and trends.

Effective May 2004 Advisors notified that they could register with CTAM SmartBrief – The Daily Newsletter of CTAM, Cable & Telecommunications Association for Marketing

2005 – Advisors notified about Comcast Customer Newsletter.

Outreach Committee: 2002-2003

Leadership: Lou Pacelli.

Members: Iris David, Susan Huizenga, Don Guyer

Charge: To respond to the following franchise directive: Cable *Advisory Council* of South Central Connecticut (CACSCC) is expected by the Department of Public Utility Control to improve cable subscriber awareness of its existence and subsequently its effectiveness as advisors to the company.

This committee recommended the following:

- adoption of the Web site name 7TownTV.org.
- seven meeting at year at local PEG facilities

- developed Awards Program that extends concept of CAP Awards discontinued by the Cable Company (AT&T Broadband)
- development of a 30 minute video 'About Us' (participating Advisors R. Styles, K. Donadio, S. Huizenga)

The development of the Web site was transitioned to a volunteer team of Quinnipiac e-media graduate students for a redesign launch in the summer of 2004.

Action: All items activated.

Franchise Committee:

Leadership: **ARTHUR DONKIN**

Members: Susan Huizenga, Don Guyer, Art SCHARF

2003-4: Channel 21 Dissolution Plan & Outcomes Revisions with Resolution documents.

2004-5: no activity