

**Cable Television Advisory
Committee Meeting
Minutes 4/7/2021 6:00pm
Approved June 9, 2021**

To join meeting online using WebEx platform:

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1. Call meeting to order

6:00pm

2. Roll Call

Present: Stephen Quist, Jeffrey Levering, Marie Dicardy, Sergio Bacelis. Judith Warren (Director, Cable Services)

3. Discuss and Vote Board Officers changes

Quist: Announced intention to step down as CTAC Chairperson.

Motion by Quist to nominate Levering as Chairperson; Seconded: Bacelis; Roll Call (4 Yes, 0 No)

Motion by Levering to nominate Stephen Quist as Vice Chairperson; Seconded: Bacelis; Roll Call (4 Yes, 0 No)

4. Approval of minutes from 03/03/2021

Moved: Quist; Seconded: Bacelis; Roll Call (4 Yes, 0 No)

5. Public Comment pertaining to items on the agenda

Mauro DePasquale (Worcester, WCCA-TV): Requested approved minutes be posted. Commented on agenda item 3, asking if there is additional interest in board membership. Submitted information on pending state level legislation regarding cable issues.

6. Ascertainment

a. Timeline – Plan of Action

i. Status/Review Timeline Template

Warren: Informed board that timeline has been created with key deadlines proposed, and that a response from Law Department for suggested deadline for Ascertainment report is still pending. Requested board input for formatting. Board discussed options, decided on Google Sheets.

b. Legal and Charter questions

i. Review questions to be sent to Law Department

Warren: Questions from previous meeting are typed and will be sent to Law Department.

Levering: Inquired about receipt of reports from Charter

Warren: Replied that records indicate that last year's are missing and that this year's are expected shortly. Form 500 (cable complaints) was received, but provides limited information, which Warren will be seeking to clarify.

Quist: Requested Charter provide last year's reports.

Levering: Explained that these reports are contractually required.

Warren: Explained that forms 200 and 400 have been requested several times, with no response. Discussed that she had requested a Charter representative attend CTAC meeting and Accessibility Advisory Committee meeting, but did not receive a response, even after a follow-up. Stated that she will clarify with Law Department what the best protocol for communicating with Charter is, given the current lack of response.

Depasquale: Spoke on 6a/6b, asking if Charter has expressed intent to renew. Reiterated importance of receiving forms 200 and 400.

7. Discuss Summer meeting schedule

Levering: Suggested taking a month off from meeting over the summer, requested board input.

Tabled by Levering

8. Discuss Outreach to increase membership

Levering: Explained that there is space for three more members on CTAC.

Bacelis: Suggested recruiting college students

Warren: Stated that she spoke with Citizens Advisory Committee regarding recruitment outreach for boards, including what is allowable under City regulations. Will be having a meeting with City staff to emphasize board's immediate need for members and receive additional outreach guidance.

Levering: Suggested outreach on NextDoor, individually.

Warren: Stated that she will clarify rules regarding outreach and report findings to board.

Quist: Emphasized importance of recruitment, and committed to staying on board until at least December.

9. Next Meeting

Levering: Suggested next meeting be May 5, 2021. Board members confirmed date was acceptable.

10. Adjournment

Moved: Levering; Seconded: Quist; Roll Call (4 Yes, 0 No)